



New York State Archives

**New York State Department of Motor Vehicles Procedures
Manuals B1578**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of copies of departmental procedures manuals and memoranda to field staff regarding changes to procedures, regulations, and practices pertaining to licensing for operation of motor vehicles. The manuals are detailed, extensive, and typically include information on department personnel and organization (including authorities in different states and provinces, and a list of county clerks); district office procedures; and section operations (e.g., complaints, statistical, hearing, finance, legal).
Creator:	New York (State). Department of Motor Vehicles
Title:	Procedures manuals
Quantity:	3 cubic feet
Inclusive Date:	1940-1962
Series:	B1578

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Arrangement

Manuals are chronological by year; memoranda are arranged by recipient group.

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Scope and Content Note

The series consists of copies of department procedures manuals and memoranda to the field regarding changes to procedures, regulations, and practices pertaining to licensing for operation of motor vehicles.

The manuals are detailed and extensive and typically include information on department personnel and organization (including authorities in different states and provinces, and a list of county clerks); district office procedures; and section operations (e.g., complaints, statistical, hearing, finance, legal). Included are some loose pages of changes to the manual(s).

Memoranda cover changes to the department manual and revisions to reporting, testing, and procedural matters in the field (e.g., foreign language testing, decentralization of driving school functions, stamping of suspension periods on licenses). The memos are organized in three series. The "C" series (1963-1968) was sent to district supervisors, district office section heads, and county clerks; the "D" series was sent to supervisors from the administrative director; and the "P" series (1963-1971) was sent to all enforcement agencies, judges, and magistrates.

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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 integrate estrayed or unidentified records.

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Access Terms

- Automobile drivers' tests
- Regulating motor vehicles
- Licensing driving
- Motor vehicle driving--New York (State)
- Automobiles--Licenses
- New York (State)
- Employees' manuals
- Administering
- Manuals (instructional materials)