



New York State Archives

**New York State Department of Public Instruction Office of the
Superintendent Incoming Correspondence 04340**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists mostly of correspondence and brief reports received from local school officials relating to educational matters of local concern. Topics include the election and authority of local school officials, apportionment of state funds, conduct of teachers' institutes, assessment of and disputes over school taxes, legality of actions by school officials, construction and use of school buildings, Indian students; student discipline; and various routine administrative activities.
Creator:	New York (State). Department of Public Instruction. Office of the Superintendent
Title:	Department of Public Instruction Office of the Superintendent incoming correspondence
Quantity:	15.8 cubic feet
Quantity:	40 boxes
Inclusive Date:	1852-1894
Bulk Date:	1854-1886
Series:	04340

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Arrangement

1854-1886: most of the records are arranged by year or span of years, thereunder by county of origin, and thereunder in reverse chronological order by date of receipt or date answered.

For some years, postcards received from all counties and correspondence originating outside of New York State were filed separately.

January 1855 to March 1857 and April 1857 to April 1860: most correspondence was individually numbered, apparently with the number assigned to the Superintendent's reply, and filed by county of origin.

Throughout most of the administration of Superintendent Henry H. Van Dyck, 1857-1861, a substantial portion of the correspondence received was unnumbered and filed strictly by the

date received. Apparently at a later date, some of this correspondence was integrated into the portion of the series that is arranged by county.

1893-1894: arranged in reverse chronological order by the date written.

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Scope and Content Note

This series contains correspondence, reports, circulars, receipts, affidavits, and some appeals received by the Office of the Superintendent of Public Instruction from school, local, and state officials and private individuals.

Most of these records are correspondence and reports from school officials relating to educational matters of local concern. The subjects that they relate to include, but are not limited to: election and authority of local school officials; apportionment and use of state funding for schools; interpretation of school laws; conduct of teachers' institutes; assessment of and disputes over school taxes; legality of actions by local school officials; certification and pay of teachers; construction and use of school buildings; qualifications of voters at school district meetings; Indian students; student discipline; and various routine administrative activities.

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Related Information

Related Material

A2004Series A2004, Subject Files of Correspondence Received

A2003Series A2003, Telegrams Received and

A2001Series A2001, Teachers' Institute Registers of Attendance and Accounts of Expenses, all contain additional incoming correspondence on similar subjects

A2000Series A2000, Outgoing Correspondence

A2006Series A2006, Outgoing Correspondence Relating to the State Teachers' Library and

A2002Series A2002, Registers of Telegrams Sent, all contain related correspondence sent by the office

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Other Finding Aids

Available at Repository

A box/folder list of years and counties is available at the repository.

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Access Terms

- Indians of North America--Education--New York (State)
- Supervising
- Teachers--Certification
- Teachers' institutes
- Teachers--Pensions
- New York (State)
- Teachers--Salaries, etc.
- Government aid to education
- School administrators
- Education
- Education--Finance
- New York (State). Secretary of State
- University of the State of New York
- New York (State). Superintendent of Common Schools
- New York (State). Education Department