Collection Overview:
Title: Papers of the Human Resources Department
Creator: Liberty University
Dates: 1983 – Current
Repository: Liberty University Archive
Extent: 0.44 Linear Feet
Abstract: This Record Group contains newsletters, mailings and policy documents.

Historical Note:
Liberty University was founded in 1971 under the name of Lynchburg Baptist College. The college was incorporated on January 18, 1972. In 1974 the college received permission to grant degrees from the Virginia State Council of Higher Education. In 1975 the name was changed to Liberty Baptist College. In 1980 the college received accreditation from the Southern Association of Colleges and Schools. In 1985 the name was changed to Liberty University.

Scope and Content Notes:
This Record Group is approximately 0.44 linear feet. It contains newsletters, mailings and policy documents. The materials range from 1983 – current.

Administrative Notes:
Access Restrictions: highlighted materials are in the Restricted section of the archives. Access to these materials is strictly monitored and may only be obtained with signed permission from the creating entity.
Use Restrictions: Copyright for Official University records is held by Liberty University; all other copyright is retained by the authors of the materials or their descendents as stipulated by United States copyright law.
Preferred Citation: [folder name, number]; [series name, number]; [sub-group name, number]; Papers of the Human Resources Department, Record Group 41; Liberty University; Liberty University Archive, Lynchburg VA.
Arrangement:
Processing Information: Collection was processed by Abigail Sattler.
Last Updated: This Finding Aid was last updated on March 24, 2014.
Related Materials:

Brief Description of the Collection:

LU 41:1 Box 1: General Materials
LU 41:2 Box 1: Official Policies Etc.

Detailed Description of the Collection:

LU 41:1 Box 1
Sub-Group 1: General Materials
   Series 1: Newsletters
      Unit 1: Personnelity Newsletter
   Series 2: Mass Mailings and Announcements
      Unit 1: 1990 – 1999

LU 41:2 Box 1
Sub-Group 2: Official Policies Etc.
   Series 1: Employee Handbooks and Manuals
         Folder A: Part 1
         Folder B: Part 2
      Unit 2: Employee Handbook
         Folder A: 1993
         Folder B: 1996
         Folder C: 2000
         Folder D: 1997 – 2004
      Unit 3: Student Employee Handbook

Series 2: Policies
   Unit 1: Employee Policies (1983)

Series 3: Benefits Information
   Unit 1: General Benefits Information