



New York State Archives

**New York State Department of Civil Service Internship and
Traineeship Programs Files 14098**

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Overview of the Records

Repository:	New York State Archives
Summary:	The Training Section served as administrators of the Sponsoring Committee of the Public Administration Training Program. The Section's files document the origin, development, and administration of public administration trainee and intern programs. Included are: memoranda; correspondence; lists of interns and trainees and their assignments; special, statistical, and progress reports; promotional publications; Sponsoring Committee and Subcommittee, minutes, reports, and memoranda; internship specifications; and data on trainees and interns, including qualifications, recruitment, salaries, assignments, and subsequent careers in State service.
Creator:	New York (State). Department of Civil Service. Personnel Services Division. Training Section
Title:	Department of Civil Service internship and traineeship programs files
Quantity:	1.4 cubic feet
Inclusive Date:	1947-1968
Series:	14098

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Administrative History

In 1947 Governor Dewey established a Sponsoring Committee of the Public Administration Training Program to develop job training and academic programs designed to produce capable administrators.

The programs developed and their beginning dates were the Albany Graduate Program in Public Administration (1947), Public Administration Internship Program (1947), State Employee Trainee Program (1950), and Partial Tuition Reimbursement Plan (1954). The Training Division (after 1954 the Training Section, Personnel Services Division) of the Department of Civil Service administered the intern, trainee, and tuition reimbursement programs, with policy guidance from an advisory Subcommittee appointed by the Sponsoring Committee. The graduate program was operated jointly by Syracuse and New York Universities. The Sponsoring Committee and its programs were phased out or reconstituted in a different form during the late 1960's.

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Scope and Content Note

This series consists of the Training Division's and Training Section's file on the Sponsoring Committee's programs.

Because the Section's director was also the Advisory Subcommittee's Executive Secretary, some of that body's records are included in the Series. The series contains the following types of records: internal Department and Commission memoranda concerning programs; correspondence with the Sponsoring Committee, the Subcommittee, State agencies and other interested parties; lists of interns and trainees and their assignments; special, statistical, and progress reports; promotional and informational publications; Sponsoring Committee and Subcommittee agendas, minutes, reports, and memoranda; and agency internship specifications. These files document the origin, development, and administration of public administration trainee and intern programs. They also contain data on trainees and interns, including their qualifications, recruitment, salaries, assignments (agency and type of work), and subsequent careers in State service.

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Use of Records

Access Restrictions

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

Access Terms

- Public administration
- Employees--Training of
- New York (State)
- Civil service
- New York (State). Partial Tuition Reimbursement Plan
- New York (State). Civil Service Commission
- New York (State). Albany Graduate Program in Public Administration
- New York (State). Public Administration Internship Program
- New York (State). Sponsoring Committee of the Public Administration Training Program

- New York (State). Department of Civil Service. Training Division
- New York (State). Department of Civil Service
- New York (State). State Employee Training Program