



New York State Archives

**New York State Office of Mental Health Bureau of
Management Services Formal Communications Records
B2529**

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Table of Contents

Overview of the Records	3
Scope and Contents	3
Related Information	4
Other Finding Aids	4
Use of Records	4
Administrative Information	4
Access Terms	5

Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of communication records in the form of reports, policies and procedures, and guidelines for staff of the Office of Mental Health. These documents provide guidance on operating facilities, coordinating health care, maintaining accounts, and various reporting requirements.
Creator:	New York (State). Office of Mental Health
Title:	Office of Mental Health Bureau of Management Services formal communications records
Quantity:	5 cubic feet
Inclusive Date:	1958-1979
Bulk Date:	bulk 1970-1979
Series:	B2529

[^ Return to Table of Contents](#)

Scope and Content Note

This series consists of communication records in the form of reports, policies and procedures, and guidelines for staff of the Office of Mental Health. These documents provide guidance on operating facilities, coordinating health care, maintaining accounts, and various reporting requirements. It appears that many of the documents were transferred from the Department of Mental Hygiene to the Office of Mental Health when the New York State Mental Hygiene Law was recodified in 1977, and particular responsibilities were transferred to the Office of Mental Health. Manuals from the Department of Audit and Control are also included in the series.

[^ Return to Table of Contents](#)

Related Information

Related Material

11696Series 11696, Employee relations formal communications records, contains related records.

[^ Return to Table of Contents](#)

Other Finding Aids

Available at Repository

Folder list is available at the repository.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

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

Administrative Information

Acquisition Information

This series was transferred under records disposition number 11696, and includes records from transfer list 800021.

[^ Return to Table of Contents](#)

Access Terms

- Administering mental health facilities
- Supervising
- Mentally ill--Care--New York (State)
- Guidelines
- New York (State)
- Mental health facilities--New York (State)
- Psychiatric hospitals--New York (State)--Employee rules
- New York (State)--Officials and employees
- Reports
- Procedures (documents)
- Training
- Mental health policy--New York (State)
- Mental illness--Treatment--New York (State)
- New York (State). Department of Mental Hygiene
- New York (State). Department of Audit and Control