

2016

Bureau of Public Administration (University of Maine) Records, 1966-1981

Special Collections, Raymond H. Fogler Library, University of Maine

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ArchivesSpace

Bureau Of Public Administration Records (University of Maine)

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Finding aid written in English

Describing Archives: A Content Standard

Raymond H. Fogler Library University Archives

5729 Raymond H. Fogler Library

University of Maine

Orono, ME 04469-5729

207.581.1686

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Summary Information

Repository:	Raymond H. Fogler Library University Archives
Source:	Sanford, Muriel
Creator:	University of Maine. Bureau Of Public Administration
Title:	Discontinued Offices & Program. Bureau Of Public Administration Records
ID:	UA RG 0007.006
Date [inclusive]:	1966-1981
Physical Description:	1 box
Language of the Material:	English

Preferred Citation

University of Maine. Bureau of Public Administration Records UA RG 0007.006, [Box No.], [Folder No.]

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Biographical / Historical

The Bureau of Public Administration had its start with the city manager program begun in the 1930's by Professor Edward F. Dow. The Bureau was part of the progressive movement to professionalize municipal administration. The position of town manager became popular through this movement as a way to administer above the political fray. The Bureau hosted, delivered, and facilitated training for municipal and public employees on a range of subjects.

In 1989, the Margaret Chase Smith Policy Center was founded and it took over many of the responsibilities of the Bureau. By 1991 all training, seminars, workshops were pretty much phased out. It was replaced by the Maine Municipal Association as was the case in other states. Town managers and towns needed more timely advice than a university could provide.

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Scope and Contents

The records contain textual information created by the University of Maine Bureau of Public Administration. The record group mainly contains records regarding the Bureau's training programs, seminars, and workshops.

The record series Training Records contains publicity material for various Bureau of Public Administration workshops, seminar, and programs for municipal and public employees on a range of subjects including communications management, financial accounting, employee motivation, career development, and supervision. There are also copies of Bureau newsletters and calendars outlining training programs and details of a Maine State Government summer internship program.

The record series Administrative Records contains a copies of Bureau reports entitled "Maine State and Local Government Revenue and Expenditure Patterns: A Review" and "Intergovernmental Personnel Act Of 1970 - Fifth Year Report" and a memorandum regarding "Regional Planning Commissions Status Report".

The record series Subject Records contains items regarding the Intrastate Financial Management Network Project and the American Society for Public Administration.

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Arrangement

The Records Group is broken down intellectually into subseries: 1. Training Records, 2. Administrative Records, and 3. Subject Records.

Physically the records are arranged by subject. Some file names were changed to make them more meaningful, dates were added, and errors were corrected. The material was already rehoused into archival quality storage.

Box numbers have changed:

1 Old Box #339 (New Box 1)

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Administrative Information

Publication Statement

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Conditions Governing Access

Kept at Fogler Library's offsite storage facility. One week's notice required for retrieval. Generally only records older than 30 years are accessible. Personal identifiable and sensitive information will be redacted before release.

Conditions Governing Use

Information on literary rights available in the Raymond H. Fogler Library Special Collections Department.

Processing Information

Processed by Matthew Revitt, October 2016, Raymond H. Fogler Library Special Collections Department. Processing involved a collection survey and intellectual arrangement into series and the creation of this finding aid. The boxes and folders still need to be numbered and titled using information from ArchivesSpace.

Accruals

Accruals from the University of Maine Bureau of Public Administration are not anticipated since the Bureau has been closed more than twenty years.

Immediate Source of Acquisition

Much of the material is addressed to Raymond H. Fogler Library staff member Muriel A. Sanford.

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Related Materials

Related Materials

Office Of the President Records, UA RG 0004 includes records on the Bureau of Public Administration.

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Controlled Access Headings

- Public administration
- Training manuals
- Workshops
- Communications
- Local government
- Municipal government -- Maine
- Sanford, Muriel
- University of Maine. Bureau Of Public Administration

Bibliography

Smith, David C. "The First Century A History of the University of Maine 1865-1965" (Orono, ME: University of Maine at Orono Press, 1979).

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Collection Inventory

Training Records, 1966-1980

Physical Description: 14 folders

Title/Description	Instances	
Bureau Of Public Administration -- Finance & Accounting Procedures For Maine Municipalities Presentation	Box 1	Folder 3

<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Career Planning Workshop, 1975	Box 1	Folder 4
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Communication Workshops, 1970's	Box 1	Folder 5
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Open Enrollment Programs, 1972-1978	Box 1	Folder 6
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Employee Motivation, 1975	Box 1	Folder 7
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Government In-Service Training Program, 1966-1967	Box 1	Folder 8
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Maine State Government Internship Program, Summer 1980	Box 1	Folder 11
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Concept Of Planning Seminar, 1975	Box 1	Folder 12
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- New England Managers' Institute, 1966-1968	Box 1	Folder 13
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Newsletters And Calendars , 1968-1979	Box 1	Folder 14
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Supervision In The Public Service, 1972	Box 1	Folder 15
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Public Management Development Program, 1972	Box 1	Folder 16
<u>Physical Description:</u> 1 folder		
Bureau Of Public Administration -- Various Workshops, Seminars & Programs, 1968-1980	Box 1	Folder 17
<u>Physical Description:</u> 1 folder		

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Administrative Records, 1976-1980

Physical Description: 3 folders

Title/Description	Instances	
Bureau Of Public Administration -- Review Of Maine State And Local Government Financial Data <u>Physical Description</u> : 1 folder	Box 1	Folder 1
Bureau Of Public Administration -- Regional Planning Commissions Status Report, 1980 <u>Physical Description</u> : 1 folder	Box 1	Folder 2
Bureau Of Public Administration -- Intergovernmental Personnel Act Of 1970 - Fifth Year Report, 1976 <u>Physical Description</u> : 1 folder	Box 1	Folder 9

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Subject Records, 1972-1981

Physical Description: 2 folders

Title/Description	Instances	
Bureau Of Public Administration -- Intrastate Financial Management Network Project, 1980-1981 <u>Physical Description</u> : 1 folder	Box 1	Folder 10
Bureau Of Public Administration -- American Society For Public Administration, 1972 <u>Physical Description</u> : 1 folder	Box 1	Folder 18

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