



New York State Archives

Utica State Hospital Daybooks and Journals B1497

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of accounting journals of the State Lunatic Asylum (later Utica State Hospital). Series includes a steward's journal listing payments made for supplies, food, services, labor, and routine maintenance; a vendor specific journal recording accounts payable by companies and providers; and a daybook and journal recording payments for household stores, patients' expenses, miscellaneous expenses, provisions, farm, and petty expenses.
Creator:	Utica State Hospital (N.Y.)
Title:	Utica State Hospital daybooks and journals
Quantity:	1 cubic foot
Quantity:	3 volumes
Inclusive Date:	1842-1891
Series:	B1497

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Arrangement

Arranged either chronologically, or by vendor and therein chronologically.

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Scope and Content Note

This series consists of accounting journals of the State Lunatic Asylum (later Utica State Hospital). The journals record payments made by the hospital for a variety of expenses. These transactions were later entered into ledgers (many no longer extant) under individual accounts or expense categories.

The steward's journal of the State Lunatic Asylum (1842-1858) contains a chronological listing of expenses recorded by the steward. Types of expenses include supplies; food; services; labor; and routine maintenance. Information given for each expense includes date; individual,

company, or entity paid; item or service purchased; and amount due. Total brought forward and monthly totals are also given.

A second journal is vendor specific (1877-1883), listing accounts payable by companies and providers with date; item and quantity; price per unit; and total. Of approximately one hundred thirty vendors cited in this journal, the largest number of entries are for Butler and Hamilton, Heath Brothers, and Hugh Glenn and Company.

A daybook and journal (1883-1891) gives date; name of company or person paid; amount paid; item or service purchased; and broad category of each expense, such as household stores, patients expenses, miscellaneous expenses, provisions, farm, and petty expenses. Amounts are brought forward for each page and totaled for each month.

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Related Information

Related Material

B1498Series B1498, State Lunatic Asylum Ledger, has individual account information which includes some entries from the steward's journal.

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Other Finding Aids

Available at Repository

Journal dated 1877-1883 contains an alphabetical index of vendor names.

Volume list is available at the repository.

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Use of Records

Access Restrictions

Partially restricted in accordance with Mental Hygiene Law section 33.13, relating to confidentiality of clinical records. The daybook and journal for the period 1883-1891 includes accounts of individual patients, whose identity is restricted. Access is permitted under certain conditions upon approval by the Office of Mental Health.

Access Terms

- Psychiatric hospitals--New York (State)
- Oneida County (N.Y.)
- Accounting
- Administering psychiatric hospitals
- Daybooks
- Hospital purchasing--New York (State)
- Hospitals--New York (State)--Accounting
- New York (State)
- Mental health facilities--New York (State)
- Journals (accounts)
- Utica (N.Y.)
- Purchasing
- New York (State). State Lunatic Asylum
- New York (State). Office of Mental Health
- New York (State). Department of Mental Hygiene