



*New York State Archives*

**Albany-Schenectady-Schoharie Board of Cooperative  
Educational Services (N.Y.) District Superintendent of  
Schools Records A3370**

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

## Table of Contents

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Overview of the Records .....	3
Arrangement .....	3
Scope and Contents .....	3
Use of Records .....	5
Administrative Information .....	5
Access Terms .....	5

## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	Microfilmed records include statistical, fiscal, legal, publicity, and other records relating to school districts in the constituent counties. Most of the documents relate to the district superintendent's function as representative and agent of the State Commissioner of Education. Records include annual financial and statistical reports; Communications Director's news files; District Superintendent's administrative office files; annual and statistical reports; component school district case files; certificates of apportionment of public school monies; teacher certificates; records of reorganization; and public employee contract negotiation files.
<b>Creator:</b>	Albany-Schenectady-Schoharie Board of Cooperative Educational Services (N.Y.) District Superintendent of Schools
<b>Title:</b>	Albany-Schenectady-Schoharie Board of Cooperative Educational Services District Superintendent of Schools records
<b>Quantity:</b>	0.3 cubic feet
<b>Quantity:</b>	(26 microfilm rolls)
<b>Inclusive Date:</b>	1906-1989
<b>Series:</b>	A3370

[^ Return to Table of Contents](#)

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## Arrangement

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Arranged by type of record.

[^ Return to Table of Contents](#)

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## Scope and Content Note

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Microfilmed records include statistical, fiscal, legal, publicity, and other records relating to school districts in the constituent counties. Most of the filmed documents relate to the district

superintendent's function as representative and agent of the Commissioner of Education-- not to the function of administering BOCES services to member school districts.

Annual financial and statistical reports (1916-1964) provide information on school district receipts and disbursements, buildings, operations, pupils and staffing for Albany and Schoharie counties. School districts were required by the state education department to submit these reports in order to secure a share of public school monies.

Communications Director's news files (1972-1984) consist of a clipping file including newspaper clippings, brochures, and newsletters that pertain to the Albany, Schoharie, and Schenectady BOCES.

District Superintendent's administrative office files (1913-1965) include copies of decisions of the commissioner, affidavits and petitions, and other documents related to school districts dissolutions, provision of services and other legal matters. These legal documents were maintained by the district superintendent to record legal decisions pertaining to his jurisdiction.

Also included in the series are miscellaneous annual reports (1922-1951) submitted to the state education department; statistical reports relating to the apportionment of public money (1911-1951), which were submitted to the state education department at the end of the school year and contain data on staffing, assessed valuation and public monies to which the district was entitled and amounts expended; and abstracts of trustees' reports (1911-1950) containing statistics on buildings, property, teachers, pupils for each school year.

Also, component school district case files (1987-1988) include superintendent's copies of state education department correspondence, state aid worksheets and file copies of annual financial reports, and correspondence between the school district and BOCES.

Certificates of apportionment of public school monies (1906-1952) contain annual reports submitted by the school commissioner (and later by district superintendent) to the county treasurer and to the commissioner of education giving a report on apportionment of school monies.

Teacher certificates (1913-1919) list teacher certificates issued in Schenectady County, including date, kind, certificate number, town and school district number, name of teacher, address, and information on expiration date.

Records of reorganization include school district consolidation and reorganization studies (1960-1989) which include correspondence, news clippings, results of feasibility studies, meeting minutes, agendas of committees, transportation committee reports, and elementary committee reports; and school district reorganization files (1965-1975) containing correspondence, reports, and blueprints relating to building projects.

Also, public employee contract negotiation files (1968-1985) include job announcements, meeting agendas, correspondence and reference material.

[^ Return to Table of Contents](#)

## Use of Records

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### Access Restrictions

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

### Alternate Formats AvailableAlternate Formats Available

Microfilm is available for use at the New York State Archives or through interlibrary loan.

Microfilm 26 rolls; 16 and 35 mm. Local Government Records Management Improvement Fund Grant Project Microfilm.

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## Administrative Information

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### Existence and Location of Originals

Originals held by local government.

### Custodial History

This microfilm was produced by a grant awarded and administered by SARA's Local Government Records Bureau for the 1992 grant cycle. Grantees submitted two copies of each roll of project film: a silver copy for secure storage at the State Records Center; and a duplicate copy, containing only non-restricted records, for public use at the State Archives research room.

Use copies of rolls containing restricted records are not maintained by the Archives, and are withdrawn from public use at time of accessioning. Security copies of such rolls are held at the State Records Center and are subject to restrictions under law.

Restricted film was so marked and use copies were weeded at time of accession; 40 rolls of master negatives (security copy) were sent to the State Records Center (TL 95-76, 77).

[^ Return to Table of Contents](#)

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## Access Terms

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- Albany County (N.Y.)
- Local government records

- Microfilms
- Education, Cooperative
- School administrators
- Teachers--Certification
- Administering local government
- Schenectady County (N.Y.)
- New York (State)
- Finance, Public
- Schools--Centralization
- Schoharie County (N.Y.)