



New York State Archives

New York House of Refuge Steward's Record of Receipts and Disbursements of Supplies A2074

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Overview of the Records

Repository:	New York State Archives
Summary:	The steward, in his role as supply officer, kept track of receipts and supplies for the institution. Included are listings for foodstuffs, housewares, furniture, clothing, cleaning supplies, repairs and services, coal, seeds bulbs, keys and locks medical and surgical equipment and supplies, and lumber. For each item or service information includes date received or issued; value of item(s) received or issued; quantity or size of item(s) received and quantity issued.
Creator:	New York House of Refuge
Title:	New York House of Refuge steward's record of receipts and disbursements of supplies
Quantity:	1 cubic foot
Quantity:	(1 volume)
Inclusive Date:	1920-1931
Series:	A2074

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Arrangement

Chronological under specific item received or issued; items are sometimes grouped by general category (kitchen supplies, laundry supplies, medical supplies), but beyond this there is no pattern to the order of items listed.

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Scope and Content Note

The Steward kept these records to track the receipt and distribution of equipment and supplies as part of his responsibilities as supply officer of the institution.

For each item (or, in a few cases, service), the volume provides: date received or issued; receiving book folio number (book no longer extant); value of item(s) received; quantity and/

or size of item(s) received; quantity issued; and issuing book folio number (book no longer extant). The volume apparently covers all items for the entire institution, including: foodstuffs and spices; kitchen utensils, pots, pans, stores, and refrigerators; dishes, glasses, and eating utensils; cleansers, brushes, and other cleaning supplies; lanterns and lamps; pens, pencils, ink, paper clips, paper, and envelopes; clothing and shoes; furniture, mirrors, mattresses, and pillows; linoleum; towels; medical and surgical equipment and supplies, and prescriptions; exterminator services, automobile repairs, and other repairs and services; seeds and bulbs; painting supplies; electrical supplies; athletic equipment; maps and map handles; saw blades; keys and locks; water coolers; matches; paper bags; coal; and lumber.

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Use of Records

Access Restrictions

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

Administrative Information

Custodial History

The Department of Correction placed these records on loan to the Syracuse University Library from 1960-1977.

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Access Terms

- Juvenile delinquents--Rehabilitation
- Prison administration
- Juvenile delinquents--Rehabilitation--Equipment and supplies
- New York (State)
- Maintaining
- Reformatories
- Juvenile corrections--Equipment and supplies
- Juvenile detention homes
- Juvenile corrections
- Juvenile detention homes--Equipment and supplies

- Reformatories--Equipment and supplies
- Society for the Reformation of Juvenile Delinquents in the City of New York
- New York (State). Department of Correctional Services
- New York (State). Department of Correction