

National Union of Australian University Students

FILING LIST

NOTE:- The reliability of the files is destroyed if letters deal with matters coming under more than one filing reference.
Please write one letter on one topic as much as possible.

| | | | |
|------------|--|------------|--|
| "A" | <u>Activities</u> | "I" | <u>International</u> |
| 1 | Drama Festival | 1 | Asian Students |
| 2 | Debates | 2 | Immigration Policy |
| 3 | Art Exhibition | 3 | Incoming Delegations |
| 4 | Council | 4 | Overseas Delegations |
| 5 | Congress | 5 | Reports of Overseas delegations |
| 6 | May Executive Meeting | 6 | Arising from Overseas " |
| 7 | August Executive meeting | 7 | Volunteer Graduate Association for Indonesia |
| 9 | Aboriginal Scholarships | 8 | U.N.E.S.C.O. |
| 10 | World University Service | 9 | I.U.S. |
| 11 | New Zealand Debating Tour | 10 | COSEC |
| | | 11 | Student Identity Card |
| "E" | <u>Education</u> | 12 | Pan Malayan Students Fed. |
| 1 | Miscellaneous | 13 | Southern Universities' News |
| 2 | Vice-Chancellors' Committee | 14 | India |
| 3 | University Autonomy | 15 | C.O.N.D.A. |
| 4 | Newcastle University College | 17 | Asian Student Unions |
| 5 | Liberalisation of University Education | 8 | N.U.S.A.S. |
| 6 | Commonwealth Scholarships | 19 | N.Z.U.S.A. |
| 7 | University Development & Finance | 20 | (a) America |
| 8 | Student Councelling | | (b) Canada |
| 9 | Research - General | 21 | (a) National Union of Students |
| 10 | Education Research Officer | | E.W.N. I. |
| 11 | Research Seminar | | (b) S.U.S. |
| 12 | Advisory Committee | 23 | Communist Students Unions |
| 13 | | 24 | European Student Unions |
| | | 25 | Courtesies |
| "F" | <u>Faculty Bureaux</u> | 26 | Afro-Asian |
| 1 | Miscellaneous | 27 | I.S.C. |
| 2 | Engineering | 28 | South America |
| | (a) Indians to Australia | 29 | South Africa |
| | (b) Australians to India | 30 | Miscellaneous |
| | (c) "Torque" | 31 | Scholarships in Asia |
| 3 | Pharmacy | 32 | |
| 4 | Arts | 33 | Test-books to Indonesia |
| 5 | Medicine | 34 | Travel Aids - Asia |
| 6 | Law | 35 | Lok Milap |
| 7 | Social Studies | 36 | Study tour of Australia |
| 8 | Vetinary Science | 37 | Asian Seminar |
| 9 | Agriculture | 38 | Cuba |
| 10 | Science | 39 | Moral Re-Armament |
| 11 | Architecture | "K" | <u>Kim Paterson - President</u> |
| 12 | Political Science | 1-9 | President |
| "G" | <u>General</u> | 10 | Extraordinary resolutions |
| 1 | N.U.A.U.S. - General Data | 11 | Overseas Publications |
| 2 | Life Members | 12 | Executive Vacancies |
| | | 13 | |

"Q" Overseas Students Service

- 1 General
- 2 Clubs & Committees
- 3 Welfare
- 4 Accommodation
- 5 Employment
- 6 Orientation
- 7 Vacation Scheme
- 8 Overseas Publicity
- 9 Asiana
- 10 Asia Weeks

11. *Edmaria Tom*

"P" Publicity

- 1 P.R.O./Executive
- 2 N.U.A.U.S. Releases
- 3 A.U.P. Releases
- 4 A.U.P. Finance
- 5 General
- 6 Local Publicity Officers
- 7 COSEC Information Bulletins & Press releases
- 8 COSEC - "The Student"
- 9 Student Mirror
- 10 Copies of Student News papers - correspondence

"T" Travel

- 1 Cooks - Boat/Air
- 2 Cooks - General
- 6 Local Travel Officer
- 7 NZUSA - Bot/Air
- 8 NZUSA - General
- 10 Overseas Travel
- 12 Concessions - Air
- 13 Concessions - Rail
- 18 Travel Refunds
- 19 Travel Booklet
- 20 N.Z. Travel Scheme 1958-59.

