

**GUIDE TO THE RECORDS  
OF THE  
NEW YORK CITY BOARD OF  
EDUCATION**



HALL OF THE BOARD OF EDUCATION, CORNER OF GRAND AND ELM STREETS.

Municipal Archives  
New York City Department of Records  
June 2008

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Compiled by  
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Municipal Archives  
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## PREFACE

The Guide to the Records of the Board of Education is the outcome of the work of archivists, educators, and researchers, over many years, in assembling the collections, organizing them, and recognizing their usefulness.

The Department of Education and its predecessor, the Board of Education, has perceived the significance of its historical records and cooperated in their archival preservation. The Department of Records and Information Services has not only accepted responsibility for the records but has defined a vision of their importance as a major resource for the study of education. The New York State Archives, through its Local Government Records Management Improvement Fund has supported archival processing of portions of the collection as well as the preparation of this Guide.

Archivists Tobi Adler and David Ment have worked on organizing and describing the records, with leadership from Leonora Gidlund, Director of the Municipal Archives and Kenneth Cobb, Assistant Commissioner of the Department of Records and Information Services.

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# INTRODUCTION

## Building the Collection

The collection of the records of the Board of Education at the New York City Municipal Archives is the product of several strands of collecting activities. This Guide is the first effort to provide a coordinated description of the entire collection, an essential step in unleashing the potential value of the records for educators, historians, architects, and participants in family and community history activities. The Guide is intended to be used in coordination with finding aids and inventories for the various components of the collection, which are accessible either on the Department of Records web site or at the Municipal Archives reference room.

The first major effort to preserve the historical records began in 1975, with an agreement between the Board of Education and Teachers College, Columbia University, under which the library of Teachers College would serve as custodian of Board of Education records of historical significance. Under that arrangement, archivists from Teachers College reviewed the materials in various Board of Education storage rooms and selected those of greatest importance. A “Preliminary Checklist” prepared in 1978 became the basic guide to these records. A few years later, the files of several members of the Board of Education, which had been under the jurisdiction of the Office of the Secretary of the Board of Education, were transferred. And these were followed, in the mid-1980s, by the Board’s photograph files. Overall, these materials constituted about 1500 cubic feet of records.

In 2003, during a reorganization of the library at Teachers College, it was decided to end the library’s role as custodian of the records and agreement was reached to transfer them to the Municipal Archives, which has overall responsibility for municipal records. At approximately this time, the Department of Education began to plan for the move of its headquarters out of 110 Livingston Street, Brooklyn. The Department cooperated with the Municipal Archives in a review of records stored there at that time. These included the records of each of the Chancellors who had administered the school system since the decentralization of 1970, as well as the files of several members of the Board of Education and the files of various board bureaus and projects. Approximately 1700 cubic feet of records were

identified as requiring archival preservation and these were transferred to the Municipal Archives in 2004.

Also, in 2004, the Municipal Archives cooperated with the School Construction Authority, in reviewing the archival requirements of the architectural records stored in their facility in Long Island City, Queens. Approximately 2,000 cubic feet of architectural drawings were selected for transfer to the Archives. Finally, in 2007, the Municipal Archives agreed to accept collections of the records of two organizations whose functions had been deeply intertwined in the operations of the public school system: the Public Education Association and the United Parents Associations.

In addition to these large transfers the collections include historical materials transferred from several individual public schools and files contributed by individual members of the Board. Each of these adds a dimension to the usefulness of the overall collection.

## Describing the Collection

Early efforts to describe the collection and provide access tools for researchers include the “Preliminary Checklist” mentioned above and folder listings that were prepared for particular series. In the 1980s and 1990s, some portions of the collection were organized and described with government and private support. From 2004-2007 several major series of Chancellors records and board member files were processed with LGRMIF support. Routine management efforts have also generated inventories, at box, folder, or volume level, for many series. However, the work of description is an incremental process, and much remains to be done.

The brief descriptions in this Guide are intended to provide researchers with a thorough overview of the collections. With the series-level descriptions provided here, the researcher can determine those series that seem promising and worth further consideration. The next step for the researcher, of the greatest importance, is to review the more detailed finding aids, inventories, or folder or box listings that may exist for those series in which they are interested. The Guide entries indicate if a finding aid is available online; however, for many other series, detailed inventories or box listings are available at the Archives reference room.

The user of this Guide will observe that the various records series are organized in a framework that combines major chronological divisions with some recognition of the organizational structure of the Board of Education. Over the decades, the public school system of New York City grew not only in size but in complexity, and its administrative structure changed as well, with redefined functions and renamed bureaus. The subject of interest to a researcher may have been the shared responsibility of many levels of administration. Thus, the series structure provides an initial basis for approaching the records, but it is necessary for the researcher to take a broad view in considering possible series of relevance. The “List of Record Series” is intended to assist in this process, providing a relatively concise overview that can be used before approaching the series descriptions.

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# LIST OF RECORD SERIES

## I: Condensed Outline

Series numbers	Category of records
1	Public School Society of New York (1805-1853)
2-19	City of Brooklyn (1843-1898) and other school boards
20-79	City of New York (1843-1898)
80-99	Borough boards (1898-1902)
100-999	Consolidated City of New York (1898-1970)
1000-1999	Period of Decentralization (1970-2002)

## II: List of Record Series

Series	Brief Title	Dates	Volume (cu. ft.)
	<b>Series 1: Public School Society of New York, 1805-1853</b>		
1	Public School Society of New York. Records.	1835-1853	1
	<b>Series 2-19: City of Brooklyn, 1843-1897 and other school boards</b>		
2	City of Brooklyn. Board of Education. Manual and Course of Study	1867-1887	0.3
3	City of Brooklyn. Board of Education. Bylaws and Rules	1887-1897	0.1
4	City of Brooklyn. Board of Education. Proceedings	1867-1897	5
5	City of Brooklyn. Board of Education. Annual Report of the Superintendent of Public Instruction	1858-1897	2.5
6	City of Brooklyn. Board of Education. Annual Report of the President of the Board	1884-1896	0.2
7	City of Brooklyn. Board of Education. Directory	1882-1896	0.1

9	City of Brooklyn. Board of Education. School Visitors' Records.	1859-1881	0.1
11	City of Brooklyn. Board of Education. Evening Schools Payroll	1891-1898	0.1
16	Long Island City. Board of Education. Records	1871, 1893	0.1
17	Town of New Lots. Union Free School District No. 2. Roll of Teachers and Janitors	1883-1886	0.1
18	Town of New Utrecht. School District No. 2. Trustees. Minutes.	1849-1894	0.1
	<b>Series 20-79: City of New York, 1843-1898</b>		
---	[Journal of the Board of Education, 1854-1897, continuous with 1898-2001; see Series 116]		
22	Annual Report of the Board of Education	1843-1896	7
23	Annual Report of the City Superintendent of Schools	1889	0.1
25	Superintendent of Truancy. Annual Report	1875	0.1
30	Documents of the Board of Education,	1851-1868	2.5
35	Manual of the Board of Education	1844-1897	3.5
37	Register of Oaths	1876-1916	0.5
38	Account Book	1856-1857	0.1
40	Directory of the Board of Education	1854-1897	1
45	Committee on Buildings. Minutes	1878-1899	1.5
46	Committee on Instruction. Minutes	1897	0.1
47	Committee on School System. Minutes	1896	0.1
48	Committee on Bylaws and Legislation. Minutes	1897	0.1
49	Teachers Manual	1873, 1884	0.2
	<b>Series 50-59: Records of Ward Trustees and District Inspectors</b>		
50	8 <sup>th</sup> Ward. Board of School Trustees. Account Book	1864-1869, 1894	0.1
54	17 <sup>th</sup> Ward. Board of School Trustees. Manual	1888, 1895	0.1
56	19 <sup>th</sup> Ward. Board of School Trustees. Report on Salaries	1884	0.1
57	21 <sup>st</sup> Ward. Board of School Trustees. Minutes	1868-1876	0.1

58	1 <sup>st</sup> Ward. Board of School Trustees. Minutes	1870-1879	0.1
59	24 <sup>th</sup> School District. Board of Inspectors. Minutes	1896-1902	0.1
<b>Series 60-75: Records of individual schools</b>			
65	School Visitors' Records	1833-1930, bulk 1843- 1898	3
67	Ward School No. 14. 21 <sup>st</sup> Ward. Boys Dept. Record of Students.	1851-1866	1
68	Grammar School 18. Primary Department. Principal's Record Book.	1875	0.1
69	Evening School. Teacher Attendance Record.	1852-1855	0.1
70	Primary School 7. Annual Report to the City Superintendent	1886	0.1
71	Grammar School 56. News Clippings.	1886, 1888	0.1
72	Grammar School 52. 12 <sup>th</sup> Ward. Record of Examinations	1875-1889	0.5
<b>Series 80-99: Borough Boards, 1898-1902</b>			
82	School Board for the Boroughs of Manhattan and the Bronx. Bylaws	1898	0.1
83	School Board for the Boroughs of Manhattan and the Bronx. Directory	1898-1901	0.2
84	School Board for the Boroughs of Manhattan and the Bronx. Committee Records	1898-1902	0.6
85	School Board for the Boroughs of Manhattan and the Bronx. Journal	1898-1902	2
90	School Board for the Borough of Brooklyn. Bylaws	1898-1901	0.5
91	School Board for the Borough of Brooklyn. Directory	1899-1901	0.2
93	School Board for the Borough of Brooklyn. Proceedings	1898-1902	2
94	School Board for the Borough of Brooklyn. Committee Records	1899-1901	0.2
95	School Board for the Borough of Queens. Bylaws	1898	0.1
96	School Board for the Borough of Queens. Journal	1898-1902	1.5
97	School Board for the Borough of Richmond. Directory	1900-1901	0.1
98	School Board for the Borough of Richmond. Bylaws	[1898?]	0.2
99	School Board for the Borough of Richmond. Minutes	1898-1900	1

	<b>Series 100-999: Consolidated City of New York, 1898-1970</b>		
	<b>Series 100-130: Board of Education bylaws, manuals, meetings, calendars, minutes</b>		
111	Bylaws [Manual] of the Board of Education	1898-1985	2
116	Journal of the Board of Education of the City of New York, [1854-1897, continuous with 1898-2001]	1854-2001	138
118	Board of Education. Meetings and Hearings. Recordings	1966-1969	10
120	Board of Education. Regular and Special Meetings. Calendar	1946-1961	12
121	Board of Education. Committee of the Whole. Calendar.	1924-1938	5.5
122	Board of Education. Executive Session. Calendar	1943-1961	21
126	Local School Boards. Minutes	1902-1912	0.5
128	Personnel Board. Agendas and Minutes	1943-1961	1
	<b>Series 131-151: Standing Committees</b>		
131	Committee on the Care of Buildings. Minutes	1902-1915	4
132	Committee on Sites. Records	1898-1916	1
133	Committee on Buildings. Minutes	1898-1917	7
134	Committee on Buildings and Sites. Records	1931-1961	10
135	Committee on High Schools and Training Schools. Minutes	1902-1917	2
136	Committee on By-Laws and Legislation. Minutes	1898-1917	3
137	Committee on Elementary Schools. Minutes	1902-1915	1
138	Committee on Finance. Minutes	1912-1917	1.5
139	Committee on Finance and Budget. Records	1944-1961	6
140	Committee on Instructional Affairs. Calendars	1946-1961	4
141	Committee on Instructional Affairs and Auxiliary Agencies. Minutes	1937	0.1

142	Committee on Law. Records	1930-1936; 1945-1961	3.5
143	Committee on Lectures and Libraries. Minutes	1910-1917	0.1
144	Committee on Nominations. Minutes	1914-1917	0.1
146	Committee on Special Schools. Minutes	1903-1917	1.5
147	Committee on Studies and Textbooks. Minutes	1902-1917	0.3
148	Committee on Supplies. Minutes	1902-1917	6
150	Committee on Vocational Schools and Industrial Training. Minutes	1908-1917	0.3
	<b>Series 152-199: Special Committees</b>		
154	Committee on Recreation. Minutes	1915-1917	0.1
155	Committee on Economy. Minutes	1915-1916	0.1
156	Special Committee Appointed to Create Standards with reference to the Work of District Superintendents. Report	1915	0.1
158	Special and Miscellaneous Committees. Minutes	1900-1917	0.3
161	Committee on School Relief. Minutes	1931-1936	0.1
164	Joint Committee on Maladjustment and Delinquency. Reports	1937-1938	0.2
165	Architectural Commission. Report	1938	0.2
171	Committee for the Study of the Care and Education of Physically Handicapped Children. Reports.	1941	0.5
172	Committee on the Study of Vocational Education and Mechanic and Industrial Arts Classes in Secondary Schools. Report	1942	0.1
174	Committee on Civilian Defense in the Schools. Reports	1942	0.1
175	Committee on the Study of Practical Democracy in Education	1943	0.1
176	Committee on the War Industries Training Program. Records	1940-1944	0.5
177	Special Committee on Veterans. Records	1946-1948	1
179	Committee on the Superintendency. Records	1946	0.2

