



New York State Archives

**Rensselaer City School District (N.Y.) Administration Office
Personnel and Financial Records A4497**

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

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Overview of the Records

Repository:	New York State Archives
Summary:	Microfilmed records include school district personnel and financial records. Personnel records consist of an employee civil service directory (1954-1993) showing school district employees' names, addresses, and titles. Financial reports (1964-1992) consist of certified annual reports, and detail the revenues and expenditures for each school year as required and audited by the New York State Comptroller's Office.
Creator:	Rensselaer City School District (N.Y.). Administration Office
Title:	Rensselaer City School District Administration Office personnel and financial records
Quantity:	0.1 cubic feet
Quantity:	(2 microfilm rolls)
Inclusive Date:	1954-1992
Series:	A4497

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Arrangement

Arranged by type of record and therein chronological.

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Scope and Content Note

Microfilmed records include school district personnel and financial records. Personnel records consist of an employee civil service directory (1954-1993) showing school district employees' names, addresses, and titles. Financial reports (1964-1992) consist of certified annual reports, and detail the revenues and expenditures for each school year as required and audited by the New York State Comptroller's Office.

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Use of Records

Access Restrictions

Personnel directories: Restricted in part; State Archives staff will review requests for specific records and disclose in accordance with New York State Freedom of Information Law (FOIL).

Alternate Formats AvailableAlternate Formats Available

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

Microfilm 2 rolls; 16 mm. Local Government Records Management Improvement Fund Grant Project Microfilm.

Administrative Information

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 Services for the 1993 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 marked and use copies were weeded at time of accession; 13 rolls of master negatives (security copy) were sent to the State Records Center (TL 95-112). Not all restricted records were weeded at accession, and some use copies, such as rolls containing printed personnel directories that include some personal data, are restricted.

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Access Terms

- Rensselaer County (N.Y.)
- Local government records
- School employees--New York (State)
- Microfilms
- Administering local government
- School budgets--New York (State)
- Education--Finance
- New York (State)