

RG 14/2
Public Information/Editor of Publications

PUBLICATIONS- Job Envelopes (with samples)

<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	Acc. #81-62
R-89 FOLDER 28	76112	GI Series, Vol. 2, Issue 1	
	76113	Weekly Calendar, Vol. X, No. 10	
	76114	Financial Aid Info. & applications	
	76115	Encountering Antiques	
	76116	Magazine Article WRiting	
	76118	Gorham Cahmber Orchestra	
	76120	The World of Photography	
	76121	Posters for Joe Batten 'Tough Minded Selling'	
	76122	Headline sample, PMT Enlargements for Alumni	
	76124	Weekly Calendar, Vol. X, No. 11	
	76124-A	10M Spring Course tabloids for Registrar	
	76125	Residence Life Booklets	
	76126	Tentative course listing booklets	
	76128	Who's who and where	
	76129	Weekly Calendar, Vol. X, No. 12	
	76130	Certificate- The Management Institute	
	76131	Certificate- Elements of Purchasing	
	76133	Wildlife and Nature Photography	
	76134	Weekly Calendar, Vol. X, No. 13	
	76135	Elements of Transportation	
	76136	Management in Action brochure	
	76138	Economics major at UMPG	

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R-89	76139	Weekly Calendar, Vol. X, No. 14	
FOLDER 29	76140	Reaching Goals Creatively	
	76141	Economic outlook for 1977	
	76142	Improving Your Managerial Effectiveness	
	76143	Weekly Calendar, Vol. X, No. 15	
	76144	Moral Choices in Contemporary Society	
	76145	Accent on Listening	
	76146	Weekly Calendar, Vol. X, No. 16	
	76147	Posters for McCracken, etc.(Economic outlook)	
	76149	Applied Marine Science	
	76150	Weekly Calendar, Vol. X, No. 17	
	76151	Ireland- Past and Present	
	76152	Veterinarians Seminar	
	76153	Materials Management	
	76154	Estate Planning	
	76155-A	Soccer Camp brochures	
	76155-B	Soccer Camp brochures- reprinting	
	76156	How to be Successful in Small Business	
	76157	Applied Marine Science brochures	
	76158	How to Find Book Reviews in the UMPG libraries	
76159	Where to Go Guide		
76160	Weekly Calendar, Vol. X, No. 18		
76161	Time Management for Secretaries		

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<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	Acce. #81-62
R-89	76163	Annual meeting- Florida Alumni	
FOLDER 29	76164	Weekly Calendar, Vol. X, No. 19	
	76165	Developing Psychic Awareness	
	76166	Improving Your Managerial Effectiveness	
	76167	Introduction to Parapsychology	
	76168	Recommendations for immediate action	
	76170	Gellerman posters- Motivating through Supervisors	
	76171	Applied Food Service Sanitation Course	
	76172	Weekly Calendar for Feb. 7, Vol. X, No. 20	
	76173	Prerequisites for College Chemistry	
	76174	Weekly Calendars, Vol. X, No. 21	
	76175	Direct Marketing- Growth Opportunities...	
	76179	Creative Real Estate Workshop	
	76180	Weekly Calendar, Vol. X, No. 22	
	76181	Management in Action	
	76182	Readmission cards	
	76183	Legislative District Directory	
	76184	GI series, Vol. 2, Issue 2	
	76185	Communications & the Management of Change	
	76188	Certificate- Center for Real Estate Educations	
	76190	Weekly Calendar, Vol. X, No. 23	
	76191	Institute of Law and Education	

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<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	Acc. #81-62
R-99 FOLDER-30	76192	Updated second sheets of Classic Laid for Institute of Real Estate Education	
	76193	Lunch tickets- Real Estate Finance Seminar	
	76194	Spring season athletic schedules	
	76195	Weekly Calendars, Vol. X, No. 24	
	76196	Posters for Levinson seminar "Leadership Structure & Stress"	
	76197	CASE newsletter	
	76200	Commencement programs ✓ years?	
	76202	Successful Techniques in Production and Inventory Control	
	76204	Weekly Calendar, Vol. X, No. 25	
	76205	Summer Workshop in Music Ed.	
	76206	Improving the Bottom Line	
	76207	Certificate: Elements of Purchasing	
	76209	Weekly Calendar, Vol. X, No. 26	
	76211	Commencement invitations	
	76212	Career Awareness flyers	
	76213	Reduction- Alumni publication	
	76214	Tickets for fried clam supper	
	76215	Ad for Improving the Bottom Line	
	76216	Weekly Calendar, Vol. X, No. 27	
	76217	Educational Media courses	

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<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	<u>Acc. #81-62</u>
R-89	76218	Certificate- Maine Law Review	
FOLDER-30	76219	Labels- "Time Management for Secretaries"	
	76220	Weekly Calendar, Vol. X, No. 28	
	76222	Business cards- Charles Coit	
	76224	Credit Card Collection seminar	
	76225	Weekly Calendar, Vol. X, No. 29	
	76227	Credit & Collections seminar	
	76228	Motivation and Productivity- brochure and ad	
	76229	Phi Kappa Phi initiations programs	
	76232	Tickets RERUN special guest commencement	
	76233	Approaching Supervision Effectively	
	76234	Tentative course listing booklets for CED	
	76235	School of Law Commencement booklets	
	76236	Postcards- weekly calendar mailing list	
	76237	Weekly Calendar, Vol. X, No. 31	
	76238	Weekly Calendar, Vol. X, No. 32	
	76239	Certificates- Mgt. Institute	
	76240	Planetarium programs	
	76241	Diploma imprinting for commencement	
	76242	Certificates- Materials Management	
	76245	Certificate- Distinguished Service Award	