184	Special Committee on Veterans and Reconversion Training. Records	1958-1961	1
	<b>Series 200-209: Annual Reports</b>		
201	Annual Report of the Department of Education	1899-1915	3
	<b>Series 210-219: Directories</b>		
211	Directory of the Board of Education [continues series 40]	1898-1990	3.5
212	Directory [of board members and administrative officials ]	1902-1930	0.5
215	Directory of Teachers	1902-1916	1
217	Maps of Districts and Schools	1910	0.1
	<b>Series 220-269: Records of Board projects, commissions, activities</b>		
225	Teachers Council. Records	1933	0.1
233	School Visitors Records (post-Consolidation)	1898-1932	0.5
235	Paris Exposition of 1900, Board of Education exhibition	1900	3
236	St. Louis World's Fair of 1904, Board of Education exhibition	1904	1
240	Harlem Project: The Role of the School in Preventing and Correcting Maladjustment and Delinquency. Report	1947	0.4
241	Education Management Study. Records	1951, 1955	1
255	New York State Education Department. Cooperative Studies of New York City Schools.	1941-1962	0.5
261	Commission on Integration. Records	1954-1960	3
270	Coordinator of Local School Boards. Records	1961-1970	46

<b>Series 275-299: Secretary of the Board</b>			
275	Secretary of the Board. Annual Report	1924-1941	0.5
276	Office of the Secretary. Original Board Papers [records retained by Department of Education]	1920-1997	---
277	Office of the Secretary. Legal Files	1920-1987	55
278	Office of the Secretary. Damage Maps	1950-1975	10
279	Office of the Secretary. Site Approvals	1965-1975	4
280	Office of the Secretary. Subject Files to 1958	1940-1958	2
281	Office of the Secretary. Harold F. Hay. Subject Files	1958-1966	36
282	Office of the Secretary. Harold Siegel. Subject Files [later files of Siegel in post-1970 section, Series 1028]	1965-1970	23
283	Office of the Secretary. Beatrice Steinberg . Decentralization Subject Files	1965-1971	6
285	Office of the Secretary. Expense Journals	1927-1959	1
286	Office of the Secretary. Index of Leases, Architects, and Engineers,	1940-1970	1
287	Office of the Secretary. Index to Capital Projects	1950-1970	2
<b>Series 300-399: Board Members' Papers</b>			
311	Stephen R. Aiello Files	1974-1980	9
312	Amelia H. Ashe Files	1974-1985	45
313	Gwendolyn Baker Files	1986-1991	12
314	Joseph G. Barkan Files	1974-1986	12.5
315	Charles Bensley Subject Files	1947-1954	2.5
316	Murry Bergtraum Files	1969-1973	2
317	Amalia Betanzos Files	1986-1990	5
319	Andrew G. Clauson, Jr. Files	1954-1961	2
321	James B. Donovan Subject Files	1961-1963	1.5
331	Lloyd K. Garrison Files	1959-1968	7
332	Alfred A. Giardino Subject Files	1964-1968	4
334	Carol A. Gresser Files	1993-1996	5
337	John F. Hennessy Files	1961-1964	12
345	Irene Impellizzeri Files	1980-1993	11.5

351	Seymour Lachman Subject Files	1969-1972	16.5
353	Carl McCall Files	1991-1993	48
354	James Marshall Papers	1930-1986, bulk 1935- 1958	12
356	Mary Meade Files	1969-1972	4
372	James F. Regan Files	1972-1986	1.5
373	Luis O. Reyes Files	1990-1995	66
378	Isaiah Robinson Files	1968-1972	19.5
379	Max J. Rubin Files	1961-1964	12.25
381	Edward Sadowsky Files	1986-1990	1
385	Rose Shapiro Papers	1955-1969	8
386	Charles Silver Files	1952-1961	4.5
387	Esmerelda Simmons Files	1993-1994	1
391	Robert F. Wagner, Jr. Files	1985-1990	30.5
392	Frank Wilsey Scrapbooks	1905-1919	3
<b>Series 400-499: Superintendent of Schools</b>			
401	Annual Report of the Superintendent of Schools	1899-1965	18
416	Superintendent of Schools. Visitors' Book.	1907-1930	0.1
471	Superintendent of Schools William Jansen. General Correspondence	1949-1958	12
472	Superintendent of Schools William Jansen. Subject files on Racial Discrimination	1951-1959	0.5
473	Superintendent of Schools William Jansen. Exemption from Instruction Authorizations	circa 1950	1
490	Superintendent of Schools Bernard E. Donovan. Subject files	1964-1970	18
<b>Series 500-699: Administration, Office of the Superintendent of Schools, Associate and Assistant Superintendents, Divisions, Bureaus</b>			
511	Office of the Superintendent of Schools. Indexes to Circulars	1902-1962	1

512	Office of the Superintendent of Schools. Circulars	1902-1970	15
521	School Vandalism Reports	1953	1.5
522	Accident Reports	1958-1960	1
530	Staff Bulletin	1962-1970	0.7
542	Administrative Assistant to the Superintendent. David J. Swartz. Comprehensive Calendar Correspondence	1948-1954	0.5
547	Secretary to the Superintendent, Howard Shiebler. Subject Files (Secretary to Superintendent Harold G. Campbell)	1934-1942	3
548	Secretary to the Superintendent, Howard Shiebler. Subject Files (Secretary to Superintendent John E. Wade)	1942-1947	2
550	Puerto Rican Study. Records	1953-1959	2
551	Committee to Study Training Methods and Procedures of the Armed Forces. Report	1946	0.1
552	Committee on the School Camp Experiment. Records	1947-1948	0.1
553	Committee on Articulation. Report	1958	0.1
554	Committee on the Study of Retardation, Truancy, and Problems of Personality and Conduct	ca. 1930	0.1
562	Advisory Committee on Human Relations. Files	1945-1950	0.2
565	Office of Education Information Services and Public Relations (OEISPR). Subject files.	1954-1967	21
567	OEISPR. Press Releases	1954-1968	7.5
569	OEISPR. Education News Digest	1961-1963	1
570	OEISPR. News Clippings	1961-1972	92
572	OEISPR. Press Release Support Files	1959-1969	7
581	Rebecca Elsberg Memorial Scholarship. Records	1921-1946	0.5
582	Chamber of Commerce Essay Competition. Records	1955-1972	1
	<b>Series 590-599: Anticommunist Investigations</b>		
590	Anti-communist Investigations. Lists of Names, Index of Publications, and Filing Records [Restricted Access]	circa 1940-1962	0.5
591	Anti-communist Investigations. Subject files [Restricted Access]	1936-1961	19.5
593	Anti-communist Investigations. Trial Transcripts	1950-1951	2

594	Anti-communist Investigations. Individual case files [Restricted Access]]	circa 1952-1962	21.5
595	Anti-communist Investigations. Published materials	circa 1940-1962	8.5
596	Anti-communist Investigations. General Index File of Suspected Communists [Restricted Access]	circa 1955	16.5
597	Anti-communist Investigations. Feinberg Law loyalty forms	circa 1955	4
	<b>Series 601-699: Deputy, Associate, and Assistant Superintendents</b>		
601	Executive Deputy Superintendent Nathan Brown. Subject Files	1967-1969	6.5
611	Board of Superintendents. Minutes	1902-1939	22
612	Board of Superintendents. Calendar and Action Calendar	1943	0.2
615	Board of Superintendent s. Committee on Youth Problems. Report	1945	0.1
617	Board of Superintendents. Committee on Instructional Materials. Records	1955-1960	0.3
618	Board of Superintendents. Abraham Lefkowitz Case Files	1919-1933	0.5
619	Board of Superintendents. Henriette Porteous Case Files	1926-1936	2.2
621	Association of Assistant Superintendents. Reports	1938-1955	0.5
628	Assistant Superintendent. Clare Baldwin. Files	1955-1958	2
629	Assistant Superintendent. Philip Becker. Subject Files	1950-1961	6.5
630	Assistant Superintendent. John Conroy. Subject Files	1950-1954	0.7
631	Assistant Superintendent. Thomas Nevins. Subject Files	1958-1961	0.5
634	Associate Superintendent. Jacob Greenberg. Intercultural Education Course Files	1944-1953	0.5
635	Associate Superintendent. Jacob Greenberg. Programs of Teacher Study and Travel	1952-1956	1.0
637	Committee on Commercial Education Research. Report	1923	0.1
638	Committee on Specialized High Schools. Report	1946	0.1
648	Division of High Schools. High School Equivalency Testing Program. Records	1961, 1967	0.2

652	Division of Vocational High Schools. Proposal for the School of the Performing Arts	1946	0.1
663	Division of Elementary Schools. PS 500 (Speyer School). Curriculum Experiment. Records	1938-1941	0.5
664	Division of Curriculum Development. "Strengthening Democracy."	1949-1965	0.3
665	Division of Curriculum Development. Curriculum Council. Minutes.	1958-1963	0.2
666	Board of Superintendents. Courses of Study and Curriculum Resource Materials. Non-Serial Publications	1900-1942	5
667	Division of Curriculum Development. Curriculum Bulletin	1942-1970	15
671	Division of Personnel. Associate Superintendent Edmund Gannon. Subject Files	1934-1958, bulk 1948-1958	2.5
672	Division of Personnel. Committee on Teacher Recruitment. Subject Files	1949-1959	3
678	WPA Project Records	1936-1942	6
679	Bureau of Child Guidance. Report	1955	0.1
680	Bureau for the Education of Socially Maladjusted Children. Assistant Director Louis Hay Papers	1950-1971	4
681	Bureau of Lectures. Records	1901-1922	0.7
	<b>Series 700-799: Bureau of Reference, Research, and Statistics (BRRS) and related research bureaus</b>		
705	BRRS. Publications Series	1914-1947	0.5
706	BRRS. Division of Curriculum Research. Curriculum Research Bulletin	1942-1949	0.2
707	BRRS. Educational Research Bulletin	1941-1949	0.3
711	BRRS. Research Division. Research Reports	1913-1937	10
712	BRRS. Division of Administrative Research. Research Reports	1938-1948	0.5
713	BRRS. Division of Curriculum Research. Research Reports	1942-1943	1

714	BRRS. Division of Instructional Research. Research Reports	1948-1950	0.5
715	BRRS. Division of Tests and Measurements. Research Reports	1938-1949	4
717	Bureau of Educational Research. Research Reports	1949-1966	7
719	Bureau of Educational Program Research and Statistics. Research Reports	1955-1974	4
725	Bureau of Educational Research. J. Wayne Wrightstone, Director. Correspondence Files	1951-1954	1
751	BRRS. Subject Classification System	1936	0.1
753	BRRS. Pamphlet Collection	circa 1888-1966	25.5
755	BRRS. Vertical File	circa 1888-1966	60
757	Bureau of Educational Program Research and Statistics. Subject File	circa 1937-1959	4
762	BRRS. Building History Cards	circa 1930-1965	3.5
763	BRRS. Nationalities Surveys	1931-1947	1
780	BRRS. Budget Estimates	1923-1953	15
783	BRRS. Budget Estimates for Classes for Physically Handicapped Children	1925-1943	3
790	Bureau of Reference, Research, and Statistics. Circulars	1918-1954	4
791	Bureau of Administrative and Budgetary Research. Circulars	1953-1957	0.5
792	Bureau of Educational Program Research and Statistics. Circulars	1957-1963	0.5
	<b>Series 800-859: Business Administration and School Buildings</b>		
801	Office of Business Affairs. Circulars	1919-1963	0.2
805	Bureau of Finance. Annual Financial and Statistical Report	1908-1966	9
806	Bureau of Finance. Payroll Ledgers	1893-1920	35
808	Bureau of Finance. Teacher Salary Record Cards	1894-1927	2

812	Bureau of Finance. Accounts Payable. Assignment Ledger	1917-1923	0.5
818	Office of Business Affairs. Audits of General Organizations, Vocational Activities Funds, and Cafeterias	1954-1956	2.2
820	Bureau of Supplies. Reports	1917, 1944	0.1
821	Bureau of Supplies. Bid Proposals	1943-1944	0.1
822	Bureau of Supplies. Requisitions	1947-1958	2
823	Bureau of Supplies. Circulars	1942-1970	0.2
824	Bureau of Supplies. Record of Coal Deliveries	1901	0.1
834	Bureau of Plant Operations and Maintenance. Circulars	1921-1959	0.2
850	Division of Housing. School Building Program Records	1945-1971	13
852	Division of Housing. Building Status Records	1936-1971	9.7
853	Division of Housing. Site Data	1962-1970	4.2
856	Division of Housing. Leased Facilities Certifications	1969-1972	1.0
857	Division of Housing. Renovations, Repairs, Furnishings. Correspondence	1956-1957, 1971	3
<b>Series 860-865: Vocational Education Advisory Groups</b>			
860	Vocational Survey Commission. Reports	1931-1932	0.5
862	Advisory Board on Vocational Education. Reports	1935-1946	0.5
<b>Series 870-879: Teacher Associations</b> [reserved for future entries]			
<b>Series 890-899: City College, Hunter College, and Board of Higher Education</b> [reserved for future entries]			
<b>Series 900-949: Cooperating Agencies</b>			
901	Public Education Association Records	1895-1998	60
911	United Parents Associations Records	1921-1989	60.5
912	Joan Carney Files of United Parents Associations and Parents Association of P.S. 75, Manhattan	circa 1973-1990	5.5
921	Commission on School Facilities and Maintenance Reform	1994-1996	3.5

