

**Title:** Robert J. Dole Senate Papers-Office Administration, 1968-1996

**ID:** 01/004

**Primary Creator:** Dole, Robert J. (1923-)

**Extent:** 9.5 Linear Feet

**Arrangement:** Where materials were originally arranged chronologically, this scheme has been preserved. Otherwise, materials are arranged alphabetically.

**Languages:** English

### **Scope and Contents of the Materials**

The Office Administration collection documents the internal operations of Senator Dole's D.C. office and his state offices. It is composed of routine correspondence, procedural memos, employee forms and personnel records. There is little information about policy or legislative matters, nor do they illuminate anything about Senator Dole, himself. Because many of the files contain personal information about Senator Dole's staff members, several files have been restricted. These are noted later in the finding aid and also on the folders themselves.

### **Administrative Information**

**Repository:** Robert J. Dole Archive and Special Collections

**Access Restrictions:** Some materials within the Dole Archive are restricted because of their sensitive nature or because they contain personal or confidential information. These records are protected by federal laws such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). Examples of restricted records are personnel files, medical records, financial records, and any materials containing personal information such as addresses and social security numbers. Restricted materials are identified at the box and/or folder level within the finding aid. Questions about these materials may be directed to the Senior Archivist of the Dole Archives.

**Use Restrictions:** Copyright restrictions apply in different ways to different kinds of materials. Many of the documents and other historical materials in the Archive are in the public domain and may be reproduced and used in any way. Senator Dole has not donated his copyright interest in his papers and other historical materials to the Robert J. Dole Institute of Politics. Permission to publish must be obtained from him or his designee. There are other materials in the library carrying a copyright interest that must be used according to the provisions of Title 17 of the U.S. Code. The Archive issues a warning concerning copyright restrictions to every researcher who requests copies of documents. Although the copyright law is under constant redefinition in the courts, it is ultimately the responsibility of the researcher to properly use copyrighted materials.

**Series 1:** Clippings, 1982-1995 (Box 1)

Description: This collection contains a small number of news clippings dealing with disability and social security issues. These are arranged under the Clippings series. It is not known who retained these records or why they were not removed to the Press Related Materials collection.

**Series 2: Office Equipment, 1975-1994 (Box 1)**

Description: These files are routine paperwork for procuring, maintaining, and keeping inventory of the office equipment used in the Senator's Washington and state offices.

**Series 3: Office Funds/Budget, 1970-1993 (Box 1 – 4)**

Description: Office Funds/Budget contains the financial records of the Senator's Washington and state offices. It details such concerns as copying fees, office supply budgets, telephone bills, and travel vouchers. Several of these files have been restricted because they contain payroll information.

**Series 4: Office Operations and Procedures, 1971-1995 (Box 4)**

Description: The series contains routine internal correspondence regarding office space, parking, and other day-to-day procedures.

**Series 5: Office Personnel Files, 1968-1996 (Box 5 – 22)**

Description: Boxes 5-22 contain the personnel files of Senator Dole's office. These materials have not been processed and are restricted due to the personal information they contain.

**Series 6: Office Space, 1982-1984 (Box 23)**

Description: This series, composed of one folder, deals with office security procedures.