



New York State Archives

Superintendent's orders to staff A1904

New York State Archives
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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of memoranda directing staff to carry out specific assignments or to follow general regulations with regard to treatment and discipline of inmates; daily routines and procedures; repairs to buildings and facilities; arrangements for special events; scheduling and conduct of religious services; and other aspects of the institution's administration. Some orders concern grants, denials, and revocations of parole or investigations of paroled inmate's the living conditions of. Records are restricted.
Creator:	New York (State). State Agricultural and Industrial School
Title:	Superintendent's orders to staff
Quantity:	2.5 cubic feet
Quantity:	5 volumes
Inclusive Date:	1891-1943
Series:	A1904

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Arrangement

Chronological by order date.

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Scope and Content Note

These orders are memoranda directing staff to carry out specific assignments or to follow general regulations in the performance of their duties. Orders relate to treatment and discipline of inmates; daily routines and procedures; repairs to buildings and facilities; arrangements for special events; scheduling and conduct of religious services; and other aspects of the institution's administration.

All orders dating from 1893 to 1898 are directed to parole agent Lewis Haas or, in a few cases, to parole agents in general, and concern grants, denials, and revocations of parole or the agent's investigations of the living conditions of paroled inmates. Orders dating from 1898 to 1900 consist entirely of "Religious Assignments" giving the inmate's division number, name, a notation if returned or recommitted, inmate number, and whether Catholic or Protestant. Beginning in May 1917, the order books contain many printed programs for fairs, shows, and other events at the institution.

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Other Finding Aids

Available at Repository

Volume 4 contains an alphabetical subject list of "Important Orders."

Volume list.

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Use of Records

Access Restrictions

Restricted in part in accordance with Executive Law, Section 501-c (1)(b), relating to confidentiality of individuals in custody of the Division for Youth (now Office of Children and Family Services).

Alternate Formats AvailableAlternate Formats Available

A microform use copy of the series is available at the New York State Archives; however, the copy may not be available for use because of access restrictions that apply to the records.

Access Terms

- Juvenile detention homes--Administration
- Juvenile delinquents

Superintendent's orders to staff A1904

- Juvenile detention homes
- Juvenile delinquents--Rehabilitation
- Supervising reformatories
- Orders
- Juvenile delinquency
- Juvenile corrections
- New York (State)
- New York (State). Division for Youth
- New York (State). State Industrial School