

Finding Aid for the Publications – Human Resources Office Collection

Descriptive Summary

Repository: University Archives, Department of Special Collections, Washington University Libraries, One Brookings Drive, Campus Box 1061, St. Louis, MO 63130, Telephone: (314) 935-5444 or (314) 935-9730, Fax (314) 935-8320, e-mail: spec@wumail.wustl.edu, website: <http://library.wustl.edu/units/spec/archives>

Creator: Washington University in St. Louis, Human Resources.

Title: Publications – Human Resources Office Collection.

Dates: 1973-2010.

Quantity: 2.0 linear feet.

Language: English.

Historical Note

The newsletter *Hilltop Happenings* (1973 – 1991) was published quarterly by the Human Resources Office, in conjunction with the University Communications Office, at Washington University. The paper includes news about programming for the nonacademic staff. For similar information 1991-2010, see the campus paper, *Record*, also held in University Archives.

Scope and Content Notes

Most of the documents filed under Human Resources Publications are single-sheet flyers and advertisements about the temporary wellness campaigns undertaken by the university, or reminders about child care, personal finance management and other services regularly offered through HR.

The collection contains to personnel or employment records.

Arrangement

This collection is arranged by size, and then alphabetical order.

Administrative Information

Source of Collection

This material is transferred to the University Archives on an ongoing basis.

Accruals

There are no accruals.

Processing Information

Compiled by Leela Pandey in March 2005. Updated by Amelia Hetherington in September 2010.

Restrictions

Access Restrictions

There are no restrictions to access.

Use Restrictions

Users of the collection must read and abide by the Rules for the Use of University Archives Materials.

Users of the collection who wish to use items from this collection, in whole or in part, in any form of publication (as defined in the form) must sign and submit to the Washington University Archives a hard copy of the Notification of Intent to Quote from or Publish University Archives Materials form.

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Collection Contents

Box No. Folder

01

Family Assistance, advertisements for programming for children and the elderly (2007-2010) [flyers]

“Freedom from Tobacco” Campaign, assorted advertisements for programs to help staff quit smoking (Spring, Summer 2010) [flyers]

“Hilltop Happenings,” (Fall, Winter 1973); (Spring, Fall, Winter 1974); (Spring, Summer, Fall, Winter 1975) [nonacademic newsletter]

“Hilltop Happenings,” (Spring, Summer, 1976); (Spring, Summer, Fall, Winter 1977) [nonacademic newsletter]

“Hilltop Happenings,” (Summer, Fall, Winter 1978); (Fall 1979) [nonacademic newsletter]

“Hilltop Happenings,” (Spring, Fall 1980) [nonacademic newsletter]

Personal Finance, advertisements for programming for personal financial management (2007-2010) [flyers]

Staff Appreciation and Discounts, advertisements for special staff functions and/or discounts (2007-2010) [flyers]

“United Way,” Campaigns, advertisements for the university’s United Way campaigns and staff pledge solicitations (2007-2010) [flyers]

“Wellness” Campaign, assorted advertisements for programs to improve staff health (2007-2010) [flyers]

Safety and Security Manuals, 1995-2000 [Not on shelf as of March 2005]

Training and Development Catalogs, 1997-98 [Not on shelf as of March 2005]

Box No. Folder

02 (Oversized)

“Hilltop Happenings,” (Summer, Fall, Winter 1981); (Summer, Winter 1982) [nonacademic newsletter]

“Hilltop Happenings,” (Spring, Summer, Fall, Winter 1983) [nonacademic newsletter]

“Hilltop Happenings,” (Spring, Summer, Fall, Winter 1984); (Spring, Summer, Fall 1985) [nonacademic newsletter]

“Hilltop Happenings,” (Spring, Summer, Fall, Winter 1986); (Spring, Summer, Winter 1987) [nonacademic newsletter]

“Hilltop Happenings,” (Summer, Winter 1988); (Fall/Winter 1988/1989); (1990); (1991) [nonacademic newsletter]