	<b>Series 950-999: Individual Schools, 1898-2002</b>		
951	P.S. 230 Brooklyn. Oral History Interviews	1980	0.5
952	Boys and Girls High School, Brooklyn. School History Curriculum and Time Capsule	1979	2.5
953	P.S. 75, Brooklyn. Records	circa 1890-2003	6.5
954	Manhattan School for Children (JHS 118, Manhattan). Children's World Trade Center Letters and Gifts	2001	9
955	P.S. 86, Brooklyn. School History	1960	0.2
	<b>Series 1000-1999: Period of Decentralization, 1970-2002</b>		
	<b>Series 1000-1099: Board of Education (including Secretary and Counsel)</b>		
1005	Board of Education. Public Meetings. Calendar	1983-1985	2
1007	Board of Education. Public Agenda Meetings. Speaker Lists	1970-1989	1
1011	Board of Education. Informal Meetings. Minutes	1966-1985	12
1013	Board of Education. Public Meetings and Hearings. Audiotapes	1970-1998	37
1014	Advisory Council on Redistricting. Records	1994-1995	17
1015	Public Hearings on Budgets. Records	1988-1995	2
1022	Consultative Council Meetings. Audiotapes	1971-1994	3
1023	Subcommittee on Management Pay Plan. Files	1991-1997	1
1026	Office of the Secretary. Financial Disclosure and Appointment Records	1970-2002	12
1027	Office of the Secretary. Files on Asbestos in School Buildings	1982-1993	1
1028	Office of the Secretary. Harold Siegel. Subject Files	1970-1977	18
1029	Office of the Secretary. Appeals	1972-1991	15
1032	Office of the Secretary. Decisions of the New York State Commissioner of Education	1970-1985	3

1035	Office of the Secretary. Corrective Action Plans and Comprehensive Educational Plans.	1997-2000	4
1037	Office of the Secretary. Copyright Registration Applications	1970-1989	1
1039	Manual of Policies, Regulations, and Bylaws	1971-1973	3
1045	Office of the Counsel. Major Issues Files	1970-1996	55
1046	Office of the Counsel. Appeals	1971-1997, bulk 1989- 1997	45
	<b>Series 1100-1199: Chancellor (and Office of the Chancellor)</b>		
1101	Chancellor Harvey Scribner. Central Files	1970-1973	9.5
1105	Chancellor Irving Anker. Central Files	1973-1978	83
1107	[Anker] Special Assistant to the Chancellor, Michael Costelloe. Aspira Compliance Records	1974-1975	4
1110	Chancellor Frank J. Macchiarola. Memos to the Board	1978-1983	16
1111	Chancellor Frank J. Macchiarola. Central Files	1978-1983	237
1112	[Macchiarola] Commission on the Review of the Federal Impact Aid Program. Files	1978-1981	3
1113	[Macchiarola] Assistant to the Chancellor, Monica Blum. Files	1978-1983	25
1114	[Macchiarola] Assistant to the Chancellor, John Comer. Files	1978-1983	7
1115	[Macchiarola] Assistant to the Chancellor, Ronald Edmunds. Files	1978-1981	10
1116	[Macchiarola] Assistant to the Chancellor, Arlene Pedone. Files	1978-1983	29
1117	[Macchiarola] Assistant to the Chancellor, Joseph Saccente. District Files	1980-1981	3
1118	[Macchiarola] Assistant to the Chancellor, John Weston. Files	1978-1983	12
1120	Chancellor Anthony J. Alvarado. Central Files	1983-1984	41.5
1121	[Alvarado] Assistant to the Chancellor, Marie De Canio. Management Reports	1983	1
1125	Chancellor Nathan Quinones. Central Files	1984-1988	141.5
1126	Chancellor Nathan Quinones. Subject Files	1984-1988	11
1127	Chancellor Nathan Quinones. Confidential Files	1984-1988	4

1128	[Quinones] Assistant to the Chancellor, Jill Blair. Ombudsman for Students in Temporary Housing. Records	1986-1987	2
1130	Chancellor Richard R. Green. Central Files	1988-1989	66
1131	[Green] Assistant to the Chancellor, Barbara Thompson. Public Relations Records	1988-1989	1
1132	[Green] Assistant to the Chancellor, Shirley Wang. Asian American Task Force Files. 1989	1989	1
1135	Chancellor Bernard Mecklowitz. Central Files	1989	8
1140	Chancellor Joseph Fernandez. Central Files	1990-1993	73
1143	[Fernandez] Latino Commission on Educational Reform. Records	1991-1994	10
1145	Chancellor Ramon C. Cortines. Central Files	1993-1995	45
1150	Chancellor Rudolph F. Crew. Central Files	1995-2000	18
1155	Chancellor Harold O. Levy. Central Files	1992-2002, bulk 2000-2002	32
1161	Chancellor's Correspondence Unit. Correspondence Files.	1991-2001	183
<b>Series 1200-1699: Administration</b>			
1202	Deputy Chancellor Bernard Gifford. Files	1973-1978	111
1204	Deputy Chancellor Bernard Gifford. Publications and Reports	1974-1977	2
1220	Deputy Chancellor for Operations, Stanley S. Litow. District Files	1990-1991	5
1221	Deputy Chancellor for Operations. Lynne Savage, Senior Assistant. Audit Summary Files	1990-1991	1
1224	Deputy Chancellor for Instruction, Beverly Hall. Correspondence Files	1994-1995	2
1225	Deputy Chancellor for Instruction, Judith Rizzo. Files	1997-1999	4
1245	Chief Executive for Monitoring and School Improvement, Burton Sacks. District Files	1989-1992	6
1246	Chief Executive for External Affairs, Burton Sacks. District Files	1999-2002	10

1255	Board of Review. Case Files	1970-1993	4
1310	Division of School Facilities. Utilization of School Buildings. Reports	1973-1989	0.5
1322	Division of Special Education. Allen Dobrin (Assistant Chief Administrator)	1990	1
1341	Office of Educational Evaluation. Reports	[1980]	
1342	Office of Educational Assessment. Reports	[1988]	
1343	Office of Research, Evaluation, and Assessment. Evaluation Reports	1989-1994	13.5
1430	Division of Public Affairs. Executive Director Carol Brownell. Subject Files.	1975-1983	30
1434	Division of Public Affairs. Subject File of Clippings and Related Documents.	1973-1985	34.5
1436	Division of Public Affairs. Biographical Files.	1973-1989	11
1440	Division of Public Affairs. News Clippings.	1990-1996	30
1444	Division of Public Affairs. Press Releases.	1958-1984	16
1446	Office of Public Affairs. Sherman Jackson. Director. Subject Files	1983-1984	5
1468	[Division of Community School District Affairs] Community School Board Liaison (Elizabeth B. Clark)	1970-1979	14
1480	Office of Student Information Services. School Profiles	1971-1984	3
1481	Division of Computer Information Services. School Profiles [printouts]	1988	13
1670	Office of the Chancellor. Circulars	1975-1991	18
	[Series 1700-1799: Reserved for records of community school boards and community school districts]		

	<b>Series 1800-1849: Graphic Materials</b>		
1801	Office of Superintendent of School Buildings, C.B.J. Snyder. Photographs	circa 1895-1918	1
1802	Office of Superintendent of School Buildings C.B.J. Snyder. Lantern Slides	circa 1910	1
1804	Office of Superintendent of School Buildings C.B.J. Snyder. Adult Evening Lectures Photographs	circa 1910	11
1806	Office of Superintendent of School Buildings C.B.J. Snyder. Evening Schools Photographs	circa 1910	6.5
1810	Bureau of Construction. Official Photographer. Photographs	1918-circa 1975	180
1811	Bureau of Construction. Official Photographer. Photographers' Logbooks	1918-circa 1975	1.5
1814	Glass Plate Copy Collection	circa 1900-1930	3
1820	Bureau of Construction. School Construction Photograph Albums	1948-1954	7
1830	School Construction Authority. Architectural drawings	ca. 1880-1990	3,000
1831	School Construction Authority. Architectural drawings. Microfiche	ca. 1880-1990	7



"Trio," Herman Ridder Junior High School 98, Bronx, May 27, 1935  
(Series 1810, Photo # 5479)

# SERIES DESCRIPTIONS

## *Series 1: New York Public School Society, 1805-1853*

### **Series 1. Public School Society of New York. Records. 1835-1853**

1 cu. ft.

This series consists of a limited number of Public School Society documents that were found among the records of the Board of Education. The Public School Society operated from 1805 to 1853, when their schools were merged with those of the Board of Education.

[A detailed inventory of this series is available at the Municipal Archives]

## *Series 2-19: City of Brooklyn, 1843-1897 and other school boards*

### **Series 2. City of Brooklyn. Board of Education. Manual and Course of Study. 1867-1887**

5 volumes (0.3 cu. ft.)

The Manual combines directory-type information with some or all of the following types of material: the bylaws of the board, related legislation, history of the school system, course of study, and listings of schools with their teaching staff. The course of study, with detailed instructions for implementation, was included in the 1873, 1877, and 1880 Manual and a revised course of study was printed separately in 1887.

[A detailed inventory of this series is available at the Municipal Archives]

### **Series 3. City of Brooklyn. Board of Education. Bylaws and Rules. 1887-1897**

4 volumes (0.3 cu. ft.)

The “Bylaws and Rules” contains the “Bylaws” governing the activities of the Board of Education and the “Rules and Regulations for the Schools” setting forth rules relating to school hours and calendar, admission of students, and the responsibilities of students, teachers, and principals. The bylaws and rules were included, in earlier years, in the Manual of the Board. (See Series 2. City of Brooklyn. Board of Education. Manual. 1867-1880.)

[A detailed inventory of this series is available at the Municipal Archives]

**Series 4. City of Brooklyn. Board of Education. Proceedings. 1867-1897**

26 volumes (5 cu. ft.)

The printed proceedings, or minutes, of the meetings of the Brooklyn Board of Education. The proceedings document formal actions of the board and also, in some cases, give indication of the rationale for policies or decisions. Each year is indexed at the end of the volume.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 5. City of Brooklyn. Board of Education. Annual Report of the Superintendent of Public Instruction. 1858-1897.**

23 volumes (2.5 cu. ft.)

The printed annual report of the chief administrator of the Brooklyn schools. The report includes extensive statistics on school attendance and finances, together with a narrative presentation of the major policy and administrative issues facing the school system. Included also is school-level information, including names of principals and teachers, grades taught, and class registers.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 6. City of Brooklyn. Board of Education. Annual Report of the President of the Board. 1884-1896**

11 volumes (0.2 cu. ft.)

The annual report of the president of the board was addressed to the Mayor and, through 1890, covered the year ending November 30; beginning 1891 the report covered a calendar year ending December 31. The report includes statistics of the schools and their finances, a review of the school building program and needed buildings, and a discussion of major issues and problems facing the schools.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 7. City of Brooklyn. Board of Education. Directory. 1882-1896**

7 volumes (0.1 cu. ft.)

Directories of members and officials of the board of education. Published annually on a school year basis. The directories include, for board members, name, residence address, business address, and committee assignments. For administrative officials: title and residence address. For each school: school address, board members on "local committee" for that school, and names and addresses of principal and janitor. (Information similar to that in the directories was published in earlier years in the board's "Manual." See Series 2. City of Brooklyn. Board of Education. Manual. 1867-1880.)

[A detailed inventory of this series is available at the Municipal Archives]

**Series 9. City of Brooklyn. Board of Education. School Visitors' Records. 1859-1881.**

1 volume (0.1 cu. ft.)

A visitors' book for Public School 15, Brooklyn, located in downtown Brooklyn at Powers and State Streets. Chronological entries record the dates and signatures of visitors to the school, together with occasional comments on the work of the pupils and teachers and on conditions observed in the school. Visitors were primarily members of the local committee having responsibility for supervision of the school and the city superintendent of schools, but also included other educators and officials.

[See also Series 953 which contains visitor book for P.S. 75, Brooklyn, 1889-1920.]

**Series 11. City of Brooklyn. Board of Education. Evening Schools Payroll. 1891-1898**

1 volume (0.1 cu. ft.)

A payroll ledger recording payments to teachers for evening schools, including evening high schools, from September 1891 to January 1898 (the last month before Consolidation). Recorded, for each teacher, are the number of nights worked, pay per night, and monthly totals. Entries are arranged by year and by school. School totals and yearly cumulative totals are also recorded.

**Series 16. Long Island City. Board of Education. Records. 1871, 1893**

0.1 cu. ft.

The series consists of two printed documents. The “City Charter Relative to the Department of Public Instruction of Long Island City” (1871) consists of Title IX of the charter (Laws of 1871, Chapter 461). The “Rules and Regulations of the Board of Education” (1893) includes, besides the rules, the course of study and “general suggestions to teachers.”

**Series 17. Town of New Lots. Union Free School District No. 2. Roll of Teachers and Janitors. 1883-1886**

1 volume (0.1 cu. ft.)

A ledger recording salaries, appointments, and resignations, for teachers, “floating teachers,” and janitors, in the 3 schools of the district, for the school years 1883/84 to 1885/86. Besides salary, information for each teacher includes their title, department, and relative ranking.

**Series 18. Town of New Utrecht. School District No. 2. Trustees. Minutes. 1849-1894**

1 volume (0.1 cu. ft.)

Minutes of the School District Trustees of School District No. 2, Town of New Utrecht, Kings County. (The town of New Utrecht was annexed by the City of Brooklyn in 1894 and included in Greater New York in 1898.) The trustees were elected by the district voters and had responsibility for overseeing the district’s affairs including, especially, budgets, school taxes, and financing of school buildings, and preparation of an annual report to the Town Superintendent of Common Schools. Included in annual reports, besides financial and attendance statistics, are the names of all parents in the district and the titles of school books in use.

*Series 20-79: City of New York, 1843-1898*

**[Journal of the Board of Education, 1854-1897; continuous with 1898-2001; see Series 116]**

**Series 22. Annual Report of the Board of Education. 1843-1896**

44 volumes (7 cu. ft.)

The annual report of the Board of Education provides both substantial data on the school system and a narrative discussion of the administrative and policy issues affecting the schools. The annual reports also generally include the annual report of the superintendent of schools and detailed listings of the schools and teachers, and often include the course of study for the various subjects and grades. The earliest years, 1843 and 1844 were issued in Board of Education and Assembly documents series, respectively; there was no report for 1897.

