



New York State Archives

Subject and correspondence files B0537

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of selected records transferred from the Executive Office because of their research value. Files include the Executive Director's, Assistant Executive Director's and Commissioner's subject and correspondence files; reports and special hearings files; files relating to State commissions, special conferences, and conventions; and records of interdepartmental and internal Department councils and committees. Many records are administrative; others discuss Division and Department activities and program analysis.
Creator:	New York (State). Department of Civil Service
Title:	Subject and correspondence files
Quantity:	11 cubic feet
Inclusive Date:	1938-1974
Series:	B0537

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Scope and Content Note

This series consists of selected records removed from the Dept. of Civil Service's Executive Office and transferred to the Department's "archives room" because of their research value. The complete Executive Office files exist only in microform in the Department's custody.

The selected files in this series have been arranged into four categories described below:

The Executive Director's, Assistant Executive Director's and Commissioner's subject and correspondence files contain correspondence, memoranda and other documents relating to general civil service matters, individual cases, and Departmental policy and procedures. Subjects covered in the files include jurisdictional classification, veterans' preference and rights, establishment of civil defense positions, probationary term, and significant law suits (i.e. DeMarco case). Included among these files, in ring binders, are the minutes to Division Directors' staff meetings and the Executive Director's "memoranda control book" containing copies of all administrative memoranda issued by his office.

Reports and special hearings files contain Division reports, special Department reports to the Governor, consultants' reports, miscellaneous reports, and transcripts of special Civil Service

Commission hearings. These reports contain information on Division and Department activities and analyses of their programs. Hearing transcripts concern such topics as jurisdictional reclassification and changes in civil service law.

Files relating to State commissions, special conferences, and conventions contain correspondence, memoranda, reports and other records. Included are files on the Public Welfare Personnel Classification Commission (1961), State Commission on Pensions (1950-1963), Temporary State Commission to Study Federally Aided Welfare Programs (1950-1951), Temporary Commission on Economy in State Departments (1932), and the 1967 State Constitutional Convention.

Records of interdepartmental and internal department councils and committees concern the Comptroller's Council on Security and Pension-Related Problems (1952), Committee on Professional Staff for State Employment ("Draper Committee.") (1965-1970), Inter-governmental Personnel Act Advisory Council (1977-1978), and others.

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Related Information

Related Material

Series 14086, Commission Working files

B0541, Municipal Services Division Director's and Assistant Director's Files

and Series B0513, Personnel Council Subject and Correspondence Files, contain additional records concerning the Commission and Civil Service Law reform.

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Other Finding Aids

Available at Repository

A container list is available at the repository.

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Use of Records

Access Restrictions

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

Access Terms

- Regulating
- New York (State)
- Civil service