

George V. Voinovich Gubernatorial Collection Master Series List (Item Finding Aid)

Series 12: Personnel / Office Administration

Governor's Office – Office Administration Files of Stratford Shields

Stratford Shields served as the head of office administration.

The records are arranged in the order in which they were received. They are arranged by subject, but are not in alphabetic order. The files contain correspondence, reports, memos, printed materials, budget information, hiring and personnel items, projects, and statements and duties.

7.5 cu.ft. The records are in mixed order.

Box #1

1. Staff Comparisons
2. Cabinet: NWPC Survey 1991
3. Misc. Office Administration
4. Celeste Expenditures
5. Copiers
6. Recycle Ohio
7. Misc. Memos
8. Kiddie Cards
9. COE Program
10. Transition Personnel
11. Notary Commission Reports

12. EEO – Governor’s Office
13. Copiers
14. Correspondence
15. DOD Regional Office
16. Mail Room
17. Mail Room – FY 92
18. Computer Access
19. Computer
20. Budget
21. Budget – IG
22. Office of Veterans Affairs Transfer/Budget
23. Misc. Legislative Correspondence
24. [Loose] Informational Inventory 1/11/91 – Dept. of Health
25. Ibid. – Ohio
26. Bureau of Employment Services

Box #2

1. [Loose] Misc. Letters of Recommendation
2. Unclassified Hirings
3. [Loose] Unclassified Hirings
4. Copies of Resume Replies
5. Personnel
6. Resumes w/ Rec. – Holding
7. Personnel – Memos
8. Personnel – International Trade Division
9. GVV Assistant Candidates
10. Misc. Weekly Reports
11. EPA Director Recommendations
12. EPA Director Candidates A-P
13. EPA Director Candidates Q-Z
14. EPA Interviews
15. Resumes
16. Misc. Personnel
17. Candidates for Development
18. Performance Evaluation Information

Box #3

1. Executive Staff Retreat
2. Summer Interns
3. Mission Statements
4. Audit Information
5. National Trips
6. Butler County Highway Projects
7. Boards and Commissions
8. Governor's Office Budget
9. Holdover Personnel
10. Reclassification Project
11. Agency Duties [3-Ring Binder]
12. Memos

Box #118-2003 – Personnel / DAS PA's (1995-96)

Muller, Brenda to Wyse, Jill

Box #118-2004 – Personnel / DAS PA's (1991-95)

Adam, Theodore to Mooreman, J. Douglas