Related series:

Series 201. Annual Report of the Department of Education, 1898-1915

Series 401. Annual Report of the Superintendent of Schools, 1899-1965

Researchers should use the set of annual reports available on microfilm at the City Hall Library. This is a complete set, including Series 22, Series 201, and Series 401 up through 1949/50. A preliminary guide to the microfilm set of annual reports is available at the Municipal Archives Reference Desk and also at the City Hall Library.

**Series 23. Annual Report of the City Superintendent of Schools. 1889**

1 volume (0.1 cu. ft.)

The printed annual report of the Superintendent of Schools, covering the calendar year. The report includes narrative discussion of administrative and educational issues, along with analysis of statistics of school attendance. An analysis of the work of the truant officers includes statistics on children arrested for various offenses in the preceding five years, compared with the period before the truant officer law. Included also is a list of teachers granted licenses during the year. The Superintendent's report was published separately, but was also included as a component in the Annual Report of the Board of Education (Series 22).

**Series 25. Superintendent of Truancy. Annual Report. 1875**

1 volume (0.1 cu. ft.)

An annual report covering the first year of the work of the Superintendent of Truancy. To implement the state compulsory education law of 1874 the Board of Education created the position of Superintendent of Truancy, with a staff of Agents of Truancy. The report describes the work of these agents, discusses the philosophy, goals, and methods of the department, and provides statistics for the year. The superintendent recommended creation of a Truant School and Home to be managed by the Board of Education. Accompanying the report is a portion of the Journal of the Board of Education for January 13, 1875, containing an address by the president of the board, in which he describes the creation of the truancy office.

**Series 30. Documents of the Board of Education. 1851-1868**

16 volumes (2.5 cu. ft.)

The series includes a variety of documents issued by the Board, including annual reports of the board and of its committees, special committee reports, reports of the city superintendent, and speeches by board officials. Many of the reports relate to the Free Academy. Lists of the documents in each year's volume (for most years) are at the front of the volume.

[A detailed inventory of this series is available at the Municipal Archives]

Researchers are requested to use the set of this series in the City Hall Library whenever possible.

**Series 35. Manual of the Board of Education of the City of New York. 1844-1897**

47 volumes (3.5 cu. ft.)

The Manual contains the basic information required by officials of the school system. Generally, the manual includes a list of board members and their committee assignments, the legislation affecting the schools, the bylaws of the Board of Education, and the rules and regulations governing the teachers and students. The manuals for the 1840s to 1860s also contain detailed information on schools, including the names and residence addresses of the teachers. (Similar information was also published in the Directory of the Board of Education.) Included also is a volume published in 1859 that includes only the bylaws and rules, as amended in December 1858.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 37. Register of Oaths. 1876-1916**

3 volumes (0.5 cu. ft.)

Register of signed oaths that “I will support the Constitution of the United States and the Constitution of the State of New York and will faithfully discharge the duties of the office of . . .” In the period 1876-1897 oaths were recorded for administrative officials, including superintendents and truant agents. From 1898 to 1901 oaths are also recorded for members of the Board of Education and members of the borough school boards. From 1902 to 1916 the only oaths recorded are for the Superintendent of School Buildings and the Superintendent of School Supplies.

**Series 38. Account Book. 1856-1857**

1 volume (0.1 cu. ft.)

Records the budgeted amounts and appropriations during 1856, for the New York City Board of Education. Included are expenses for teacher salaries, administration, the Free Academy, textbooks, and other purposes. Also includes a copy of the report of the Finance Committee dated January 28, 1856 (printed as Board of Education Document, 1856 No. 2, January 30, 1856).

**Series 40. Directory of the Board of Education of the City of New York. 1854-1897.**

41 volumes (1.0 cu ft.)

The Directory contains information that was frequently needed by officials, educators, and others involved with the public school system. It includes listings of board members, their residence and business addresses, and their committee assignments. For schools it includes listings of teachers with their residence addresses. Also included are listings of ‘corporate schools’ which were schools operated by voluntary agencies such as orphanages, with public funding. Generally, the directory was issued annually.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 45. Committee on Buildings. Minutes. 1878-1899.**

18 volumes (1.5 cu. ft. )

Minutes, manuscript and printed, of the Committee on Buildings of the New York City Board of Education in the pre-consolidation period. The manuscript volumes in the 1890s consist almost entirely in approval of payrolls and approval of minor payments for repairs. The printed volumes have much more information on new buildings and policies.

Manuscript volume 11 (1897-1899) includes the minutes of the Committee on Sites and Buildings of the School Board for the Borough of Manhattan and the Bronx, for the period February 1898 to March 1899. The printed minutes for January 1898 are bound with the printed minutes of the Committee on Sites and Buildings of the School Board for the Boroughs of Manhattan and the Bronx. (See Series 84.)

[A detailed inventory of this series is available at the Municipal Archives]

**Series 46. Committee on Instruction. Minutes. 1897**

1 volume (0.1 cu. ft.)

The printed minutes of the Committee for February to December 1897. The committee dealt with appointments of teachers and supervisors, organization of schools and classes, and curricular issues. The volume is not indexed.

**Series 47. Committee on School System. Minutes. 1896**

1 volume (0.1 cu. ft.)

The manuscript minutes of the Committee on School System for February to December 1896. These minutes are included in the same bound volume with the minutes of the Committee on Bylaws and Legislation (Series 48) for 1897.

**Series 48. Committee on Bylaws and Legislation. Minutes. 1897**

1 volume (0.1 cu. ft.)

The manuscript minutes of the Committee on Bylaws and Legislation for January to December 1897. These minutes are included in the same bound volume with the minutes of the Committee on School System (Series 47) for 1896.

**Series 49. Teachers Manual. 1873, 1884**

2 volumes (0.2 cu. ft.)

The series includes two manuals, 1873 and 1884. Each combines description of the course of study with instructions and suggestions for teachers. The 1873 manual covers both primary and grammar grads. The 1884 manual is for grammar grades (upper grades) only.

*Series 50-59: Records of Ward Trustees and District Inspectors*

**Series 50. 8<sup>th</sup> Ward. Board of School Trustees. Account Book. 1864-1869, 1894**

1 volume (0.1 cu. ft.)

A manuscript recording expenses for teachers, janitors and “specials” [probably substitute teachers], for 1864-1867. Entries are arranged by year, school, and month, for each of the grammar schools, primary schools, and “colored” schools in the ward. Also included are lists of bills paid for each year, by month, with the payee’s name, for 1864-1867 and also for February and March 1869. Also included are two letters to the trustees from the Board of Education, in 1894, regarding approval of teacher appointments.

**Series 54. 17<sup>th</sup> Ward. Board of School Trustees. Manual. 1888, 1895.**

2 volumes (0.1 cu. ft.)

The Manual contains a list of members, their residence and business addresses, and their committee assignments; the bylaws, rules for teachers, and duties of janitors; a directory of schools, including school address, teachers’ names, residence addresses, and salaries; and attendance statistics. The series includes manuals for 1888 and 1895; it is not known if others were published. The title varies: the manual for 1888 is titled Manual of the Board of School Officers.

**Series 56. 19<sup>th</sup> Ward. Board of School Trustees. Report on Salaries. 1884**

1 volume (0.1 cu. ft.)

A notebook listing and analyzing the salaries of female assistant teachers in the 19<sup>th</sup> Ward. It was prepared by Charles L. Holt, former chairman of the Board of School Trustees. The record reports the individual salaries and the variations within each school, but omits the teachers’ names.

**Series 57. 21<sup>st</sup> Ward. Board of School Trustees. Minutes. 1868-1876**

1 volume (0.1 cu. ft.)

A manuscript volume of minutes of the board of trustees having local responsibility for the schools of the 21<sup>st</sup> Ward. The largest portion of the minutes records actions of the board regarding teachers. This included appointment of teachers for local schools and also a high degree of oversight of teachers, including approval of teacher absences, and recommendations for teacher promotions and transfers. In addition, the minutes reflect board action on purchasing of supplies and paying of bills.

**Series 58. 1<sup>st</sup> Ward. Board of School Trustees. Minutes. 1870-1879**

1 volume (0.1 cu. ft.)

A manuscript volume of minutes of the board responsible for the schools of the 1<sup>st</sup> Ward. The board meetings were held at Grammar School 29, 97-99 Greenwich Street. The minutes reflect the activities of the board in general supervision of the schools, including appointment of teachers, excuse of absences of teachers, approval of payroll, and approval of bills for payment.

**Series 59. 24<sup>th</sup> School District. Board of Inspectors. Minutes. 1896-1902**

1 volume (0.1 cu. ft.)

Minutes of the Board of Inspectors created under the reorganization of the school governance under the 1896 reform legislation, which created 35 inspection districts. The inspection system continued in the post-Consolidation period, under the borough school board, until 1902. The 24<sup>th</sup> District inspectors met at Grammar School 6, East 85<sup>th</sup> Street and Madison Avenue and were responsible for reviewing conditions in the district schools and making recommendations to the Board of Education and the Superintendent of Schools. Topics reflected in the minutes include school facilities (buildings, furnishings, physical conditions, and supplies), teachers, curriculum, janitors, and general operation of the schools. In several instances, the inspectors concerned themselves with school safety and security, including problems with nearby saloons, depraved men endangering the children, and similar issues.

## *Series 60-75: Records of individual schools*

### **Series 65. School Visitors' Records. 1833-1930, bulk 1843-1898**

28 volumes (4 cu. ft.)

Manuscript volumes maintained in individual schools for the recording of the names of and comments by school visitors. Most of the visitors were local school officers on official business, including inspectors and trustees who were required to visit the schools to monitor building conditions, to observe teachers and classes, to conduct formal examinations of pupils, and generally to ensure that the schools were functioning effectively. Other visits were by the superintendent of schools, also for official oversight, and occasionally by other dignitaries and educators. Entries vary from a minimal signature and date to extended and detailed comments about conditions in the school. Some volumes also include printed or hand-drawn programs for graduation exercises and other special events, or news clippings related to the school.

[A detailed inventory of this series is available at the Municipal Archives]

### **Series 67. Ward School 14. 21<sup>st</sup> Ward. Boys Department. Record of Students. 1851-1866**

3 volumes (1.0 cu. ft.)

A continuous register of pupils containing facts of admission, discharge and other pertinent information. Records of pupils are arranged alphabetically by letter of the alphabet, then chronologically by date of admission. For each pupil, the entries show name, date of admission, age, parents name and occupation, residence address, previous school, dates of completion of reading levels and other subjects, and date of discharge, with an indication for students transferring to other grammar schools or going on to the Free Academy.

### **Series 68. Grammar School 18. Primary Department. Principal's Record Book. 1875**

1 volume (0.1 cu. ft.)

Record book kept by Mary E. Joyce, principal of the Primary Department, Grammar School No. 18, 51<sup>st</sup> Street near Lexington Avenue, in the 19<sup>th</sup> Ward. The book records monthly register and attendance data for the period February to May, 1875. For each teacher the record shows the grade of her class, the average register and attendance for the month, pupil absences as a percent of register, etc. Also recorded are teacher absences, transfers, and similar information.

**Series 69. Evening School. Teacher Attendance Record. 1852-1855**

0.1 cu. ft.

A record of teacher attendance and statistics of student attendance at a New York City evening school from September 1852 through February 1855 (The specific school is not identified.) For each teacher, the record shows the time of arrival for each evening school session (generally arrival a few minutes before 7:00, for class sessions beginning 7:00pm). For students, the total attendance for each day is recorded. Most of the teachers whose names are recorded can also be found listed in the Manual of the Board of Education as teachers in a variety of day schools.

**Series 70. Primary School No. 7. Annual Report to the City Superintendent. 1886**

0.1 cu. ft.

An annual statistical report, prepared on a printed form. Included are statistics on teachers and their qualifications, pupil enrollment, pupil attendance, and pupil ages. The report was prepared by the principal, Augusta Rohda.

**Series 71. Grammar School No. 56. News Clippings. 1886, 1888**

0.1 cu. ft.

Clippings describing a student “tableau vivant of the Statue of Liberty” in honor of French visitors, November 1, 1886, and a school-wide flag presentation exercise, May 15, 1888.

**Series 72. Grammar School 52. 12<sup>th</sup> Ward. Record of Examinations. 1875-1889**

1 volume (0.5 cu. ft.)

A record of examinations of the work of the classes in a small grammar school. Examinations were given in January and June of each year, with additional examinations in some years. For each examination date, entries for each teacher show the performance (excellent, good, fair) of the class in each subject. The examination was actually an examination of the teacher’s performance, and for 1889 includes detailed evaluative comments. (It is not indicated if the examination was conducted by ward trustees or by the city superintendent.)

*Series 80-99: Borough School Boards, 1898-1901*

**Series 82. School Board for the Boroughs of Manhattan and the Bronx. Bylaws. 1898**

1 volume (0.1 cu. ft.)

Sets forth the “Bylaws, Rules, and Regulations” of the borough school board. The regulations provide for the organization and procedures of the Board as well as the responsibilities of principals, teachers, and students. The Bylaws also includes the courses of study for elementary schools, high schools, and evening schools. Includes an index.

**Series 83. School Board for the Boroughs of Manhattan and the Bronx. Directory. 1898-1901.**

5 volumes (0.2 cu. ft.)

The Directory lists the names, addresses, and committee assignments for school board members, and the names, titles, and addresses for administrative officials. For each school it provides the names and addresses of the principal and teachers. Also included is a brief version of the Directory, titled “Official Directory” issued in October 1899.

**Series 84. School Board for the Boroughs of Manhattan and the Bronx. Committee Records. 1898-1902**

8 volumes (0.6 cu. ft.)

