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<?xml version="1.0" encoding="utf-8"?>
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Strict//EN"
"/xhtml/xhtml11-strict.dtd">
<html>
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<link rel="stylesheet" type="text/css" href="print_stylesheet.css"/>
<title>A Catalogue of the Records of the Personnel
Office </title>
<meta name="dc.title" content="A Catalogue of the Records of the
Personnel Office"/>
<meta name="dc.author" content="Personnel Office, University of
Warwick"/>
<meta name="dc.contributor" content="University of Warwick&#10;&#9;&#9;
Personnel Office "/>
<meta name="dc.contributor" content="Association of University
Teachers"/>
<meta name="dc.subject" content="Resources management&#10;&#9;&#9; --
Personnel management"/>
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Finance management"/>
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training and development"/>
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Relations Management"/>
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administration"/>
<meta name="dc.title" content="Personnel Office"/>
<meta name="dc.type" content="text"/>
<meta name="dc.format" content="manuscripts"/>
<meta name="dc.format" content="finding aids"/>
</head>
<body class="main_report">
<h2 class="centred">A Catalogue of the Records of the Personnel
Office</h2>
<hr/>
<div>
<h3>
<a name="N60">Summary</a>
</h3>
<table width="100%">
<col width="5%"/>
<col width="25%"/>
<col width="70%"/>
<tr>
<td/>
<td valign="top">
<b>Reference</b>
</td>
<td>UWA/PER</td>
</tr>
<tr>
<td/>
<td valign="top">
<b>Title</b>
</td>
<td>Personnel Office</td>
</tr>
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<b>Dates of Creation</b>	1964-1995
<b>Held at</b>	University of Warwick Archive
<b>Extent</b>	0.92 cubic metres
<b>Name of Creator</b>	Personnel Office, University of Warwick
<b>Level of description</b>	File

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 </table>  
 </div>

<div>  
 <h3>  
[Administrative/Biographical History](#)  
 </h3>

<p>A.J. Saunders was Deputy Registrar (Personnel) and was succeeded by  
 Jim W Brant, who retired as Director of Personnel Services  
 in December 2001.

His successor, D. Donald Beaton, started in post 7 January  
 2002 (see  
[UWA/PUB/NL/271](#)).</p>

</div>  
 <div>

<h3>  
[Scope and Content](#)  
 </h3>

<p>Subject files of the Director of Personnel Services, 1964 - 2000</p>
 </div>

<div>  
 <h3>  
[Administrative Information](#)  
 </h3>  
 <h4>

#### [Immediate Source of Acquisition](#)

Material is deposited in the archive on a regular basis. The last accrual was in 2001.

#### [Appraisal, Destruction, Scheduling](#)

This collection has been weeded for duplicates.

#### [Accruals](#)

Further deposits are expected.

#### [Access Conditions](#)

The papers are currently closed unless with the prior permission of the Registrar and Director of Personnel Services.

#### [Restrictions on Use](#)

There are no restrictions on the use of this archive, apart from the requirements of copyright law and the Data Protection Act 1998.

### [Additional Sources of Information](#)

#### [Finding Aids](#)

An authority records exist for the Personnel Office (UWA AAR0024).

#### [Related Material](#)

- [UWA/M/PR](#) - Promotions Committee
  - [UWA/M/PR/AR](#) - Annual Reviews
  - [UWA/M/P](#) - Professorial

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        Board</li>
        <li>
            <a href="uwamsa.htm">UWA/M/SA</a> - Safety
            Committee</li>
        <li>
            <a href="uwamasc.htm">UWA/M/ASC</a> -
Academic Staff
            Committee</li>
        <li>
            <a href="uwamasdac.htm">UWA/M/ASDAC</a> -
Academic
            Staff Development and Appraisal Committee</li>
    </ul>
</p>
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</div>
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<h3>
<a name="N263">Index Headings</a>
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<p>University of Warwick
        Personnel Office </p>
</p>
<p class="space-before">
<p>Resources management
        -- Finance management</p>
<p>Resources management
        -- Personnel management</p>
</p>
</div>
    <div>
<h3>
<a name="N297">Catalogue</a>
</h3>
<div class="spaced">
<a name="N304">
<h3>UWA/PER <span style="font-weight: bold; margin-left:18pt">Director
of Personnel Services' Files</span> <span style="margin-left:18pt">1964-
1995</span>
</h3>12 files</a>
<div class="spaced">
<a name="N328">
<h4>UWA/PER/APP <span style="font-weight: bold; margin-left:18pt">Staff
Appraisal and Development</span> <span style="margin-left:18pt">1989-
1992</span>
</h4>3 files</a>
<div>
<h4>Access keywords</h4>
<p class="space-before">
<p class="space-after">Personnel management-- Workforce training and
development</p>
</p>
</div>
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<p class="section">UWA/PER/APP/1 <span style="font-weight: bold; margin-
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left:18pt">1989-1990</span>
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<a name="N379">
<p class="section">UWA/PER/APP/2 <span style="font-weight: bold; margin-
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<div class="spaced">
<a name="N399">
<p class="section">UWA/PER/APP/3 <span style="font-weight: bold; margin-
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left:18pt">1991-1992</span>
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<a name="N420">
<h4>UWA/PER/AUT <span style="font-weight: bold; margin-
left:18pt">Association of University Teachers</span> <span
style="margin-left:18pt">1964-1990</span>
</h4>5 files</a>
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<h4>Access keywords</h4>
<p class="space-before">
<p>Association of University Teachers</p>
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<p class="spaced">Personnel management-- Industrial Relations
Management</p>
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<a name="N453">
<p class="section">UWA/PER/AUT/1 <span style="font-weight: bold; margin-
left:18pt">Correspondence file</span> <span style="margin-
left:18pt">1964 Mar - 1972 May</span>
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<p class="section">UWA/PER/AUT/2 <span style="font-weight: bold; margin-
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<p class="section">UWA/PER/AUT/3 <span style="font-weight: bold; margin-
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<a name="N513">
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left:18pt">1944 May - 1975 Oct</span>
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<p class="section">UWA/PER/AUT/5 <span style="font-weight: bold; margin-
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left:18pt">1975 Oct - 1976 Dec</span>
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<a name="N554">
<h4>UWA/PER/PEN <span style="font-weight: bold; margin-
left:18pt">Pensions and Superannuation</span> <span style="margin-
left:18pt">1988-1995</span>
</h4>4 files</a>
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<h4>Access keywords</h4>
<p class="space-before">
<p class="space-after">Personnel management-- Pension schemes
administration</p>
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<p class="section">UWA/PER/PEN/2 <span style="font-weight: bold; margin-
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1992</span>
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<p class="section">UWA/PER/PEN/3 <span style="font-weight: bold; margin-
left:18pt">General</span> <span style="margin-left:18pt">1992-
1995</span>
</p>
</a>
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<div class="spaced">
<a name="N644">
<p class="section">UWA/PER/PEN/4 <span style="font-weight: bold; margin-
left:18pt">University Pension Scheme (UPS)</span> <span style="margin-
left:18pt">1988-1991</span>
</p>
</a>
<p>Pension Scheme Trustees</p>
```

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</div>
</div>
</div>
  </body>
</html>
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