



*New York State Archives*

**New York State Department of Civil Service Affirmative  
Action Plans and Monitoring Files B0545**

---

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
Administrative History .....	4
Scope and Contents .....	4
Related Information .....	5
Use of Records .....	5
Access Terms .....	5

## Overview of the Records

---

<b>Repository:</b>	New York State Archives
<b>Summary:</b>	This series consists of: State Agency Affirmative Action Plans, outlining how the agency will increase employment opportunity for minorities, women and the disabled; DHR Monitoring Files which include correspondence and memoranda about the development, implementation, problems with and progress of affirmative action plans; and Merit System Affirmative Action Office and Monitoring Bureau Monitoring Files which includes 1980 DHR Progress Report to the Governor's Executive Committee on Affirmative Action, and Monitoring Bureau goals and procedures materials.
<b>Creator:</b>	New York (State). Department of Civil Service. Division of Affirmative Career Programs. Monitoring Bureau
<b>Title:</b>	Affirmative action plans and monitoring files
<b>Quantity:</b>	13 cubic feet
<b>Inclusive Date:</b>	1976-1982
<b>Series:</b>	B0545

[^ Return to Table of Contents](#)

---

## Arrangement

---

Organized into three subseries: 1. State Agency Affirmative Action Plans, 1976-1980; 2. Division of Human Rights Monitoring Files, 1976-1980; 3. Merit System Affirmative Action Office and Monitoring Bureau Monitoring Files, 1980-1982.

Alphabetic by agency within each subseries.

[^ Return to Table of Contents](#)

## Administrative History

---

Executive Order 40 (1976) required all State agencies to file with the Division of Human Rights (D.H.R.) an affirmative action plan for "the prompt achievement of full employment opportunity for minorities, women, and the disabled" (called collectively "protected classes").

D.H.R. reviewed and approved these plans and monitored their implementation. Executive Order 40.1 (1980) transferred the Division's affirmative action responsibilities and records to the Department of Civil Service. The Department at first assigned affirmative action program responsibilities to its Merit System Affirmative Action Office. In 1981 the Office was abolished and the Monitoring Bureau of the newly-created Division of Affirmative Career Programs assigned the task of approving and monitoring agency plans.

[^ Return to Table of Contents](#)

---

## Scope and Content Note

---

This series is divided into three subseries described below.

State Agency Affirmative Action Plans, 1976-1980. This subseries consists of State Agency affirmative action plans originally submitted to the Division of Human Rights. Separate plans for Office of Mental Retardation and Office of Mental Health facilities and State University of the New York Colleges and universities are filed under these agencies and then arranged alphabetically by the institution's name.

Each affirmative action plan outlines how the agency will increase employment opportunity for minorities, women and the disabled. Every plan includes: an agency affirmative action statement and plan for its dissemination; a statement of goals and timetables for increased minority women, and disabled employment; a description of specific recruitment, hiring, and firing practices to be used to achieve these goals and timetables; a description of the administrative structure for the agency's affirmative action program; and a plan for evaluating the program. Some plans contain detailed statistical information on the employment of protected classes in the agency.

Division of Human Rights Monitoring Files, 1976-1980. These files contain agency quarterly and annual reports, correspondence and memoranda concerning the development, implementation, and progress of agency affirmative action plans. Files contain information on protected classes in agencies, problems in agency affirmative action programs, D.H.R. assessment of an agency program, changes and updates in agencies' plans, and the effectiveness of plans.

Merit System Affirmative Action Office and Monitoring Bureau Monitoring Files, 1980-1982. This subseries continues the D.H.R. Monitoring files and contains essentially the same types

of records and information. Also included in this subseries, however, are some special files containing the 1980 D.H.R. Progress Report to the Governor's Executive Committee on Affirmative Action, 1980 and 1981 agency annual report highlights, Monitoring Bureau goals and procedures materials (i.e. memoranda and internal manuals), and miscellaneous blind carbon copies of agency correspondence.

[^ Return to Table of Contents](#)

---

## Related Information

---

### Related Material

B0546Series B0546, Subject Correspondence, and Project Files (of the Merit System Affirmative Action Office).

[^ Return to Table of Contents](#)

---

## Use of Records

---

### Access Restrictions

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

---

## Access Terms

---

- Discrimination in employment
- Monitoring
- People with disabilities--Employment
- Minorities--Employment
- Plans (orthographic projections)
- Planning
- New York (State)
- Affirmative action programs
- Women--Employment
- Civil service
- New York (State). Department of Civil Service. Merit System Affirmative Action Office
- New York (State). State Division of Human Rights
- New York (State). Department of Civil Service