



New York State Archives

**New York State Department of Mental Hygiene Departmental
Reorganization Records A1110**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of files compiled by John C. McEvoy, Executive Director of the Steering Committee for Departmental Reorganization. The files detail the development and implementation of plans for the reorganization of the Department of Mental Hygiene. Subjects range from agency-level policy development to day-to-day facility operations and staffing. Records include inter-departmental memorandums; meeting agendas and minutes; background and research materials; policy papers; organizational charts; worksheets; and sample office forms. A significant volume of documents detail the functions of various offices and divisions within the former department and the staffing levels at which these units operated.
Creator:	New York (State). Department of Transportation
Title:	Mental Hygiene Departmental reorganization records
Quantity:	4 cubic feet
Date:	1978
Series:	A1110

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Administrative History

Chapter 978 of the Laws of 1977 divided the Department of Mental Hygiene into three autonomous agencies: the Office of Mental Health, the Office of Mental Retardation and Developmental Disabilities, and the Office of Alcoholism and Substance Abuse (comprised of the independent Division of Alcoholism and Alcohol Abuse and Division of Substance Abuse Services). The act reflected policymakers' determination that "the provision and regulation of services to the separate classes of the mentally disabled can be most effectively and economically carried out by three independent offices." This shift in policy recognized that the former department had disproportionately allocated resources in favor of mental health programs and had not effectively transitioned patient care from institutional to community settings.

The reorganization was slated to become effective as of April 1, 1978. However, the statute directed the commissioner of mental hygiene and the newly designated commissioners of the several independent offices to "take such actions as are necessary and proper to prepare for an

orderly transition of the functions, powers and duties" in accordance with the newly mandated structure. During the reorganization planning and transition process, John C. McEvoy served as Executive Director of the Steering Committee for Departmental Reorganization.

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Scope and Content Note

This series consists of files compiled by John C. McEvoy in his role as Executive Director of the Steering Committee for Departmental Reorganization. The files detail virtually every aspect of the development and implementation of plans for the reorganization of the Department of Mental Hygiene. Subjects range from broad, agency-level policy development to the specifics of day-to-day building management and accounting. The vast majority of records are in the form of inter-departmental memoranda, but meeting agendas and minutes, background and research materials, policy papers, organizational charts, worksheets, and sample office forms are also included.

The earliest records in the series pertain to the organization of task forces and committees to plan the reorganization. Numerous records are devoted to analysis of existing department functions and services and to determining which of these could be administered discretely and which needed to be administered cooperatively. A significant volume of documents used during this process detail the functions of various offices and divisions within the former department and the staffing levels at which these units operated. Additional documents describe anticipated staffing requirements and requests for new positions and civil service titles following the reorganization. Extensive research into the budgetary implications of the reorganization and its impact on the delivery of services to local governments and to multiply handicapped individuals is also included.

The series documents the work of various committees including the Steering Committee for Departmental Reorganization, Inter-Office Coordinating Council, Subcommittee on Administrative Logistics for the Regional Offices, and Subcommittee on Administrative Coordination. New upper level management appointments and the location of regional offices affiliated with each of the newly independent agencies are also documented. Additional records detail agency staffing assignments and transfers of employees in conjunction with the finalization of reorganization plans. Timelines, progress reports, texts of announcements by the department commissioner, and memoranda to department staff reveal the ongoing progress of the reorganization. The impact of the reorganization on day-to-day operations, including human resources management, fiscal operations, communications, office space allocation and rental fees, equipment distribution, and building maintenance is also shown in detail.

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Use of Records

Access Restrictions

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

Access Terms

- Administrative agencies--Reorganization
- Planning
- New York (State)
- Memorandums