



New York State Archives

Project files and reports 14104

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of project files and reports of the Planning Section. Report topics include turnover of civil service technicians, professional entrance program, nationwide recruitment activities, reasons for resignation from state service, and management improvement. Project files include surveys of the operations of Department units, investigations of civil service issues and routine administrative matters. Also included are the results of a 1956 study of all entry-level titles and promotion charts for competitive-class positions in State service.
Creator:	New York (State). Department of Civil Service. Planning Section
Title:	Project files and reports
Quantity:	2 cubic feet
Inclusive Date:	1955-1972
Series:	14104

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Administrative History

The Planning Section existed within the Department's Executive Offices from the mid-1950's to the 1970's. It was then combined with the Data Processing Section to form the Bureau of Systems and Planning. The Planning Section assisted management in policy development and problem-solving by reviewing and studying programs and procedures.

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Scope and Content Note

This series consists of the project files and reports of the Planning Section.

Reports included in this series deal with such topics as the turnover of civil service technicians, professional entrance program, nationwide recruitment activities, reasons for resignation from state service, and management improvement. Project files include surveys of the operations

of various Department units, investigations of civil service issues (i.e. eliminating age biases from forms and requirements), and routine administrative matters (e.g. assignment of payroll numbers, use of provisional reports).

Also in the series are three binders containing results of a 1956 study of all entry-level titles and promotion charts for competitive-class positions 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

- Reports
- Civil service--Planning
- Planning
- New York (State)
- Investigating
- Researching
- Civil service
- Project files