



New York State Archives

**New York State Education Department Deputy
Commissioner's Office Museum and Cultural Institution
Charter and Registration Files B2698**

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Table of Contents

Overview of the Records	3
Arrangement	3
Administrative History	3
Scope and Contents	4
Related Information	4
Use of Records	4
Administrative Information	4
Access Terms	5

Overview of the Records

Repository:	New York State Archives
Summary:	Records include copies of petitions, charters, questionnaires, governing and fiscal documents, nonprofit documentation and tax forms, annual reports, informational and promotional materials, facility onsite review materials, recommendations prepared for Board of Regents, charter approval notices, correspondence, and other related material.
Creator:	New York (State). Education Department. Deputy Commissioner's Office
Title:	Museum and cultural institution charter and registration files
Quantity:	2 cubic feet
Inclusive Date:	1922-2016
Series:	B2698

[^ Return to Table of Contents](#)

Arrangement

Unarranged.

[^ Return to Table of Contents](#)

Administrative History

The Deputy Commissioner's Office is responsible for managing the process of chartering museums, historical societies, and cultural agencies per 8 NYCRR Section 3.27 and 3.30. As such, staff reviews and evaluates petitions, application materials, and applicant facilities and, if the applicant meets the agency's requirements, recommends to the Board of Regents that a provisional or absolute charter be issued.

[^ Return to Table of Contents](#)

Scope and Content Note

Records include copies of petitions; charters; applicant questionnaires; applicant governing and fiscal documents; applicant nonprofit documentation and tax forms; applicant annual reports; applicant informational and promotional materials; applicant facility onsite review materials prepared by deputy commissioner's office staff; recommendations prepared by deputy commissioner's office staff for Board of Regents; notices that Board of Regents approved charters prepared by State Education Department Office of Counsel; correspondence between deputy commissioner's office staff and applicants; and other related material.

[^ Return to Table of Contents](#)

Related Information

Related Material

17261Series 17261, University of the State of New York Board of Regents Charters and Amendments, contains related records.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

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

Administrative Information

Acquisition Information

This series was transferred under RDA 22635.

[^ Return to Table of Contents](#)

Access Terms

- Museums
- Accreditation (Education)
- Charters
- Certifying institutions
- New York (State)