



*New York State Archives*

**Management surveys of Municipal Civil Service  
Commissions B0505**

---

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

---

Overview of the Records .....	3
Arrangement .....	3
Scope and Contents .....	3
Other Finding Aids .....	4
Use of Records .....	4
Access Terms .....	5

## Overview of the Records

---

<b>Repository:</b>	New York State Archives
<b>Summary:</b>	This series consists of Municipal Survey Section inspection reports on city and county civil service commissions. These reports are used to correct problems in municipal civil service practices and to ensure conformance with law and regulations throughout New York. The reports along with correspondence, memoranda, and survey fact sheets contain detailed information on municipal civil service regulations and practices and recommendations for their improvement. Also included are special investigative reports on municipal examination procedures.
<b>Creator:</b>	New York (State). Department of Civil Service. Municipal Survey Section
<b>Title:</b>	Management surveys of Municipal Civil Service Commissions
<b>Quantity:</b>	10 cubic feet
<b>Inclusive Date:</b>	1938-1979
<b>Series:</b>	B0505

[^ Return to Table of Contents](#)

---

## Arrangement

---

Municipal surveys arranged by type of municipality (city or county), then alphabetically by municipality's name. Special investigation reports are filed after the survey reports for each type of municipality.

[^ Return to Table of Contents](#)

---

## Scope and Content Note

---

This series consists of Municipal Survey Section inspection reports on city and county (including New York City) civil service commissions.

These reports are used to correct problems in municipal civil service practices and to ensure conformance with law and regulations throughout New York. They are distributed to each State Civil Service Commissioner, each member of the inspected municipal commission, the Administrative Director of the Department of Civil Service, and the Director of the Municipal Services Division.

Reports contain detailed information in a standard format on municipal civil service regulations and practices and recommendations for their improvement. Reports vary in length but most cover the following topics: municipal civil service rules, classification of positions, examination administration, recruitment, eligible lists, record keeping, payroll certification, and provisional appointments. Some reports contain appendices of title lists, sample examinations, rosters, and other material documenting or illustrating points made in the report.

Filed with the reports are relevant correspondence and memoranda. This includes municipal commissioners' replies to the reports, survey fact sheets containing summary data (i.e. municipal commissioners' names and salaries, and number of employees in various classifications), and transmittal memoranda. This series also includes special investigative reports on municipal examination procedures. These investigations were prompted by information uncovered during a routine inspection, complaints to the State Commission, or legal actions taken against a municipal commission. Special investigative reports contain information on the following: history of the investigation, investigative methods used, findings, analysis of findings, and recommendations. Most reports also contain supporting documentation such as case studies of examinations, transcripts of testimony, correspondence, and memoranda.

[^ Return to Table of Contents](#)

---

## Other Finding Aids

---

### **Available at Repository**

Container list.

[^ Return to Table of Contents](#)

---

## Use of Records

---

### **Access Restrictions**

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

## Access Terms

---

- Regulating
- Local government
- Troy (N.Y.)
- Reports
- New York (State)
- Inspection records
- Municipal officials and employees
- Investigating
- Civil service
- New York (State). Department of Civil Service. Municipal Services Division
- Troy (N.Y.). Civil Service Commission
- New York (State). Civil Service Commission