"S" Secretariat

- A 11 Adelaide University S.R.C.
- A 31 Accrued Charges
- A 41 Accumulated Funds
- A 42 (a) Debates Travelling Expenses Fund
- A 42 (b) Congress
- A 42 (c) Drama Festival Reserve
- A 42 (d) National Art Exhibition
- A 42 (e) Travel and Exchange Fund
- A 42 (h) Faculty Bureaux Reserve
- A 51 Audit Fee
- A 61 Annual Subscriptions
- A 71 Argus Goodwill Fund
- A 81 Advertising - General Secretary
- A 82 Air Freight
- A 84 Australian Universities' Press

- C 11 Canberra University College S.R.C.
- C 21 COSEC Travel Aids
- C 71 Council Reserve
- C 72 Council Travelling Expenses and Accommodation
- C 74 Council General Expenses
- C 83 Congress Advance
- C 84 Corresponding Members, C.U.C., N.U.C.
- C 85 Co-ordinating Secretariat
- C 86 Constituents

"S" Secretariat (cont'd)

- D 51 Depreciation - Office Equipment & Reserve
- D 71 Drama Festival - Profit and Loss
- D 72 Drama Festival - Travelling Expenses
- D 73 Drama Festival - Home State Allowance
- D 91 Debates Travelling Expenses
- D 92 Debates Home State Allowance
- D 93 Donations

- E 53 Executive Allowance
- E 53A Special Executive Travel
- E 72 Education
- E 73 Editors Conference
- E 74 Education Research Officer

- F 51 Faculty Bureaux

- G 51 General Expenses
- G 61 General Service Fees
- G 71 Graduate Employment Scheme - Indonesia
- G 91 General Revenue

- I 22 International Account
- I 23 Insurance
- I 24 International Postages
- I 25 Interest
- I 26 International Cultural Reserve
- I 27 Indonesian Visit to Australia
- I 28 International Reports

- L 31 Loans from Constituents
- L 41 Local NUAUS Secretaries' Conf.
- L 51 Legal Costs

- M 11 Melbourne Uni. S.R.C.
- M 12 Miscellaneous Advances

- N 11 New England Uni. S.R.C.
- N 12 New Zealand Debates Reserve

- O 21 Office Furniture and Equipment
- O 22 Office Equipment Reserve
- O 54 Observers in New Zealand Reserve

- P 21 Petty Cash - President
- P 22 I.V.P.
- P 23 Vice President
- P 24 Secretariat
- P 25 O.S.S. Director
- P 26 Travel Director
- P 27 F. B. Director
- P 28 P.R.O.
- P 51 Postages
- P 53 Publicity

- Q 11 Queensland Uni. Union

- S 1 Miscellaneous
- S 2 Incorporation
- S 3 Fee Rise
- S 4

"S" Secretariat (Cont'd)

- S 5 Filing
- S 6
- S 7 Sydney Bank Account
- S 8 Constitution & Regulations
- S 9 Policy Statement
- S 10
- S 11 Sydney S.R.C.
- S 21 Sundry Debtors
- S 22 Suspense A/c
- S 31 Sundry Creditors
- S 41 Secretarial Assistance - President
- S 42 - I.V.P.
- S 43 - Sydney
- S 44 - Secretariat
- S 47 - Faculty Bureaux Director
- S 48 - Public Relations Officer
- S 51 Stationery
- S 52 Salary of General Secretary
- S 63 Song Book
- S 65 Special Observers at Executive Meetings
- S 66 South East Asia Trust Fund
- S 80 Sydney Office

- T 11 Tasmania University Union
- T 51 Telephones & Cables
- T 52 Transfer of Secretariat

- U 11 University of Technology

- W 11 University of W.A. Guild of Undergraduates.

E9.

3rd February, 1959.

Mr. A Hyslop,
NUAUS Office,
Union Building,
University of Adelaide,
ADELAIDE. SA.

Dear Alec,

At present my filing system goes like this:

E - Education:

1. Miscellaneous,
2. Vice-Chancellor's Committee
3. University Autonomy
4. Newcastle University College
5. Liberalisation of University Education
6. Commonwealth Scholarships
7. University development and finance
8. Student Counselling
9. Research-General
10. ERO
11. Research Seminar
12. Advisory Committee
13. Living Costs
14. Living Conditions
15. Failure
16. Withdrawal
17. Books and Equipment
- 18.
- 19.
- 20.
21. Public Relations: University Staff
22. " " " " Students

My concern begins with E9. The rest are in the main, the concern of the Education Officer, and I think Martin's revision is preferable to the above list. As far as possible I will follow his system from E1 to E8. I am not very happy about this system but I cannot improve it yet. One requirement is important, and that is, that we confine each letter to one topic. This accounts