The series consists of minutes of three committees of the borough board with combined jurisdiction of the Boroughs of Manhattan and the Bronx: the Committee on Sites and Buildings the Committee on Teachers, and the Committee on Studies, Bylaws, and Legislation.. The new organization under the Consolidation Law went into effect February 1, 1898, so the minutes for meetings in January 1898, included in these volumes, are actually for the committees of the old New York City Board of Education. The minutes for the Committee on Sites and Buildings and the Committee on Teachers are printed, in bound volumes for each year, now in protective phase wrappers. The minutes for the Committee on Studies, Bylaws, and Legislation are in one manuscript volume.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 85. School Board for the Boroughs of Manhattan and the Bronx. Journal. 1898-1902**

4 volumes (2.0 cu. ft.)

The Journal is the printed minutes of the School Board, for the entire period of its existence, February 1898 through January 1902. Matters before the board included planning of school sites and buildings, leasing of facilities, hiring of teachers, organization of the schools, and approval of curriculum.

The volume for 1898 also includes the minutes of the Board of Education of the City of New York for January 1898, the last month before Consolidation. The volume for 1901 also includes the School Board minutes for January 1902, the last month before reorganization of the school system. Each volume has an index.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 90. School Board for the Borough of Brooklyn. Bylaws. 1898-1901**

5 volumes (0.5 cu. ft.)

The Bylaws of the borough school board include rules relating to board meetings, board officers, board committees, local (school) committees, duties of administrative officials, licenses, appointments, and salaries of teachers, and procedures to be followed in conducting the schools. The bylaws include cross-references to provisions of the Greater New York Charter and, in some cases, the text of other relevant legislation.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 91. School Board for the Borough of Brooklyn. Directory. 1899-1901**

5 volumes (0.2 cu. ft.)

Directories of members and officials of the board of education. Published approximately twice per year. Cover title: "School Board, Borough of Brooklyn, N.Y." Title page: "Members, Officers, and Committees of the School Board, Borough of Brooklyn, N.Y."

The directories include, for board members, name, residence address, business address, and committee assignments. Also includes names of members assigned as delegates to the central citywide board of education. For administrative officials: title and residence address. For each school: school address, board members on "local committee" for that school, principal's name and residence address and janitor's name and residence address.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 93. School Board for the Borough of Brooklyn. Proceedings. 1898-1902**

4 volumes (2 cu. ft.)

The printed proceedings (minutes) of meetings of the Brooklyn school board. The minutes document formal actions of the board but also include some reports to the board, rationales for policy actions, and other revealing information. Each year is indexed at the end of its volume

**Series 94. School Board for the Borough of Brooklyn. Committee Records. 1899-1901**

2 volumes (0.2 cu. ft.)

Manuscript minutes of two committees of the Brooklyn borough board: the Committee on Manual Training High School and the Committee on Physical Culture. The minutes of the Committee on Manual Training High School record, primarily, its role in approval of appointments and salaries of teachers. The committee also discussed facilities for the school, including improvements in its existing quarters and plans for a new building. The minutes of the Committee on Physical Culture show its role in authorizing the appointment and assignment of teachers of physical education; it also considered aspects of curriculum policy in that subject.

**Series 95. School Board for the Borough of Queens. Bylaws. 1898**

1 volume (0.1 cu. ft.)

The bylaws adopted by the borough board for Queens. Includes an index.

**Series 96. School Board for the Borough of Queens. Journal. 1898-1902**

4 volumes (1.5 cu. ft.)

The Journal is the printed minutes of the School Board, for the entire period of its existence, February 1898 through January 1902. Matters before the board included planning of school sites and buildings, leasing of facilities, hiring of teachers, organization of the schools, and approval of curriculum.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 97. School Board for the Borough of Richmond. Directory. 1900-1901.**

2 volumes (0.1 cu. ft. )

The Directory lists the names, addresses, and committee assignments for school board members, and the names, titles, and addresses for administrative officials. For each school it provides the names and addresses of the principal and teachers.

**Series 98. School Board for the Borough of Richmond. Bylaws. [1898]**

1 volume (0.1 cu. ft.)

The bylaws adopted by the borough board for Richmond (Staten Island). Includes an index.

**Series 99. School Board for the Borough of Richmond. Minutes. 1898-1900**

3 volumes (1.0 cu. ft.)

The Journal is the printed minutes of the School Board, for the first three years of its existence, February 1898 through December 1900. Matters before the board included planning of school sites and buildings, leasing of facilities, hiring of teachers, organization of the schools, and approval of curriculum.

[A detailed inventory of this series is available at the Municipal Archives]



Manhattan Trade School for Girls, July 3, 1919

(Series 1810, Photo #211)

*Series 100-999: Consolidated City of New York, 1898-1970*

*Series 100-130: Board of Education bylaws, manuals, meetings, calendars, minutes*

**Series 111. Bylaws [Manual] of the Board of Education. 1898-1985**

Approximately 20 volumes (2 cu. ft.)

A printed compilation of the basic laws and bylaws governing the school system. The title varied (“Bylaws” or “Manual”) but the contents generally consisted of the bylaws defining the responsibilities of the participants in the school system, as adopted by the Board of Education, together with the state laws governing the system. Unlike many of the nineteenth century manuals (Series 35), these volumes generally do not contain directory-type information. An exception is the volume for 1903 which includes a list of the schools and maps of their locations. After 1927, several editions were issued in updatable formats; various copies have pasted in revisions and supplements.

Researchers are requested to use the set of the Bylaws available in the City Hall Library, Room 112, 31 Chambers Street.

**Series 116. Journal of the Board of Education. 1854-2001**

221 volumes (138 cu. ft.)

The printed minutes of the meetings of the Board of Education. The Journal includes records of all formal actions by the Board, including actions affecting individual schools, personnel, contracts, and policies. While most entries are brief, occasionally the minutes include substantial explanation of policy matters.

Each year of the minutes consists of one or two volumes, with a detailed index at the end of the year (thus, the index is at the end of volume 2 for a two-volume year). Since the nature of the series did not change with Consolidation or with decentralization, the entire run of the Journal from 1854 to 2001 has been kept together as Series 116.

Researchers are requested to use the set of the Journal available in the City Hall Library, Room 112, 31 Chambers Street

**Series 118. Board of Education. Meetings and Hearings. Recordings. 1966-1969**  
10 cu. ft.

Audiotapes of Board of Education public meetings and hearings, on reel-to-reel tape. Included are tapes of regular meetings, special meetings, and public hearings on decentralization, school system budgets, and other major policy issues. Arranged chronologically. (See also Series 1013, which consists of recordings of meetings for the period 1970-1998.)

[A box-level inventory is available at the Municipal Archives]

**Series 120. Board of Education. Regular and Special Meetings. Calendar. 1946-1961.** 12 cu. ft.

The calendar of the board presents the agenda including the specific resolutions to be considered at the regular or special meetings of the Board of Education. The series includes calendars for January 1946 through September 1961, except for all of 1949 and September-December 1956. Arranged chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 121. Board of Education. Committee of the Whole. Calendar. 1924-1938**  
5.5 cu. ft.

The series consists of calendars (agendas) for the Committee of the Whole of the Board of Education. Also included are minutes of the Committee of the Whole, minutes of Stated Meetings of the Board of Education, and minutes of Special Meetings. Most of the files are bound in spring binders, with title pages generally indicating the calendar for the Committee of the Whole, but with the actual contents varying. Arranged chronologically. Mimeographed.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 122. Board of Education. Executive Session. Calendar. 1943-1961**

21 cu. ft.

Agendas of executive sessions of the Board of Education. The board used its executive sessions for several purposes. They served as an opportunity to discuss issues and policies in their formative stages. They were used for an advance discussion of resolutions prior to their placement on the agendas of regular meetings. And they were the place for discussion of issues of personnel or other privacy-related issues. The Executive Session calendar files include the calendar, or agenda, for each meeting together with documents relating to each agenda item. In addition, the file includes the “action calendar” which is a condensed record of actions taken on each item. The series is arranged chronologically by meeting date.

[A box-level inventory is available at the Municipal Archives]

**Series 126. Local School Boards. Minutes. 1902-1912**

3 volumes (0.5 cu. ft.)

Manuscript minutes of meetings of local school boards for two districts. The local school boards, under the 1902 reorganization of the Board of Education, were essentially advisory boards, but had general responsibility to oversee the operation of the schools, to consider charges against teachers, to approve absences of teachers, to monitor the adequacy of the school facilities, and to make recommendations to the Board of Education and Superintendent of Schools. Included are minutes for District 1 (1904-1909) and District 9 (1902-1912).

**Series 128. Personnel Board. Agendas and Minutes. 1943-1961**

1 cu. ft.

Agendas and Minutes of the board, which dealt with personnel matters relating to non-pedagogical employees.

## *Series 131-151: Standing Committees*

### **Series 131. Committee on the Care of Buildings. Minutes. 1902-1915**

32 volumes (4 cu. ft.)

The series consists of manuscript minutes in bound volumes, with separate index volumes. The Committee on the Care of Buildings was concerned with maintenance and operation of school buildings.

[A detailed inventory of this series is available at the Municipal Archives]

### **Series 132. Committee on Sites. Records. 1898-1916.**

10 volumes (1 cu. ft.)

The Committee on Sites dealt with the selection and acquisition of sites for school buildings. The series includes six volumes of manuscript minutes and four volumes recording the acquisition process.

The “Minutes” cover the period 1900-1916 and reflect committee actions in considering and approving sites for new buildings and expansion of existing buildings, including recommendations for the purchase of necessary land by the city. The “Record of Site Acquisition” is a record of the multiple steps in the process of acquisition of sites. Entries were made indicating the date of completion of each action. There are volumes for each borough (Manhattan and the Bronx are combined).

[A detailed inventory of this series is available at the Municipal Archives]

### **Series 133. Committee on Buildings. Minutes. 1898-1917**

20 volumes (7 cu. ft.)

The printed minutes of the Committee on Buildings, a continuous record for the period 1898 to 1917, except for the year 1914. The committee dealt with planning, construction, alteration, repair, leasing, and furnishing of school buildings. The minutes include description of projects in specific schools and listings of contracts and expenditures. Also included is a manuscript prepared by the committee, “Building Bureau Rules and Regulations, as Adopted by the Committee on Buildings, November 23, 1914.” The volume for each year has an index at the end.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 134. Committee on Buildings and Sites. Records. 1931-1961.**  
10 cu. ft., including 30 volumes

Agendas, minutes and other records of the Committee on Buildings and Sites. This standing committee dealt with selection of sites and plans for school construction. The minutes are most complete for the years 1931-1939 and 1958-1961.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 135. Committee on High Schools and Training Schools. Minutes. 1902-1917**  
16 volumes (2 cu. ft.)

Manuscript minutes of a standing committee of the Board of Education. The committee dealt with all matters affecting the high schools and teacher-training schools, including facilities, staff, salaries, students, supplies, and the course of study.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 136. Committee on Bylaws and Legislation. Minutes. 1898-1917**  
20 volumes (3 cu. ft.)

The Committee on Bylaws and Legislation dealt with adoption, amendment, and interpretation of Board of Education bylaws and implementation of state legislation affecting the schools. Much of the committee's minutes reflect interpretations of bylaws as they affect the licenses, status, and salaries of individual teachers and groups or categories of teachers. The volumes are not indexed.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 137. Committee on Elementary Schools. Minutes. 1902-1915**  
1.0 cu. ft.

The series consists of the printed minutes of the Committee on Elementary Schools. The committee's activities touched on all matters relating to elementary schools: teachers, pupils, supplies, kindergartens, classroom activities, and school publications, among others. There is an index at the end of each year's volume. Also included is a manuscript notebook containing portions of the minutes for September to December 1902, along with some parts of minutes of other committees, including the Executive Committee and the Board of Superintendents.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 138. Committee on Finance. Minutes. 1912-1917**

8 volumes (1.5 cu. ft.)

Manuscript minutes of a standing committee of the Board of Education. The committee considered and acted on all types of requests involving expense, including budget requests and modifications, salary adjustments for administrative staff, auditors' reports, and contracts for supplies and for construction and repair of school buildings. The committee also considered general policies affecting school system finances as well as specific areas of potential savings, such as changes in the types of coal to be used for heating buildings.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 139. Committee on Finance and Budget. Records. 1944-1961**

6 cu. ft.

Records of a standing committee of the Board of Education. Included are agendas, minutes, and limited subcommittee records and administrative records. Files of minutes are most complete for 1945-1948 and 1958-1961.

[A box-level inventory is available at the Municipal Archives]

**Series 140. Committee on Instructional Affairs, 1946-1961**

4 cu. ft.

Calendars (agendas) for meetings of a standing committee of the Board of Education.

[A box-level inventory is available at the Municipal Archives]

**Series 141. Committee on Instructional Affairs and Auxiliary Agencies. Minutes. 1937**

1 volume (0.1 cu. ft.)

Minutes of a standing committee of the Board of Education. The committee's actions included consideration of and approval of a wide range of policy and administrative matters, including lists of teachers recommended for tenure, organization of schools and annexes, cooperative programs with other city departments and voluntary agencies, curriculum experiments, and acceptance of gifts to schools. Mimeographed, with manuscript additions.

**Series 142. Committee on Law. Records. 1927-1936, 1945-1961.**

3.5 cu. ft., including 5 volumes

The series consists of two groups of manuscript records: calendars, minutes, and other records for 1927-1936 and agendas and minutes for 1945-1961, each of which is incomplete. The committee dealt with a variety of legal issues including charges against teachers and other employees; amendments to Board of Education bylaws; interpretation of bylaws, license rules, and other regulations; analysis of proposed state legislation; and claims against the Board of Education.

