



New York State Archives

Inventory of local school records A3165

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Overview of the Records

Repository:	New York State Archives
Summary:	The commissioner of education requested all boards of education and school administrators to complete an inventory of their official records. School districts completed forms recording data on the extent and location of: meeting minutes of trustees or boards of education; enrollment, attendance, grade, and graduation records; district organization papers, financial reports, payrolls and any other existing records. Most responses also include the founding dates of schools, and information on record storage conditions and previous losses of records.
Creator:	New York (State). Education Department. Division of Archives and History
Title:	Inventory of local school records
Quantity:	0.4 cubic feet
Inclusive Date:	1936
Series:	A3165

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Arrangement

Arranged alphabetically by town, city, village, or occasionally county. Some items out of order.

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Administrative History

This information was gathered by the Division of Archives and History in response to a letter sent by the Commissioner of Education to all boards of education and school administrators on March 18, 1936.

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Scope and Content Note

These inventory forms and record correspondence data on the extent and location of local records.

Most replies are on standard inventory forms supplied by the Division and include information on: official minutes of the trustees or board of education; records of administrative officials and teachers (e.g. enrollment, attendance, grade and graduation records); business records (e.g. annual financial reports, receipts and disbursements, payrolls, and union free school organization records); and miscellaneous records not included above.

Most responses include the founding dates of schools, if known, and include brief statements about record storage conditions and prior losses of records. Correspondence concerning the compilation of the inventory and transmittal of forms is attached to most inventory forms.

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Use of Records

Access Restrictions

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

Access Terms

- Inventories
- Schools
- Schools--Records and correspondence
- Education
- New York (State)
- Researching
- Archival inventories
- University of the State of New York
- New York (State). Education Department