



New York State Archives

**New York State Department of Correction Manual for
Developing Prisoners Case Records B1546**

New York State Archives
222 Madison Avenue
Albany, NY 12230
archref@nysed.gov
URL: <http://www.archives.nysed.gov/>

Table of Contents

Overview of the Records	3
Scope and Contents	3
Use of Records	4
Administrative Information	4
Access Terms	4

Overview of the Records

Repository:	New York State Archives
Summary:	The series consists of a manual for developing case records of prisoners confined in state prisons or reformatories. The manual was prepared by the Work Projects Administration as part of a technical series of federal guidelines for improving prisoner records in state correctional institutions. Projects to upgrade recordkeeping were recommended to meet the need for better classification of prisoners. Improved data and administration of information about prisoners would allow for better appraisal for treatment programs and parole decisions.
Creator:	New York (State). Department of Correction
Title:	Manual for developing prisoners case records
Quantity:	0.2 cubic feet
Quantity:	(1 volume)
Inclusive Date:	1939
Series:	B1546

[^ Return to Table of Contents](#)

Scope and Content Note

The series consists of a copy of a manual for developing case records of prisoners confined in state prisons or reformatories. The manual was prepared by the Work Projects Administration as part of a technical series of federal guidelines for improving prisoner records in state correctional institutions. This is apparently a copy sent to the Department of Correction. Projects to upgrade recordkeeping were recommended to meet the need for better classification of prisoners. Improved data and administration of information about prisoners would allow for better appraisal for treatment programs and parole decisions.

The manual includes information on the nature and purpose of prisoner records; methods of organizing a case record system; suggested sponsors and objectives of a prisoner records project; information needed to plan a project proposal; and numerous appendices on checking existing records, forms of prisoners' case records, and instructions for project supervisors and staff.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

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

Administrative Information

Processing Information

This accession resulted from a project by Archives staff in 1997 to accession or refile estrayed or unidentified records.

[^ Return to Table of Contents](#)

Access Terms

- Training state government employees
- Guidelines
- Records management
- New York (State)
- Manuals (instructional materials)
- United States. Work Projects Administration
- New York (State). Department of Correctional Services