In addition to calendars and minutes, the series includes "Memoranda Written for the Committee on Law" from 1927-1928. Indexes are included in some volumes of minutes; additional indexes and draft indexes are included in the folders of enclosures

[A detailed inventory of this series is available at the Municipal Archives]

**Series 143. Committee on Lectures and Libraries. Minutes. 1910-1917**

1 volume (0.1 cu. ft.)

Manuscript minutes of a standing committee of the Board of Education. The committee approved plans for the lecture program recommended by the Supervisor of Lectures. This included the planned program of lectures and lecturers, proposed budgets, requests for use of school buildings and other locations for lectures, requested repairs or improvements of lecture facilities. The committee also reviewed and approved recommendations for the creation of school libraries and for stocking them with books, and reviewed the budget for library materials.

**Series 144. Committee on Nominations. Minutes. 1914-1917**

1 volume (0.1 cu. ft.)

Manuscript minutes of a standing committee of the Board of Education. The committee supervised the process of selection of appointees for positions of associate superintendent and member of the Board of Examiners. The committee also reviewed and approved candidates for the position of district superintendent who had been nominated by the Board of Superintendents.

**Series 146. Committee on Special Schools. Minutes. 1903-1917**

15 volumes (1.5 cu. ft.)

The series consists of printed and manuscript minutes of the Committee on Special Schools. The committee dealt with vacation schools, the parental school, summer evening schools, truant schools, recreation centers, continuation classes, and other special types of schools designed for special groups of students or specific educational needs. The minutes for 1903-1910- are printed; those for 1911-1917 are in manuscript volumes.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 147. Committee on Studies and Textbooks. Minutes. 1902-1917**

3 volumes (0.3 cu. ft.)

Manuscript minutes of a standing committee of the Board of Education. The committee reviewed and approved or modified recommendations from the Board of Superintendents for approval or disapproval of textbooks and other supplies. It also discussed and reviewed changes in the course of study.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 148. Committee on Supplies. Minutes. 1902-1917.**

49 volumes (6 cu. ft.)

The series consists of minutes of the committee, in bound volumes, with additional pages attached or inserted. The committee had responsibility for oversight of purchasing procedures, contracts, bids, etc. The minutes include detailed information on supplies and equipment of all types purchased for the schools.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 150. Committee on Vocational Schools and Industrial Training. Minutes. 1908-1917.**

3 volumes (0.3 cu. ft.)

Manuscript minutes of the committee. Entries reflect its areas of responsibility including establishment of schools, acquisition and improvement of buildings and facilities, purchase of supplies, employment of teachers and staff, and revision of curriculum. Generally, the committee either reviewed and approved recommendations from school administration or made recommendations to administrative bureaus or the full board.

[An inventory of the volumes in this series is available at the Municipal Archives]

## *Series 152-199: Special Committees*

### **Series 154. Committee on Recreation. Minutes. 1915-1917**

1 volume (0.1 cu. ft.)

Manuscript minutes of a “provisional” committee of the Board of Education (August 1915-April 1916) and of a “special” committee of the board (June 1916-December 1917). Both committees had responsibility for recreational use of school buildings, including community centers and after school activities, other than school athletics. The committee shared aspects of these responsibilities with the Committee on Buildings (Series 133) and the Committee on the Care of Buildings (Series 131). The minutes reflect decisions on policies and procedures as well as permissions given for specific recreational use of particular schools.

### **Series 155. Committee on Economy. Minutes. 1915-1916**

1 volume (0.1 cu. ft.)

Manuscript minutes of a special committee of the Board of Education. The committee’s purpose was to consider proposed cutbacks to meet a fiscal emergency. Proposals discussed included cuts in salaries, reductions in evening schools, summer programs, and recreational programs, use of volunteers, elimination of some principals, and reductions in special education programs. For earlier minutes of the committee see Series 158: Special and Miscellaneous Committees, Minutes, volume 2.

### **Series 156. Special Committee Appointed to Create Standards With Reference to the Work of District Superintendents. Report. 1915**

0.1 cu. ft.

Report of a special committee created at the request of the Board and reporting to the Board’s Committee on Elementary Schools. The members were a group of district superintendents appointed by the Acting Superintendent of Schools. The report reviewed the duties of district superintendents under the Board’s Bylaws and offered specific recommendations for their implementation.

**Series 158. Special and Miscellaneous Committees. Minutes. 1900-1917**

3 volumes (0.3 cu. ft.)

Manuscript minutes of various special committees of the Board of Education, recorded in shared volumes. The Secretary of the Board of Education recorded minutes for special, temporary, or ad hoc committees together, in a largely chronological sequence, in volumes titled "Special and Miscellaneous Committees." Volume 1 (1900-1908) has a table of contents listing the committees and dates. Volume 2 has no list, but has some grouping of minutes by committee. (The third volume consists of formerly loose materials removed from volume 2.) Committees included in these volumes dealt with a very wide range of subjects; they included a Committee on an Educational Museum (1905-1906), a Committee on Athletic Fields (1905-1906), a Committee on Corporal Punishment (1907), a Committee on Classical Dramas in the Schools (1911), a Committee on Hygiene (1914-1915), and a Committee on War Service (1917), among others.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 161. Committee on School Relief. Minutes. 1931-1936**

1 volume (0.1 cu. ft.)

Minutes of a special committee created by the Board of Education. The President of the Board, George J. Ryan, served as honorary chairman, but the remainder of the committee was the Superintendent of Schools and various administrative officials. The committee managed a program of relief aid to needy children and families, including emergency cash funds, children's shoes and clothing, and school lunches. Over \$5 million was raised and spent, most of which was raised through voluntary donations of 5% of salary from teachers and staff. The committee's role in relief work was gradually replaced, after 1934, by other government and school system agencies.

**Series 164. Joint Committee on Maladjustment and Delinquency. Reports. 1937-1938**

3 volumes (0.2 cu. ft.)

Reports produced by a joint committee, combining a Board of Education special committee and an administrative committee. James Marshall, vice president of the board, and Margaret J. McCooey, associate superintendent, served as co-chairmen. The committee was concerned with problems in “delinquency, child guidance, attendance, maladjustment, counselling [sic], guidance, and placement.” It produced a five-part report in 1938 covering statistical data on “maladjustment,” the “psychological and sociological implications of maladjustment and delinquency” (volume 4), and a general report and analysis containing 45 recommendations for programs in this area (volume 5). The series includes volumes 4 and 5. Also included is a 1937 report on probationary schools, prepared by administrative staff in response to a request in an interim report of the joint committee.

**Series 165. Architectural Commission. Report. 1938**

0.2 cu. ft.

The Architectural Commission was selected by the Board of Education Committee on Buildings and Sites and was appointed by the Board of Education in 1936. It completed its work at the end of 1937 and its report was published by the Board of Education in 1938. The commission reviewed site selection and building design practices and recommended improvements. The series consists of the commission’s 1938 report: “Report of the Architectural Commission.”

**Series 171. Committee for the Study of the Care and Education of Physically Handicapped Children. Reports. 1941**

8 volumes (0.5 cu. ft.)

A series of reports resulting from a major study of the education of physically handicapped children. The committee was chaired by James Marshall, president of the Board of Education, and its staff was headed by Harold W. McCormick. In addition to a general report, specialized reports examined the medical and educational issues relating to acoustically handicapped children, children with cardiac problems, children with speech defects, epileptic children, and orthopedically handicapped children, as well as a report on “open air” classes for the care of “below par” children. Reports on the education of children with tuberculosis and visually handicapped children, and on psychological considerations in the care of the handicapped were announced, however no copies have been found and it is uncertain whether they were published. (See also Series 354. James Marshall Files.)

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 172. Committee on the Study of Vocational Education and Mechanic and Industrial Arts Classes in Secondary Schools. Report. 1942.**

0.1 cu. ft.

The series consists of the committee's published report, *Vocational Education and Mechanic and Industrial Arts Classes in Secondary Schools* (1942). The committee was co-chaired by James Marshall, president of the Board of Education, and Harold G. Campbell, Superintendent of Schools. It included other members of the board, school administrators, labor union officials, employers, government agency officials, and university professors. The report notes that the commission was planned at a time of peace but that conditions are vastly changed by the war, and suggests that the report's findings may become useful after the war is over.

**Series 174. Committee on Civilian Defense in the Schools. Reports. 1942**

0.1 cu. ft.

Reports of a committee created at the beginning of World War II to deal with urgent planning for protection of school children in the event of bombing raids upon the city. The committee, which included James Marshall, the president of the Board, John E. Wade, the Deputy Superintendent of Schools, and several chief administrators, emphasized the importance of thorough planning to reassure citizens and avoid "group anxiety." The series includes a general report on civil defense preparations and response procedures, and a separate, detailed report on glass protection, including blackout procedures and similar measures. The reports make reference to the experience of London during bombings as a guide for New York.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 175. Committee for the Study of Practical Democracy in Education. Report. 1943.**

0.1 cu. ft.

The series consists of the published report of the committee, *Practical Democracy in Education* (1943). The committee was chaired by Johanna M. Lindlof, a member of the Board of Education, and included a number of school officials and professors of education and history. The report reflects the effort of the committee to engage administrators, teachers, and students in an examination of the ways actual school life supported or obstructed democracy and the ways practices could be improved.

**Series 176. Committee on the War Industries Training Program. Records. 1940-1944**

0.5 cu. ft.

Reports and other records of a special committee established to oversee the Board of Education's efforts in the War Industries Training Program, part of the crash mobilization efforts at the beginning of World War II. The committee was chaired in succession by several board members, and included board members and senior staff, while the training programs were headed by Associate Superintendent George F. Pigott, Jr. The programs provided initial training for workers in war industries in vocational high schools, sometimes on a 24-hour a day basis. In its later phases the program also included supplemental on the job training of workers in arms factories. The largest categories of training provided were in machine shop skills, shipbuilding trades, and aviation trades. The series consists primarily of two reports describing the program from its inception in 1940 through 1943 and two volumes of course outlines developed for use in the program.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 177. Special Committee on Veterans. Records. 1946-1948**

1 cu. ft.

Records of a special committee of the Board of Education, created to consider planning of educational programs adapted to veterans of World War II. Included are agendas and minutes of committee meetings. Arranged chronologically.

**Series 179. Committee on the Superintendency. Records. 1946**

0.2 cu. ft.

Records of a joint meeting of the Board's Committee on the Superintendency with its Advisory Committee on the Superintendent. Includes an agenda and supporting documents on the selection of a new superintendent.

**Series 184. Special Committee on Veterans and Reconversion Training. Records. 1958-1961.**

1 cu. ft.

Records of a special committee of the Board of Education, created to consider planning of educational programs adapted to veterans of the Korean War. Included are agendas and minutes of committee meetings. Arranged chronologically.

## *Series 200-209: Annual Reports*

### **Series 201. Department of Education. Annual Report. 1898-1915.**

18 volumes (3 cu. ft.)

This annual report consists of two reports of the Board of Education to the Mayor, together with the reports of several components of the school system. The Board's first report to the Mayor is comprised of statistics on schools, teachers, pupils, attendance, and the like, and covers a school year ending July 31. The second report is a detailed financial report for a fiscal year ending the following December 31. Accompanying these are the report of the Superintendent of School Buildings, the report of the Superintendent of School Supplies, the report of Supervisor of Lectures, and the report of the Superintendent of the Nautical School, together with a report on school sites and directory-type material including a very detailed listing of central administrators, clerks, and other staff. The total package was titled the "Annual Report of the Department of Education."

[An inventory of the volumes in this series is available at the Municipal Archives]

#### Related Series:

Series 22. Annual Report of the Board of Education, 1843-1896

Series 401. Annual Report of the Superintendent of Schools, 1899-1965

Researchers should use the set of annual reports available on microfilm at the City Hall Library. This is a complete set, including Series 22, Series 201, and Series 401 up through 1949/50. A preliminary guide to the microfilm set of annual reports is available at the Municipal Archives Reference Desk and also at the City Hall Library.

## *Series 210-219: Directories*

### **Series 211. Directory of the Board of Education of the City of New York. 1898-1969.** 63 volumes (3.5 cu. ft.)

The Directory contains information that was frequently needed by officials, educators, and others involved with the public school system. Over the years the details included varied, but for some periods the directories include listings of board members, their residence and business addresses, and their committee assignments; local school board members, their addresses, and local board boundaries; and information on a large number of administrative officials and staff. For schools the listings generally show school address, principal, district superintendent, and grade levels. With the twentieth-century expansion of administrative functions in the school system, the directory became the essential guide to the structure and membership of the education bureaucracy. Directories were generally published annually, except for alternate years between 1917 and 1929. This series of directories continues the pre-Consolidation series (Series 40). For the years 1898-1901 directories were also published by the borough school boards (Series 83, 91, and 97). For the post-1970 decentralization era, see Series 1001.

[An inventory of the volumes in this series is available at the Municipal Archives]

### **Series 212. Directory [of board members and administrative officials]. 1902-1930.** 0.5 cu. ft.

A brief pocket directory, listing board members, committee assignments, and administrative officials, including district superintendents and directors. It omits other detailed school-level material that is printed in the full directory (Series 211). Also included is a “telephone directory” for 1914.

### **Series 215. Directory of Teachers. 1902-1916** 14 volumes (1 cu. ft.)

A printed directory of the teachers in all of the New York City public schools. The directory contains two main sections: a listing for each school, with each teacher’s name and residence address; and a single alphabetical index of all teachers, with page references leading to the school list. Listings of school officials and local board members are also included. Published annually, 1902-1914. For 1916 the board published an alphabetical list of teachers with their schools indicated.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 217. Maps of Districts and Schools. 1910**

1 volume (0.1 cu. ft.)

