



*New York State Archives*

**New York State Education Department Bureau of Business  
and Distributive Education Application Files for Registration  
of Private Business Schools 10220**

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## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	The authority for registering private business schools was contained in the Regulations of the Commissioner of Education. All new teachers at such schools must be approved by the Education Department, and schools must meet facility, equipment, faculty, financial, and curriculum requirements upon registration. This series contains records relating to the registration and annual reregistration of private business schools and approval of teachers employed by these schools.
<b>Creator:</b>	New York (State). Education Department. Bureau of Business and Distributive Education
<b>Title:</b>	Application files for registration of private business schools
<b>Quantity:</b>	19 cubic feet
<b>Inclusive Date:</b>	1923-1970
<b>Series:</b>	10220

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## Arrangement

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Chronological by time period; thereunder alphabetical by name of school, then in reverse chronological order. Note: Chronological cutoffs are not absolute.

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## Administrative History

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The authority for registering private business schools was contained in the Regulations of the Commissioner of Education. When codified in 1942, Section 197 (renumbered as Part 127 in 1970) established facility, equipment, faculty, financial, and curriculum requirements for registration and annual reregistration of these schools. All new teachers at a school must also be approved by the Department under the same section. Until 1937 the work of registering these schools was carried out by a supervisor in commercial education under the Assistant Commissioner for Secondary Education. That year the Bureau of Business Education was

established in the Division of Vocational Education. In 1950, it was renamed Bureau of Business and Distributive Education, and in 1963 was transferred to the Division of General Occupational Education I.

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## Scope and Content Note

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This series contains records relating to the registration and annual reregistration of private business schools and approval of teachers employed by these schools.

The files for each school contain: requests for approval to teach in a private registered business school, giving educational, teaching, and employment history of teacher, salary, and current teaching responsibilities; teachers' transcripts; application for registration of a business school; field reports of visits to schools, giving a narrative description of the school's history, facilities and equipment, enrollment, tuition rates, faculty, graduation requirements, and recommendation of visitor regarding registration; memoranda and correspondence regarding approval or denial of registration; copies of school catalogs and other advertising publications; and occasional blueprints of school facilities in file for initial registration.

At the end of the series are files for schools formerly registered, but subsequently denied or not requesting registration.

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## Use of Records

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### Access Restrictions

Restricted access: College transcripts must be removed before research use due to provisions of the Personal Privacy Protection Act.

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## Access Terms

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- Registering
- Business education
- Education
- New York (State)
- University of the State of New York

- New York (State). Education Department
- New York (State). Education Department. Division of Occupational Education Instruction
- New York (State). Education Department. Bureau of Business Education