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<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	Acc. #81-62
R-89	76247	Certificate program for CED	
FOLDER - 31	76249	Criminal Justice in America	
	76250	Legal Education booklets	
	76252	Letter from President Miller	
	76253	Weekly Calendar, Vol. X, No. 33	
	76254	G.I. series, Vol. 2, Issue 3	
	76255	Fall 1977, Admissions Publication	
	76257	Student questionnaire	
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R- 100 89	77001	Rental of composer to CED	
FOLDER - 32	77002	Elementary Ballet, CED	
	77003	Composer rental- Management Institute	
	77004	Transfer cards & Freshman cards	
	77005	Magazine Article Writing	
	77006	Catalog inserts for School of Nursing	
	77007	Belly Dancing	
	77008	Modern Contemporary Dance	
	77009	Principles of Insurance	
	77010	Weekly Calendar, Vol. X, No. 34	
	77011	Encountering Antiques	

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<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	Acc. #81-62
R- 89 FOLDER 32	77012	Fall athletic schedule, Fall 1977	
	77013	Listen/Communicate...	
	77014	Wildlife Biology	
	77015	Reaching Goals Creatively	
	77016	Age of Uncertainty	
	77017	Wildlife and Nature Photography	
	77018	Estate Planning	
	77019	Parking registration cards	
	77020	Maps (Portland/ Gorham)	
	77021	Meal tickets	
	77022	Communiversy Leisure-Learn brochure	
	77023	Inserts for catalog	
	77024	Request for time-off slips, Police & Safety	
	77025	Horsemanship	
	77026	Shaker Studies	
	77027	Weekly Calendar, Vol. X, No. 35	
	77028	Composer rental- Management Institute	
	77029	Estate Planning	
	77030	Composer rental- Management Institute	
	77031	Weekly Calendar, Vol. XI, No. 1	
	77032	Leisure-Learns labels	

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<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	
			Acc. #81-62
R- 1000 89	77033	Weekly Calendar, Vol. XI, No. 2	
FOLDER 32	77034	Weekly Calendar, Vol. XI, No. 3	
	77035	Fall Planetarium folders	
	77036	Back slips	
	77037	Job tickets for P.I. Office	
	77038	Weekly Calendar heads	
	77039	Weekly Calendar, Vol. XI, No. 4	
	77040	Supplement to <u>Who's Who</u>	
	77041	Program for Archivist's workshop	
	77042	Catalog labels	
	77043	Weekly Calendar, Vol. XI, No. 5	
	77044	Nursing loan form	
	77044A	Defense loan form	
	77045	Economics major brochure	
	77046	Weekly Calendar heads	
	77047	VA Newsletter	
	77048	Weekly Calendar, Vol. XI, No. 6	
	77049	Composer rental- Management Institute	
	77050	President's buck slips	
	77051	Weekly Calendar, Vol. XI, No. 7	
	77052	Weekly Calendar, Vol. XI, No. 8	
	77053	Horsemanship	

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<u>Box Number</u>	<u>Job Number</u>	<u>Title</u>	Acc. #81-62
R- 89 FOLDER-33	77054	Weekly Calendar, Vol. XI, No. 9	
	77055	Science Bldg. brochure for Dec. 5 referendum	
	77056	Weekly Calendar, Vol. XI, No. 10	
	77056-A	Weekly Calendar, Vol. XI, No. 11	
	77057	Winter athletic folder	
	77058	Cards for distributing news weekly	
	77059	CED Spring 1978 tentative course listing	
	77060	CED certificates, blank	
	77062	CED, Wilderness Pursuits	
	77063	Newsweekly, Vol. 1, No. 1	
	77064	Composer rental	
	77065	CED, Scuba Diving	
	77066	Certificates, FNA program	
	77067	Newsweekly, Vol. 1, No. 2	
	77068	CED, Medical Terminology	
	77069	Composer rental- Management Institute	
	77070	Newsweekly, Vol. 1, No. 3	
	77071	Southworth Planetarium, Spring	
	77072	Winter Orientation folders	

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R- 110 89	77073	CED, Intro. to Parapsychology	
FOLDER 33	77074	Purchased Material Control	
	77075	CED, Dimensions in Parapsychology	
	77076	Newsweekly, Vol. 1, No. 4	
	77077	CED, Belly Dancing & Ballroom Dancing	
	77078	CED, Ballet	
	77079	CED, Dance	
	77080	CED, Basic Yoga	
	77081	CED, Encountering Antiques	
	77082	CED, Magazine Article Writing	
	77083	CED, Stage Manager	
	77084	CED, Wildlife Photography	
	77085	CED, Listen/Communicate	
	77086	CED, Shaker Arts & Crafts	
	77087	CED, Understanding the Stock Market	
	77088	CED, REsidential Growth and Taxes	
	77089	Composer rental- Mgt. Institute	
	77090	CED, So You've Bought an Old House	
	77091	CED, Transactional Analysis	
	77092	CED, Spoken German	
	77093	CED, Effective Supervisory Practice	
	77094	CED, Popular Culture	