A printed volume of detailed maps, published by the Board of Education as *Maps Showing Territory Covered by the Local School Board Districts and Location of the Public Schools of the city of New York* (1910). It uses a base map by Rand McNally, showing all city blocks, transit lines, and other geographic features, in atlas format, with district lines and school locations superimposed. (No other editions of this atlas are known.) Includes an index, listing each school, its address, and map location.

*Series 220-269: Records of Board projects, commissions, activities*

**Series 225. Teachers Council. Records. 1933**

0.1 cu. ft.

The series consists of a report of the Teachers Council. The council was made up of members of the teaching and supervisory staff elected by the various teacher organizations. The report, "War Work in the Public Schools," by the council's Committee on School Records and Statistics, is a review of the responses of the school system to the special situation of the First World War. It includes extensive reprints of documents from 1917-1918 reflecting those activities.

**Series 233. School Visitors' Records (post-Consolidation). 1898-1932**

5 volumes (0.5 cu. ft.)

Visitors' books maintained by individual public schools. Visitors included members of local school boards, which had advisory responsibilities, as well as other officials, organization representatives, etc. The books were used also as logbooks or scrapbooks, in which programs of school events, news clippings, and other memorabilia were inserted.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 235. Paris Exposition of 1900. Board of Education Exhibition. 1900.**

18 volumes (3.0 cu. ft.)

Original classwork of public school pupils. For the Paris Exposition of 1900 the Board of Education prepared an exhibition of the regular classwork of public school pupils, to demonstrate the curriculum and the progress of the pupils through the course of study. The pupils' work was systematically collected in representative classrooms and bound in 18 volumes, together in some cases with explanatory introductions by teachers and photographs of classroom activity. Arranged by borough and subject of study.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 236. St. Louis World's Fair of 1904. Board of Education Exhibition. 1903**  
1 volume (.5 cu. ft.)

The series consists of an exhibition of the curriculum of the New York City schools in the form of a compilation of the printed courses of study and syllabi adopted in 1903. Included in a single bound volume are a general course of study and also specific syllabi, in various levels of detail, for many subjects in the primary and grammar grades.

**Series 240. Harlem Project: The Role of the School in Preventing and Correcting Maladjustment and Delinquency. Report. 1947**  
0.4 cu. ft.

A report of a project sponsored by the Board of Education, the New York Foundation, and the Hofheimer Foundation. The project was carried out during 1943-1945. The report is dated 1947 and is mimeographed. A transmittal letter dated March 24, 1948 (folder 1) indicates that the report was released in March 1948.

**Series 241. Education Management Study. Records. 1951, 1955.**  
1 cu. ft.

Records of a study by the "Mayor's Committee on Management Survey" in cooperation with the Board of Education, and related studies. The committee studied aspects of Board of Education management; the study team was under the direction of George D. Strayer and Louis E. Yavner. On April 16, 1951 the Survey issued its "Interim Report on the Administrative Management of the School System of the City of New York: Some Aspects of the Division of Housing and Related Administrative Problems." In October 1951 it issued a summary report, "Administrative Management of the School System of NYC: A View in Perspective and a Summary of Recommendations."

In 1955, the Board of Education employed Louis Yavner, again, as a consultant to review the actions taken in the previous 4 years to implement the 1951 report and to update the recommendations.

The series consists of copies of the 1951 reports, a 1951 press release about the reports, the 1955 resolution engaging Yavner as consultant, and Yavner's 1955 report, titled "Patterns for the Further Implementation of the 1951 Education Management Study."

[A detailed inventory of this series is available at the Municipal Archives]

**Series 255. New York State Education Department. Cooperative Studies of New York City Schools. 1941-1962**

0.5 cu. ft.

The series consists of several distinct studies carried out by the New York State Education Department in cooperation with the Board of Education. Included are a 1941 study of the “Activity Program” in the New York City Schools, comparing it with standard programs on the basis of student achievement; a group of 1951 studies of vocational education, and a 1962 study of the instructional program of the public schools.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 261. Commission on Integration. Records. 1954-1960.**

3 cu. ft.

Records of a major commission created by the Board of Education and chaired by the board president, Charles H. Silver. The Commission on Integration was established at the time of the United States Supreme Court’s decision in *Brown v. Board of Education*. While not immediately affected by the decision, the New York City board recognized that segregation was a problem in the city’s schools. The commission included board members and representatives of a broad range of constituencies, and established sub-commissions on zoning, teacher assignments, curriculum, and community relations, which sponsored public hearings and prepared reports. Included in the series are correspondence, records of hearings, agendas and minutes of commission meetings, public statements, and commission reports. Arranged by types of material, by sub-commission, and then chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 270. Coordinator of Local School Boards. Records. 1961-1970**

46 cu. ft.

Records of the Coordinator of Local School Boards during the pre-decentralization period. Local School Boards were advisory groups, appointed by the Board of Education, in each district. There were 54 districts up to 1965 and 30 districts from 1965 to 1969.

The coordinator had two roles. One was to administer the process of recruiting and selecting board members. Many of the files document this process, which involved “screening panels.” The second role was to monitor the work of the local school boards. District files include correspondence and copies of local school board minutes, acquired as part of the monitoring function. Both the screening panel files (1963-1970) and the district files (1961-1970) are arranged chronologically. Also included are chronological correspondence files (1967-1970) and subject files (arranged alphabetically).

Elizabeth Clark served as assistant coordinator and then coordinator of Local School Boards; after decentralization she served in the analogous position of Community School Board Liaison (see Series 1468).

[A box-level inventory is available at the Municipal Archives]

## *Series 275-299: Secretary of the Board*

### **Series 277. Office of the Secretary. Legal Files. 1920-1987**

55 cu. ft.

This series consists of files on legal cases involving the Board of Education. They are arranged alphabetically, within several general time periods. The “Legal Files” were maintained by Office of the Secretary of the Board of Education. At various times the Board also had a “Law Secretary,” a “Counsel,” and an “Office of the Counsel,” and some of these records may have been originally under one of those jurisdictions. While the Board maintained its own legal staff, generally the New York City Department of Law (or Corporation Counsel) represented the Board of Education in actual litigation.

For the period up to about 1953, the files contain the range of documents that would have been produced in a case from start to finish, including motions, briefs, decisions, and correspondence. All of these files have been retained. For the period after 1953, the files generally included only a copy of the summons or other document that initiated the case, with an indication that this was referred to the city’s Law Department. A small sample of these routine files has been retained.

[A box-level inventory is available at the Municipal Archives]

### **Series 278. Office of the Secretary. Damage Maps. 1950-1975.**

10 cu. ft.

The series consists of site plans for proposed new schools or additions, with details of existing property lines and existing structures, and the value of each. Included are tables of assessed values, generally for 3 years. The plans include certification by the surveyors who prepared them and also by the Secretary of the Board.

The plans were produced in various formats, including linen “originals,” linen copies, and paper copies, with various copy technologies. Arranged by borough and school number.

[A box-level inventory is available at the Municipal Archives]

**Series 279. Office of the Secretary. Site Approvals. 1965-1975**

4 cu. ft.

Records regarding approval of sites for new school buildings. The series consists of files on each school containing the documentation to support action by the Board of Education. (The series is not yet arranged.)

**Series 280. Office of the Secretary. Subject Files. 1940-1958.**

2 cu. ft.

Subject files of the Secretary of the Board of Education from about 1940 to 1958. During this period there were several holders of the position of Secretary. Small quantities of subject files and of correspondence were retained by the Office of the Secretary, apparently because they reflected sensitive or significant issues or actions. (The series is not yet arranged.)

**Series 281. Office of the Secretary. Harold F. Hay. Subject Files, 1958-1966.**

36 cu. ft.

Subject Files of Harold F. Hay, who served as Secretary of the Board of Education from 1958 to 1965. He had responsibility for administering a wide range of Board functions, including meetings, committees, formal correspondence, legal referrals, and official records. The Secretary's subject files are concentrated on the major policy and administrative matters that came before the board, including sensitive and confidential issues and actions. Included are matters on which the Secretary monitored documentation and record-keeping and policy issues on which the Secretary maintained files to facilitate his role as a resource for the Board. The files are not fully arranged, but retain elements of an original alphabetical arrangement structure.

[A box-level inventory is available at the Municipal Archives]

**Series 282. Office of the Secretary. Harold Siegel. Subject Files, 1965-1970.**

23 cu. ft.

Subject files of the Secretary of the Board of Education, Harold Siegel. Harold Siegel served as Secretary from 1965 to 1980. His service covered the last years before decentralization and the first period after decentralization, thus they included a crucial period of the transformation of the school system. Files for the pre-decentralization period are included in this series; files after decentralization are in Series 1028. While Siegel divided most files between the two periods, there inevitably are some materials in each series related to the other time period.

As Secretary of the Board, Siegel had responsibility for administering a wide range of Board functions, including meetings, committees, formal correspondence, legal referrals, and official records. The Secretary's subject files are concentrated on the major policy and administrative matters that came before the board, including sensitive and confidential issues and actions. Included are files on matters on which the Secretary monitored documentation and record-keeping and files on policy issues which he maintained to facilitate his role as a resource for the Board. The files are not fully arranged, but retain elements of an original alphabetical structure.

[A box-level inventory is available at the Municipal Archives]

**Series 283. Office of the Secretary. Beatrice Steinberg. Subject Files. 1965-1971.**

6 cu. ft.

Subject files of Beatrice Steinberg, Assistant Secretary. The position of assistant secretary had general management responsibility in the Office of the Secretary. These subject files, on decentralization and related topics, were apparently retained in her office because of the significance of the topics and the need to respond to inquiries from Board members and others.

**Series 285. Office of the Secretary. Expense Journals, 1927-1959.**

4 volumes (1 cu. ft.)

Expense journals maintained by the Office of the Secretary. The journals record incidental "petty cash" expenditures, checks drawn, advances to the petty cash fund, and vouchers transmitted to the controller. The Journal indicates the date, the individual staff member involved, the purpose of the expenditure, and the amount.

[A box-level inventory is available at the Municipal Archives]

**Series 286. Office of the Secretary. Index of Leases, Architects, and Engineers, 1950-1979.** 1 cu. ft.

An index of leases of properties for school use, and of architects and engineers involved in school construction and renovation. The series consists of a 5x8 index card file, about 2000 cards. These record detailed summaries of actions (contracts, fees, and approvals) on leases, architects, and engineers, with the date of action by the Board of Education and approvals by the mayor or other agencies. The records of leases cover the period 1950-1979 while the records of architectural and engineering contracts begin after 1960. The cards are arranged by category (leases separately from architects and engineers) and then by borough and school. (See also Series 287)

**Series 287. Office of the Secretary. Index of Capital Projects. 1963-1979**  
2 cu. ft.

A summary record of capital projects undertaken by the Board of Education. The series consists of a card file (approximately 3,000 cards) indexing such capital projects as construction of new schools, additions to schools, renovations, etc., including brief data on submission of specifications, proposed budgets, and approvals by the mayor's office or the Board of Estimate. Arranged by borough and school. This series can be used in conjunction with Series 286, which tracks contracts with architects and engineers for the design of such projects.

## *Series 300-399: Board Members' Papers*

### **Series 311. Stephen R. Aiello Files. 1974-1980.**

9 cu. ft.

Stephen R. Aiello served as a member of the Board of Education 1974 to 1980. His records include subject files, community school district files, and chronological correspondence files. The subject files, the largest portion of the series, focus on administrative and policy matters such as budgets and finances, union contracts, legislation, audits, and high schools. The subject files are arranged alphabetically by topic; the school district files are arranged numerically by district; and the correspondence files are arranged chronologically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

### **Series 312. Amelia H. Ashe Files. 1974-1985**

45 cu. ft.

Amelia H. Ashe served as a member of the Board of Education from 1974 to 1985. Her records include subject files, community school district files, legal files and chronological correspondence files. The subject files, the largest subseries, focus on such policy areas as equal educational opportunity, bilingual education, special education, and school breakfast and lunch programs for disadvantaged children. The district files reflect the particular problems of individual schools and districts. The legal files relate to disciplinary and appeal cases on which the board had jurisdiction. The subject files are arranged alphabetically by topic, the district files numerically by district, the legal files alphabetically by case title, and the correspondence files chronologically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

### **Series 313. Gwendolyn C. Baker Files. 1986-1991**

12 cu. ft.

Gwendolyn Baker served as a member of the Board of Education from 1986 to 1991. Her papers reflect the policy-making and administrative aspects of the work of the Board during those years. The main portion of the papers consists of subject files, alphabetically arranged. Also included are files on high schools, community school districts, public officials, and litigation.

[A box-level inventory is available at the Municipal Archives]

**Series 314. Joseph G. Barkan Files. 1974-1986**

12.5 cu. ft.

Joseph G. Barkan served as a member of the Board of Education from 1963 to 1969 and again from 1974 to 1986. The series consists of records from the second period of service only. Included are subject files, relating to administrative and policy matters such as budgets, personnel, integration and bilingual education; community school district files; Consultative Council files, relating to meetings that brought together central board members with local board members; and files on searches to fill the position of Chancellor. The subject files are arranged alphabetically by topic, the district files are arranged numerically, and the Consultative Council files are largely chronological

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 315. Charles J. Bensley Subject Files. 1947-1954**

2.5 cu. ft.

