



New York State Archives

**New York State Agricultural and Industrial School
Supplementary Case Files for Male Inmates A1960**

New York State Archives
222 Madison Avenue
Albany, NY 12230
archref@nysed.gov
URL: <http://www.archives.nysed.gov/>

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Overview of the Records

Repository:	New York State Archives
Summary:	These case files, which supplement information contained in series A1906, Male Inmate Case History Books, contain documents relating to inmate conviction, medical health at the time of admission, and parole. Each case file contains one or more of the following types of documents: certificate of conviction; medical certificate; guardian's letter of reference; custody agreement; parole order; and parole report.
Creator:	New York (State). State Agricultural and Industrial School
Title:	New York State Agricultural and Industrial School supplementary case files for male inmates
Quantity:	44 cubic feet
Inclusive Date:	1876-1913
Series:	A1960

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Arrangement

Numerical by case history number assigned upon admission.

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Scope and Content Note

These case files, which supplement information contained in series A1906, Male Inmate Case History Books, contain documents relating to inmate conviction, medical health at the time of admission, and parole.

Each case file contains one or more of the following types of documents:

1) Certificate of Conviction. A copy of the court commitment order, the original of which is filed in the County Clerk's Office, contains the following information: charge, with description of

property stolen if relevant; complainant's name; court; defendant's name, address, and age; date of court proceedings; and occasional notes on the appearance or religion of the defendant.

2) Medical Certificate. Forms completed by institution medical staff at the time of admission contain the following information: physical characteristics; contagious disease history; injuries suffered in the past; hereditary diseases; abnormalities; and urine analysis report (after 1900).

3) Guardian's Letter of Reference. This is a letter signed by three witnesses who attest to the suitability of a person to serve as a guardian for a paroled inmate. The letter contains the name, occupation, and address of the prospective guardian.

4) Custody Agreement. This is a contractual agreement signed by the guardian of a paroled inmate. Agreements vary in format, but all contain the following information: name and residence of guardian; verification of the guardian's suitability; and statement that the guardian will provide a paroled inmate with shelter, clothing, medical care, and occupational training.

5) Parole Order. In use beginning in the mid-1880's, this form records the vote of the institution's Department of Paroles on whether or not to parole the inmate.

6) Parole Report. This standard form report, completed by the paroled inmate and returned to the parole agent, contains information on the following: address; employment; sabbath school attendance; habits and associates; attitude toward home and employment; and guardian's comments, including verification of the accuracy of the report.

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Related Information

Related Material

A1906Series A1906, New York State Agricultural and Industrial School Male Inmate Case History Books, contains basic personal and family background information on each inmate.

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Other Finding Aids

Available at Repository

Name indexes for the Male Inmate Case History Books (Series A1906) can also be used for access to the Supplementary Case Files.

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Use of Records

Access Restrictions

Restricted 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 is not available for use because of access restrictions that apply to the records.

Access Terms

- Juvenile delinquents
- Paroling
- Juvenile detention homes
- Juvenile delinquents--Rehabilitation
- Inmate records
- Case files
- Juvenile delinquency
- Juvenile corrections
- New York (State)
- New York (State). Division for Youth
- Western House of Refuge for Juvenile Delinquents (Rochester, N.Y.)
- New York (State). State Industrial School