



New York State Archives

**New York State Library Memoranda on Records Storage
B1552**

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Table of Contents

Overview of the Records	3
Administrative History	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:	This series consists of memoranda from staff of the New York State Library to Hugh M. Flick, and subsequently to State Education Commissioner Ewald B. Nyquist, reporting on transfer of department records to/from offsite storage. The memoranda include information on the transfer of the records as well as several summary lists of files and record series included in the group. They were based on a 1969 survey of offsite records conducted by State Library staff.
Creator:	New York State Library
Title:	Memoranda on records storage
Quantity:	0.1 cubic feet
Inclusive Date:	1969-1970
Series:	B1552

[^ Return to Table of Contents](#)

Administrative History

In 1969 a survey was conducted by State Library staff of records held at the Elm Street Garage in Albany (also known as "the cage") for the Library for the Blind. Staff recommended the records (300 boxes comprising records of the Department of Public Instruction, ca. 1953, and some plates of Museum publications) be transferred as archival to the State Library and moved to the library warehouse, or elsewhere. A section in the cage would be retained for storage of magnetic/audio tapes. The aim was to reunite the whole collection of materials relating to the Education Department and house the collection in the new Cultural Education Center.

[^ Return to Table of Contents](#)

Scope and Content Note

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the transfer of the records as well as several summary lists of files and record series included in the group.

[^ 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

The 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

- Archiving
- Records management
- New York (State)
- Memorandums
- University of the State of New York
- New York (State). Education Department