



New York State Archives

New York State Archives Internal Administration Files 19056

New York State Archives
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Overview of the Records

Repository:	New York State Archives
Summary:	The series consists of files documenting the development of the local government records management program. Also included are planning reports on local and state government records, proposed position classifications and job descriptions, narrative and statistical reports, budget summaries, and information on the establishment of the State Archives.
Title:	Internal administration files
Quantity:	3 cubic feet
Inclusive Date:	1912-1980
Series:	19056

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Arrangement

Correspondence is chronological. The remainder is unarranged.

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Scope and Content Note

The series consists of files documenting the policies, procedures, and accomplishments of the unit, which provide historical data on development of the local government records program. They were maintained for administrative purposes.

Included are planning reports on local and state government records, proposed position classifications and job descriptions, narrative and statistical reports, budget summaries, and information on the establishment of the State Archives.

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Use of Records

Access Restrictions

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

Access Terms

- Archiving
- Administrative records
- Archives--New York (State)
- Managing local government records
- Budgets
- Reports
- Statistics
- New York (State)
- Local government--State supervision--New York (State)