



*New York State Archives*

**New York State War Council Office of Physical Fitness  
Director's Office Administration Files A4371**

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## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	This series is comprised primarily of correspondence between Office of Physical Fitness Director Hiram A. Jones and staff members, or other individuals and organizations, that reveals Jones's actions in directing the daily routines of the office and its programs. Included in the series are: letters from schools and other organizations interested in physical fitness; schedules and time records; correspondence regarding office staff members; and minor financial records.
<b>Creator:</b>	New York State War Council. Office of Physical Fitness
<b>Title:</b>	Director's office administration files
<b>Quantity:</b>	1 cubic foot
<b>Inclusive Date:</b>	1942-1945
<b>Series:</b>	A4371

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## Arrangement

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Arranged by topic.

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## Scope and Content Note

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This series is comprised primarily of correspondence between Office of Physical Fitness Director Hiram A. Jones and staff members or other individuals and organizations that reveals Jones's actions in directing the daily routines of the office and its programs.

This series includes: letters from schools and other organizations interested in physical fitness to which Jones usually directed others to respond. These letters typically requested pamphlets, information, or clarification regarding programs, or gave thanks for program assistance; records revealing weekly schedules of the field representatives, including name, week, each day's

activities, and its purpose; schedules, time records, and correspondence regarding office staff members; and minor financial records concerning expense refunds and travel arrangements.

Also found in this series is a slim folder of supplemental field reports from Ethel Kohlberg, the supervisor of the Women's Industrial Program, that documents issues and problems women faced in war industries.

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## Related Information

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### Related Material

A4369Series A4369, Director's program administration subject files, and

A4368Series A4368, Field representatives' reports and support materials, contain additional field representatives reports.

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## Use of Records

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### Access Restrictions

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

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## Administrative Information

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### Processing Information

This series was originally accessioned as box 192 of old collection #77, accession -71.

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## Access Terms

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- World War, 1939-1945--Health aspects--New York (State)
- Health
- Health education of women
- Exercise
- World War, 1939-1945--Women--New York (State)
- World War, 1939-1945--Social aspects--New York (State)
- Physical fitness--New York (State)
- New York (State)
- Physical education and training--New York (State)
- Administering health education
- Public health--New York (State)