



New York State Archives

**Historical Records Survey (New York State) District
Supervisors' Correspondence and Administrative Files
A4176**

New York State Archives
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Overview of the Records

Repository:	New York State Archives
Summary:	This series contains correspondence, memorandums, reports, travel orders, supply requisitions, time sheets ("employee depositions") and occasional employment applications ("personnel questionnaires"). These records were used by the district supervisors of the Historical Records Survey and were periodically transferred to the office of the state director. Most correspondence and memorandums in this series are between district supervisors and the state director, field workers, and administrative officials of the Works Progress Administration.
Creator:	Historical Records Survey (N.Y.)
Title:	District Supervisors' correspondence and administrative files
Quantity:	13.9 cubic feet
Quantity:	(18 boxes)
Inclusive Date:	1936-1942
Series:	A4176

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Arrangement

Numeric by original district number. Files of post 1941 renumbered districts follow the earlier files of the district having the same headquarters. Arrangement within each district varies.

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Administrative History

Each Historical Records Survey district was numbered (originally 1-12) and included from one to ten counties. Each district office was located in a major city from which the district supervisor oversaw all survey field activities within the district. Occasionally, district lines were redrawn or all or part of one district was placed under the supervision of a neighboring district's supervisor

to enhance administrative efficiency. In the spring of 1941 the number of districts was reduced to eight, district lines were redrawn, and district numbers were changed.

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Scope and Content Note

This series contains correspondence, memoranda, reports, travel orders, supply requisitions, time sheets ("employee depositions") and occasional employment applications ("personnel questionnaires"). These records were used by the district supervisors of the Historical Records Survey and were periodically transferred to the office of the state director, mostly in 1941 and 1942.

Most correspondence and memoranda in this series is between district supervisors and the State Director, field workers, and administrative officials of the Works Progress Administration. Correspondence contains information on several aspects of the actual completion of the survey: progress in surveying records; problems encountered by field workers; quality of work submitted by field workers; transmittal of survey forms; field workers' itineraries; and reorganization of survey districts.

Correspondence and other administrative files also provide information on several aspects of the administration of the survey as a white collar relief program: assignment and removal of field workers; appointment of district supervisors; travel requirements of survey staff; personnel problem situations (e.g. competency); work schedules; procurement of office supplies; and biographical background information on field workers (scarce).

Included with the files for new district 7 (Freeport, Long Island) is a draft compilation of statutes applying to the county, towns, and villages in Nassau County.

Also included in this series is a small quantity of correspondence files maintained by the Jefferson County area supervisor. This person reported to the district supervisor at Utica through July 1936, and thereafter to the district supervisor at Syracuse. The correspondence is of a similar nature to that of district supervisors.

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Other Finding Aids

Available at Repository

Container list.

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Use of Records

Access Restrictions

Researchers must agree in writing not to divulge personally identifiable information from personnel related forms found in files (e.g. "Personnel Questionnaire"), before access is granted.

Administrative Information

Custodial History

These files were deposited in 1942 in the State Library by the Historical Records Survey, and subsequently transferred to the State Archives as part of old collection #550A, accession number -372.

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Access Terms

- Local government--Records and correspondence
- Archives--New York (State)
- Church records and registers
- Public service employment
- Supervising
- New York (State)
- Researching
- Archival surveys--New York (State)
- United States--Imprints
- Historical Records Survey (U.S.)
- New York (State). Education Department. Division of Archives and History
- New York (State). Education Department
- United States. Works Progress Administration