



*New York State Archives*

**Appeals case files B0514**

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## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	This series consists of case files of appeals to the Classification and Compensation Appeals Board from the Classification and Compensation Division Director's determinations. Files include General Appeals Case Files: staff working files including the application for appeal with detailed narrative description of the appellant's case for reallocation or reclassification and the Board's determination; Agenda Case Files compiled by staff for the Board's use in making its determination and Hearing Transcripts for reclassification or reallocation of positions.
<b>Creator:</b>	New York (State). Classification and Compensation Appeals Board
<b>Title:</b>	Appeals case files
<b>Quantity:</b>	12 cubic feet
<b>Inclusive Date:</b>	1949-1960
<b>Series:</b>	B0514

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## Arrangement

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Organized into three subseries: 1. General Appeals Case Files; 2. Agenda Case Files; 3. Chapter 307 Hearing Transcripts.

General Appeals Case Files arranged by category of appeals (pre-1954; post-1956 Chapter 38; Chapter 307 reclassification; and Chapter 307 reallocation), then alphabetical by position title or numeric by code number.

Agenda Case Files: chronological by year, then numeric by agenda number.

Chapter 307 Hearing Transcripts: alphabetical by title.

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## Scope and Content Note

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This series consists of case files of appeals to the Classification and Compensation Appeals Board from the Classification and Compensation Division Director's determinations. It contains three basic types of files, described as subseries below.

General Appeals Case Files, 1950-1960. These were working files compiled by the Board's staff. Their contents vary but all contain form C.C.B.1. (the actual application for appeal) and an attached detailed narrative description of the appellant's case for reallocation or reclassification. Form C.C.B.1 contains all basic information on the appeal, including the Board's determination. Files may also include correspondence (usually with the Directors of the Budget and Classification and Compensation Division, the appellant, or the personnel director of the appealing agency), hearing officer's report, desk audit report, job specifications, and other evidence supporting the appellant's case. These files contain detailed information on the actual functions performed by State personnel.

Agenda Case Files, 1955-1960. These files were compiled by staff for the Board's use in making its determination. They contain a face sheet with the appellant's name and agency, title and nature of the appeal, dates of the C.C.D.'s hearing and denial of original request, name of the Division Technician in charge of the case, and the Board's vote and determination (including date of determination). Files also include memoranda and correspondence concerning the original reclassification or reallocation request and the narrative description of the appeal from the General Appeals Case Files.

Chapter 307 Hearing Transcripts, 1955-1958. These files contain transcripts of hearings before the Board for reclassification or reallocation of positions under Chapter 307, Laws of 1954. Transcripts are identified as to date and location of hearing, titles and agency affected by the appeal, and attendees. They contain detailed testimony by the appeal, and attendees. They contain detailed testimony on work performed by titles and arguments for reclassification or reallocation. Included among the files are a few post-1956 transcripts for Chapter 38 appeals.

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## Related Information

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### Related Material

Series B0547, Classification and Compensation Appeals Case Files, contains later records in the series (1960-1979) from the Civil Service Commission.

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## Other Finding Aids

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### Available at Repository

Container list.

An alphabetical by title card index exists for pre-1954 and Chapter 307 appeals; post-1956 appeals are only partially indexed. These card indexes are included in the series.

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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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## Access Terms

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- Adjudicating
- Civil service positions--Classification
- Labor
- Grievance procedures
- Case files
- New York (State)
- Civil service
- Civil service--Salaries, etc.
- New York (State). Department of Civil Service
- New York (State). Department of Civil Service. Classification and Compensation Division