

**Morehead State University  
Special Collections & Archives  
Archives Accession Form**

**Department or Office:** Human Resources & Payroll Office

**Collection Title:** Office Files

**Record Group Number:** RG047-20-04

**Date transferred:** No date of transfer listed.

**Processed by:** Dieter C. Ullrich

**Cataloged by:** Dieter C. Ullrich

**Date Listed:** February 27, 2020

**Date Span:** 1931-1998 (bulk, 1970-1990)

**Size of Collection:** 3.75 linear feet.

**Number of Boxes:** 7 letter size document cases and 1 letter half document case.

**Type of Material:** Personnel rosters, personnel policy manuals, job title lists, revised job descriptions and other institutional policy and procedure publications.

**Condition of Material:** Good.

**Arrangement:** Organized alphabetically by title of file; Chronological arrangement.

**Historical Information:** The responsibilities and duties of Human Resources & Payroll Office were initially performed by the Business Manager prior to establishment of the Office of Business Management in 1965 and later the Office of Business Affairs in 1968. In 1977, the office was transferred into the newly organized Bureau of Fiscal Affairs and in 1985 was reorganized as the Office of Personnel Services. The office was renamed Human Resources in 1995 and was combined with the Payroll Office in 2007. Presently, the Human Resource and Payroll Office provides and full range of personnel services and support for faculty, staff and external clients.

**Scope and Content:** Collection consists of reports and documents developed and distributed by the Personnel Services Office, presently the Human Resources & Payroll Office, of Morehead State University from 1931 to 1998 (most from the 1970s to the 1990s). The collection includes personnel rosters, personnel policy manuals, job title lists, revised job descriptions, personal actions forms, faculty and employee handbooks, travel regulations and other institutional policy and procedure publications.

**Subject Headings / Descriptors:**

Morehead State University. Human Resources & Payroll Office.

Morehead State University. Personnel Services Office.

Morehead State University – Employees.

Morehead State University – Faculty.

Morehead State University – Personnel management.

**Notes:** The collection was located in unidentified boxes in the archives repository in 2014 and reprocessed in February of 2020. Most likely these records were retained by the University library and later transferred to the archives after no longer in demand.