

# Finding Aid for the Instructions for inmates working in offices series.

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Finding Aid Publication Date: Mar 1st, 2018

**Online Finding Aid Record:**

<http://iarchives.nysed.gov/xtf/view?docId=ead/findingaids/A2083.xml>

## Overview of Records

**Repository:**

New York State Archives

**Summary:**

This typescript volume instructs inmates working as clerks in their duties and responsibilities. General instructions urge courtesy, obedience, discretion, etc. Specific instructions regarding filling out forms, carrying messages, updating records, and other duties instruct clerks working for: the Assistant Superintendent; the Military Instructor; the Dentist; the Oculist; and the Night Count (recording the nightly inmate census).

**Creator:**

New York House of Refuge

**Title:**

Instructions for inmates working in offices

**Inclusive Dates:**

1908

**Series Number:**

A2083

## Scope and Contact Note:

A typescript volume instructs inmates working as clerks in their duties and responsibilities. General instructions urge courtesy, obedience, discretion, etc. Specific instructions regarding filling out forms, carrying messages, updating records, and other duties instruct clerks working for: the Assistant Superintendent; the Military Instructor; the Dentist; the Oculist; and the Night

Count (recording the nightly inmate census).

## **Use of Records:**

### **Access Restrictions:**

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

## **Related Information:**

### **Other Finding Aids:**

Table of contents in front of volume.

## **Access Terms:**

Subjects:

- Reformatories
- Juvenile detention homes
- Juvenile delinquents--Rehabilitation
- Prison administration
- Juvenile corrections

Corporate Names:

- New York House of Refuge
- New York State Archives
- Society for the Reformation of Juvenile Delinquents in the City of New York
- New York (State). Department of Correction
- New York (State). Department of Correctional Services
- New York (State). Department of Correction

Genres:

- Instructions

Geographic Names:

- New York (State)

Functions:

- Directing