



New York State Archives

**Newark Developmental Center (N.Y.) Personnel Records
B2651**

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

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of employee time books and civil service title files. Employee time books include employee's name, dates worked, pay rate, days and hours worked, and amount paid per period. Civil service title files provide a record of the job responsibilities and types of jobs held by staff. These records include job descriptions, job announcements, and reclassifications.
Creator:	Newark Developmental Center (N.Y.)
Title:	Newark Developmental Center (N.Y.) personnel records
Quantity:	6 cubic feet
Inclusive Date:	1911-1976
Series:	B2651

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Arrangement

By record type then chronological.

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Scope and Content Note

This series consists of employee time books and civil service title files. Employee time books include employee's name, dates worked, pay rate, days and hours worked, and amount paid per period. Civil service title files provide a record of the job responsibilities and types of jobs held by staff. These records include job descriptions, job announcements, and reclassifications.

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Other Finding Aids

Available at Repository

Volume list is available at the repository.

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Use of Records

Access Restrictions

As service recipients could be employed, these records may also contain service recipient names and information. Records containing service recipient information are restricted permanently in accordance with Section 33.13, Mental Hygiene Law, relating to confidentiality of clinical records and the Personal Privacy Protection Law. Access permitted under certain conditions upon application to and approval by the Office for People with Developmental Disabilities.

Administrative Information

Acquisition Information

This series was transferred under RDAs 22688 and 22719.

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Access Terms

- Developmentally disabled--Institutional care
- Intellectual disability facilities
- Employing
- New York (State)
- Personnel records
- New York (State). Office for People with Developmental Disabilities
- Newark State School for Mental Defectives (N.Y.)

- Newark State School (N.Y.)
- New York State Custodial Asylum for Feeble-Minded Women
- New York (State). Department of Mental Hygiene