



New York State Archives

New York State Archives State Archivist Subject, Correspondence, and Administrative Files 19040

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Overview of the Records

Repository:	New York State Archives
Summary:	The New York State Archives acquires and preserves state government archival records; provides records management services and training to state agencies and local governments; and promotes preservation and access to historical records statewide. These records consist of correspondence, reports, budget materials, fiscal and personnel records, publications, legislative materials, and policy and planning documents created by the State Archivist for setting policy, developing programs, and overseeing operations for the State Archives.
Creator:	New York State Archives. State Archivist
Title:	Subject, correspondence, and administrative files
Quantity:	70.5 cubic feet
Inclusive Date:	1981-2010
Series:	19040

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Arrangement

19040-97: Arranged in 5 subseries: 1. Executive Correspondence and Activities Files, 1981-1995; 2. State Agency Correspondence, 1981-1994; 3. General Correspondence, 1981-1994; 4. Administrative Records, 1981-1994; and 5. Correspondence with Professional Organizations, 1982-1995.

19040-97: Subseries 1 is arranged by type of office (Executive, Cultural Education, and other), and then chronologically; Subseries 2 is alphabetical by agency; Subseries 3 is arranged by type of correspondent (organization or individual) and then alphabetically; Subseries 4 is alphabetical by unit or topic; and Subseries 5 is arranged by conference or professional group.

19040-02: Roughly chronological by fiscal year then by record type.

19040-04: Reverse chronological order.

19040-13: Chronological.

19040-19: Alphabetical.

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Administrative History

The state's records management program was transferred to the Education Department in 1987 and combined with the archives to form the State Archives and Records Administration (SARA). SARA acquires and preserves state government archival records; provides records management services and training to state agencies and local governments; and promotes preservation and access to historical records statewide. The Office of Assistant Commissioner for Archives and Records Management develops and promotes programs and policies; approves records disposition schedules; and reviews all grants awarded under programs administered by SARA prior to final approval by the Commissioner of Education. The assistant commissioner chairs the State Historical Records Advisory Board (SHRAB).

The Archives Partnership Trust (APT) was established by legislative act in 1992 to ensure the survival and availability of archival records of New York's colonial and state government created prior to the opening of the New York State Archives in 1978.

Larry J. Hackman was New York State Archivist from 1981-1995. He was appointed Director of Archival Services and Records Management in 1987, and promoted as Assistant Commissioner for Archives and Records Administration in 1990. Until his resignation in July 1995, he held the latter position jointly with that of Executive Director of the Archives Partnership Trust (from 1992). He is a Fellow of the Society of American Archivists (SAA) and has served professional organizations including the Commission on Preservation and Access, the New York State Bar Association, Columbia University, and many other state, regional, and national associations.

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Scope and Content Note

This series consists of correspondence, reports, budget materials, fiscal and personnel records, publications, legislative materials, and policy and planning documents created by the State Archivist for setting policy, developing programs, and overseeing operations for the State Archives.

19040-97: These records were created by Larry J. Hackman during his tenure as New York State Archivist and Assistant Commissioner of Archives and Records Management. They reflect work to promote archives and records management; forge partnerships among governmental, historical, and educational communities; develop information policy; and provide management strategies for evolving information technology. The records also document

expansion of the functional role of the State Archives and increased advocacy for archives and records management statewide.

The files cover a time of dynamic organizational change and growth, and includes program information on electronic records, local records management, archival preservation, and cooperative bibliographic access. Notable events include the transfer of administration of the State Records Center to the Education Dept. (SED) from the Office of General Services; passage of an act resulting in the Local Government Records Management Improvement Fund (LGRMIF); establishment and expansion of the Documentary Heritage Program (DHP); and development of an inhouse micrographics program to preserve archival records.

Files contain internal and external correspondence; reports; notes; publications; planning documents; legislative proposals and background materials; grant applications and project records; policy and procedure statements; and other administrative materials. The records contain detailed information on the professional activities of the assistant commissioner and most aspects of SARA organization and operations.

Subseries 1: Executive Correspondence and Activities Files. This subseries includes correspondence; task force, committee, and activities files; and reports pertaining to executive offices in the SED and the Office of Cultural Education (OCE). A considerable amount of material relates to the Board of Regents, including minutes of monthly meetings. OCE material includes committee and planning files, audit files, and copies of monthly reports to the Regents.

Subseries 2: State Agency Correspondence. Typical files include correspondence and internal memoranda concerning records retention scheduling and records management; annual reports and brochures of state agencies; newspaper clippings concerning agency activities; and notes and agendas of meetings with agency officials.

Subseries 3: General Correspondence. Records include copies of transmittal letters sent with requested Archives publications; brochures, published reports, and other information relating to organizations; correspondence expressing thanks for tours or information; request for information on State Archives holdings and copies of replies; and hearing transcripts, agendas, and other material concerning the Governor's Commission and Conference on Libraries (1990).

Subseries 4: Administrative Records. Material pertains to the internal administration and functions of SARA. Records include reports, work plans, internal memoranda, and a variety of other material related to office units, personnel, and activities.

Subseries 5: Correspondence with Professional Organizations. Correspondence and other material relates to participation in professional organizations and committee work. These include the National Association of Government Archives and Records Administrators (NAGARA); New York State Forum; Research Libraries Group (RLG); Telecommunications Task Force; and State Historical Records Advisory Board (SHRAB). Material includes conference programs, agendas, remarks, and travel plans.

19040-99: This accretion to Subseries 1, Executive Correspondence and Activities Files, consists of correspondence, reports, planning material, minutes and meeting notes, and other material related to the Deputy Commissioner's Office of the Office of Cultural Education. Topics

include Board of Regents' priorities, proposed legislation, automation, proposed grant-funded projects, Education Commissioner's quarterly reviews, access for individuals with disabilities, and cultural diversity. This material was apparently misplaced when an earlier accretion was accessioned in 1997.

19040-02: This accretion consists of administrative records of Bruce Dearstyne who was, for the years 1995-1996, Co-Interim State Archivist as well as Director of External Programs.

19040-03: This accretion consists of meeting minutes, agendas, and related material of Assistant Commissioner Larry J. Hackman. Types of meetings include senior staff , division directors, and general staff meetings.

19040-13: This accretion to Subseries 1, Executive Correspondence and Activities Files, contains correspondence and some subject files created during the tenures of State Archivists V. Chapman-Smith and Christine Ward. The majority of the records relate to acquisition, space and security considerations regarding the records of the State Archives.

19040-19: This accretion to Subseries 5 contains correspondence with multiple professional organizations and institutions: Coalition for New York's Documentary Heritage, Council on Library Resources, National Association of Government Archives and Records Administrators (NAGARA), National Coordinating Committee for the Promotion of History, and New York Historical Society.

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Related Information

Related Material

B1424Series B1424, Subject, Correspondence, and Administrative Files, contains records of Edward Weldon, first New York State Archivist (1975-1980).

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Other Finding Aids

Available at Repository

Folder lists for accretions not included in this finding aid are 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

- Administrative records
- Plans (reports)
- Archives--Law and legislation--New York (State)
- New York (State)
- Minutes (administrative records)
- Archivists--New York (State)
- Administering archives
- Reports
- Records--New York (State)--Management
- Records--Law and legislation--New York (State)
- Correspondence
- Agendas (Administrative records)
- Records management
- New York (State)--Politics and government
- Ward, Christine W.
- Hackman, Larry J.
- New York State Archives and Records Administration
- Dearstyne, Bruce W. (Bruce William), 1944-
- Chapman-Smith, V.