



## Guide to the University of Nevada, Las Vegas Office of Continuing Education Records

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This finding aid was created by UNLV Special Collections and Archives staff. This copy was published on March 29, 2022. Please contact [special.collections@unlv.edu](mailto:special.collections@unlv.edu) for questions regarding this collection.

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## Summary Information

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<b>Repository:</b>	University of Nevada, Las Vegas. University Libraries. Special Collections and Archives.
<b>Creator:</b>	University of Nevada, Las Vegas. Office of Continuing Education
<b>Title:</b>	University of Nevada, Las Vegas Office of Continuing Education Records
<b>ID:</b>	UA-00061
<b>Date [inclusive]:</b>	approximately 1960 to 2009
<b>Physical Description:</b>	4.09 Cubic Feet (7 boxes and 1 flat file)
<b>Physical Description:</b>	4.55 Linear Feet
<b>Physical Location:</b>	Some materials are stored in the Lied Automated Storage and Retrieval Unit (LASR). Advanced notice may be required to access these materials.
<b>Language of the Material:</b>	English
<b>Abstract:</b>	The University of Nevada, Las Vegas Office of Continuing Education Records (approximately 1960-2009) contain correspondence related to the Office of Continuing Education's various educational programs, events, and projects. The collection also contains documents pertaining to the Committee for the Center for Continuing Education and Special Events, the University College, and the Architectural Committee, as well as Title I grant information, Educational Outreach course catalogs, and an architectural drawing of a planned Continuing Education conference facility.

### Preferred Citation

University of Nevada, Las Vegas Office of Continuing Education Records, approximately 1960-2009. UA-00061. Special Collections and Archives, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

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## Scope and Contents Note

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The University of Nevada, Las Vegas Office of Continuing Education Records (approximately 1960-2009) contain correspondence related to the Office of Continuing Education's various educational programs, events, and projects. The collection also contains documents pertaining to the Committee for the Center for Continuing Education and Special Events, the University College, and the Architectural Committee, as well as Title I grant information, Educational Outreach course catalogs, and an architectural drawing of a planned Continuing Education conference facility.

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## Arrangement

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Materials are loosely arranged by subject.

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## Administrative Information

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### Conditions Governing Access

**Legal Status:** The University of Nevada, Las Vegas Office of Continuing Education is part the Division of Education Outreach, which designs and delivers non-credit programs, courses, and workshops for personal enrichment and professional advancement in the Las Vegas, Nevada community. The Office offers courses in a variety of areas including business administration, aerospace and defense, human resources, legal studies, and social work. The Office also provides test preparation classes for standardized tests. Source: UNLV. UNLV Continuing Education, Division of Educational Outreach. Last modified 2019. Accessed December 13, 2019. <http://continuingeducation.unlv.edu/>.

### Access Note

Collection is open for research, with the exception of materials that are restricted to protect personally identifiable information. Restrictions are noted at the box level of this inventory and will be open for research use on January 1, 2055.

## Publication Rights

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## Acquisition Note

Materials were transferred to the University Archives in 1989 by the UNLV Office of Continuing Education; additional materials were later added; accession numbers 1989-048 and AC-95. This set of records includes former record group number 2.2.12.

## Processing Note

In 2019, as part of an archival backlog elimination project, Christina Lamoureux reboxed and arranged the materials, wrote the finding aid, and entered the data into ArchivesSpace. Later in 2019, Joseph Puentes processed additional materials and updated the finding aid in ArchivesSpace. In 2021, Sarah Jones added one box of materials to the collection and updated the finding aid.

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## Names and Subjects

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- Financial records
- Correspondence
- Continuing education
- University of Nevada, Las Vegas -- History

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## Collection Inventory

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Title/Description	Containers
Architectural drawing of the Office of Continuing Education conference facility, 1980 April 09	flat file 01
Carbon copies of general correspondence, 1971-1975	box 02
Committee for the Center for Continuing Education and Special Events and the Architectural Committee correspondence and planning documents; Thomas & Mack Center correspondence and architectural drawings; Nevada Southern University operating budget; University of Nevada, Las Vegas requisitions; and Title I grant documents, 1968-1982	box 03

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Correspondence pertaining to research and development; carbon copies of correspondence from Dwight Marshall, Dean of Continuing Education; and general correspondence, 1973-1980	box 04
Employee records, 1972-1980	box 05
Restricted: Materials are restricted to protect personally identifiable information and will be open for research use on January 01, 2055.	
Memoranda, Associates of Arts in General Studies degree documents, press releases, and newspaper clippings, 1960s-1970s	box 06
University College publications, Continuing Education brochures, memoranda, course catalogs, and lecture calendars, 1974 to 2009	box 07
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