Charles J. Bensley served as a member of the Board of Education from 1948 to 1961. The series of subject files is limited almost completely to the period 1949-1952. The files are arranged alphabetically by topic, but only the portion from N to Z is present. Notable are files on various community organizations that Bensley corresponded with and those related to teachers, including the banning of the Teachers Union and the dismissal of teachers suspected of communist affiliations.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 316. Murry Bergtraum Files. 1969-1973**

2 cu. ft.

Murry Bergtraum served as a member of the Board of Education from 1969 to 1973. Only a small portion of his files have been found. Included are files on searches for key administrative officials and subject files on student rights and services to non-public schools. Search files are arranged chronologically; subject files alphabetically by topic.

[A box-level inventory is available at the Municipal Archives]

**Series 317. Amalia Betanzos Files. 1986-1990**

5 cu. ft.

Amalia Betanzos served as a member of the Board of Education from 1987 to 1990. Her files consist entirely of materials relating to board meetings, including executive session minutes, and agendas and accompanying papers for public meetings and budget hearings. Arranged by type of meeting and chronologically.

**Series 319. Andrew G. Clauson, Jr. Files. 1954-1961**

2 cu. ft.

Andrew G. Clauson, Jr. served as a member of the Board of Education from 1954 to 1961. The series includes subject files, school files on Staten Island schools, and files of speeches. Notable subject files relate to the introduction of collective bargaining for teachers and the investigation of the Board's practices in school construction. (The series is not yet arranged.)

[A box-level inventory is available at the Municipal Archives]

**Series 321. James B. Donovan Subject Files. 1961-1963**

1.5 cu. ft.

James B. Donovan served as a member of the Board of Education from 1961 to 1965. His subject files consist almost exclusively of materials from September 1961 to mid-1963. Included are files on such topics as collective bargaining, integration, and local school boards, and files of correspondence with other members of the board. Arranged alphabetically by topic.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 331. Lloyd K. Garrison Files. 1959-1968.**

7 cu. ft.

Lloyd K. Garrison served as a member of the Board of Education from 1961 to 1968. His files include materials on several major policy areas, including integration, school reform, and budget planning, each constituting a distinct subseries. Also included are other topical subject files, local school board files, and meeting files, including agendas and supporting materials for board meetings. Meeting files are arranged chronologically; local board files are arranged numerically; major subject files are arranged topically or chronologically, and other subject files are arranged alphabetically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 332. Alfred A. Giardino Subject Files. 1964-1968**

4 cu. ft.

Alfred A. Giardino served as a member of the Board of Education from 1964 to 1968. His subject files consist of correspondence, memoranda, and reports primarily related to major aspects of school administration. These include the Board of Examiners, the Educational Construction Fund, the Teachers Retirement System, and contracts for pupil transportation. Arranged alphabetically.

[A box-level inventory is available at the Municipal Archives]

**Series 334. Carol A. Gresser Files. 1993-1996**

5 cu. ft.

Carol A. Gresser served as a member of the Board of Education from 1990 to 1998. Her records include subject files on three major topics—*asbestos in school buildings, lead testing, and a school lunch investigation*—and files on the redistricting process of 1994-1995.

[A box-level inventory is available at the Municipal Archives]

**Series 337. John F. Hennessy Files. 1961-1964**

12 cu. ft.

John F. Hennessy served as a member of the Board of Education from 1961 to 1964. His files include correspondence, school files, legal memoranda, reports, agendas and minutes, and similar materials relating to Board of Education policies and administration. (The series is not yet arranged.)

**Series 345. Irene Impellizzeri Files. 1980-1993**

11.5 cu. ft.

Irene Impellizzeri served as a member of the Board of Education from 1980 to 2002. Her files are limited to the period up to 1993. The largest component is subject files, which focus on audits, budgets, and capital construction programs. A separate subseries is devoted to the issue of HIV/AIDS education, on which Impellizzeri played a controversial role. Also included are community school district files, Consultative Council files (regarding meetings between the central board and community school boards), and files on the Erasmus Hall High School bicentennial. Subject files are arranged alphabetically, district files numerically, and Consultative Council files chronologically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 351. Seymour P. Lachman Subject Files. 1969-1972**

16.5 cu. ft.

Seymour P. Lachman served as a member of the Board of Education from 1969 to 1974. This series of subject files is limited to the period 1969-1972. Included are correspondence, memoranda, and reports on administrative and policy matters facing the first Board under the decentralized governance structure adopted in 1970. Major groups of files include those on litigation, on appeals adjudicated by the Board, on community school districts, and on ethnic issues. The files are arranged alphabetically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 353. Carl McCall Files. 1991-1993.**

48 cu. ft.

Carl McCall served as a member of the Board of Education from 1991 to 1993. His files include subject files on aspects of administration and curriculum, files of correspondence with board officials and other public officials, and files of reports and studies on aspects of the public school system, prepared by board bureaus and external agencies. (This series is not yet arranged.)

[A box-level inventory is available at the Municipal Archives]

**Series 354. James Marshall Papers, 1930-1986, bulk 1935-1958**

12 cu. ft.

James Marshall served as a member of the Board of Education from 1935 to 1952. His papers include subject files, correspondence, speeches, press releases, essays, photographs and scrapbooks documenting Marshall's work during his years on the Board, as well as similar types of material, related to his continuing interests in public education during the period after he left the Board. Marshall was appointed to the Board by Mayor LaGuardia as a "reformer" and his papers focus, to a large extent, on his conceptions of democratic education and efforts to reform school administration and finances. The series is organized into thirteen subseries by types of material, with subject files arranged alphabetically by topic, correspondence files generally arranged alphabetically by correspondent, and files of speeches, press releases, and other writings arranged chronologically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 356. Mary E. Meade Files. 1969-1972**

4 cu. ft.

Mary E. Meade served as a member of the Board of Education from 1969 to 1972. Her files include subject files and school district files and reflect the role of the Board in the transition to a decentralized governance structure. Major topics include budgeting and allocation of funds, collective bargaining, student rights, and occupational/vocational education. The subject files are arranged alphabetically by topic and the district files numerically by district.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 372. James F. Regan Files. 1972-1986.**

1.5 cu. ft.

James F. Regan served as a member of the Board of Education from 1972 to 1990. His files reflect a very small portion of that service; they consist only of limited subject files from 1972-1973 and 1985-1986 and community school district files from 1985-1986. (This series is not yet arranged.)

[A box-level inventory is available at the Municipal Archives]

**Series 373. Luis O. Reyes Files. 1990-1995**

66 cu. ft.

Luis O. Reyes served as a member of the Board of Education from 1990 to 1998. His files cover only the period up to 1995. Included are files on board meetings, subject files, files on educational organizations and conferences, and files on curriculum policies. Curriculum files focus on areas such as bilingual education, multicultural education, and HIV/AIDS education that were of public concern and controversy at the time. Board meeting files are arranged chronologically; the remainder of the series is not yet arranged. (See also Series 1143, Latino Commission on Educational Reform; Reyes was appointed as chair of the commission by Chancellor Joseph Fernandez.)

[A box-level inventory is available at the Municipal Archives]

**Series 378. Isaiah Robinson Files. 1968-1972**

19.5 cu. ft.

Isaiah Robinson served as a member of the Board of Education from 1969 to 1978. However, his files cover only the period up to 1972. Included are correspondence files, subject files, and files relating to Robinson's ex-officio responsibilities on city, state, and national boards. The series is organized into twelve subseries based on types of records. The special focus of subject files is on the community control demonstration districts and the decentralization program, each of which constitutes a distinct subseries. Subject files are arranged alphabetically by topic, correspondence files alphabetically by correspondent, district files numerically, and other groups of files chronologically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 379. Max J. Rubin Files. 1961-1964**

12.25 cu. ft

Max J. Rubin served as a member of the Board of Education from 1961 to 1963. His files consist of subject files on administrative and policy matters such as budgets, state aid, civil rights, collective bargaining, and local school boards; files on individual schools; press releases and public statements; and search files (1962) for a new superintendent of schools. The subject files are divided into two chronological units, 1961-1962 and 1963, each of which is arranged alphabetically by topic; school files are arranged by borough, then school name or number; and press releases and statements are arranged chronologically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 381. Edward Sadowsky Files. 1986-1990.**

1 cu. ft.

Edward Sadowsky served as a member of the Board of Education from 1986 to 1990. The series consists of correspondence files, especially with other public officials or with the chancellor and his staff, regarding administrative and policy matters. (This series is not yet arranged.)

**Series 385. Rose Shapiro Papers. 1955-1969**

8 cu. ft.

Rose Shapiro served as a member of the Board of Education from 1963 to 1969. Her papers include subseries of files on her work on board committees; files of correspondence, memoranda, and reports from various bureaus in the school administration; and subject files, which emphasize issues such as sex education, integration, community control experiments, and decentralization (which constitutes a distinct subseries). Each subseries is arranged alphabetically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 386. Charles H. Silver Files. 1952-1961**

4.5 cu. ft.

Charles H. Silver served as a member of the Board of Education from 1952 to 1961. However, the files in this series cover mainly only the period 1957-1961. Included are a substantial file of speeches and public statements, files on individual schools, especially several new or expanded high schools, subject files, and files on the selection of the superintendent of schools in 1957. Speeches are arranged chronologically; the other files are arranged alphabetically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 387. Esmerelda Simmons Files. 1993-1994**

1 cu. ft.

Esmerelda Simmons served as a member of the Board of Education from 1993 to 1994. The series consists primarily of memoranda and reports from board and administrative committees and bureaus on policy matters facing the school system. Included are files on a lawsuit claiming the curriculum to be racially discriminatory and on experiments in multicultural education. (This series is not yet arranged.)

**Series 391. Robert F. Wagner, Jr. Files. 1985-1990**

30.5 cu. ft.

Robert F. Wagner, Jr. served as a member of the Board of Education from 1985 to 1990. The series includes extensive subject files as well as files on community school districts. The subject files focus on administrative topics, such as personnel, school buildings, and legislation and on policy areas such as decentralization, AIDS, sex education, special education, drugs, homeless students, and school dropouts. The district files focus on the interplay between the central board and the districts, as they worked out issues of power-sharing. The subject files are arranged alphabetically; the district files numerically.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 392. Frank D. Wilsey Scrapbooks. 1905-1919.**

3 cu. ft.

Frank D. Wilsey served as a member of the Board of Education from 1902 to 1921. The series consists of 8 scrapbooks containing correspondence, clippings, and memorabilia, including invitations and programs for meetings of educational associations and political organizations. A large number of elaborate multi-course dinner menus are included. Notable also are programs for events at individual public schools and a series of photographs of school groups celebrating the victory in World War I. Arranged chronologically.

[An inventory of the volumes in this series is available at the Municipal Archives]

## *Series 400-499: Superintendent of Schools*

### **Series 401. Annual Report of the Superintendent of Schools. 1899-1965**

18.0 cu. ft.

The annual report of the Superintendent of Schools provides both substantial data on the school system and a narrative discussion of the system's accomplishments and challenges. Reports from directors of bureaus within the school system, such as those responsible for high schools, kindergartens, special education, evening schools, etc., are often included either as appendices or as supplementary reports.

No regular annual reports were issued for 1916 through 1924; however, many supplementary reports issued during those years provide information about significant aspects of the schools. From 1935 through 1946, the main volume of the report was titled "All the Children" and combined essay narratives with extensive photographs. From 1934 through 1952 a "Statistical Section" of the report was issued as a separate volume.

Related series:

Series 22. Annual Report of the Board of Education, 1843-1896

Series 201. Annual Report of the Department of Education, 1898-1915

Researchers should use the set of annual reports available on microfilm at the City Hall Library. This is a complete set, including Series 22, Series 201, and Series 401 up through 1949/50. A preliminary guide to the microfilm set of annual reports is available at the Municipal Archives Reference Desk and also at the City Hall Library.

### **Series 416. Superintendent of Schools. Visitors' Book. 1907-1930**

1 volume (0.1 cu. ft.)

A visitors' book recording visits to New York City schools by educators from other countries and other American cities. Visitors include professors of education, officials of school systems, and other educators; many entries indicate the purpose of the visit, such as observation of particular types of classes. Included in the volume are letters of introduction addressed to the superintendent of schools and visitors' business cards. The majority of entries are for the period 1907-1918 when William H. Maxwell served as superintendent of schools.

**Series 471. Superintendent of Schools William Jansen. General Correspondence. 1948-1958**

13 cu. ft.

Correspondence files of Superintendent of Schools William Jansen, who served as superintendent from 1947 to 1958. The series consists of incoming general correspondence, originally filed under the title "Public Opinion." Major topics include "civil rights" (actually civil liberties topics such as teacher loyalty investigations, suspensions, and censorship), local school issues (correspondence pertaining to specific schools), and personnel issues, such as salaries and work load. Arranged alphabetically by topic.

Also included are 8 volumes titled "Highlights of Today's Mail." These volumes consist of typescript memos to Jansen from his administrative assistant, David J. Swarz, listing and summarizing mail received and indicating how it has been handled or to whom referred. The daily memos cover the period March 1948 to June 1955.

[A box-level inventory is available at the Municipal Archives]

**Series 472. Superintendent of Schools William Jansen. Subject Files on Racial Discrimination. 1951-59.**

0.5 cu. ft.

Subject files of Superintendent of Schools William Jansen, who served as superintendent from 1947 to 1958. Included are materials on school segregation and related issues of racial discrimination. Files are arranged as correspondence, news clippings, and press releases, plus one file on the Intergroup Committee on New York Public Schools.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 473. Superintendent of Schools William Jansen. Exemption from Instruction Authorizations. circa 1950**

1 cu. ft.

Files on students with medical or handicapping conditions, on the basis of which it was recommended that they be exempted from instruction (even home instruction). Includes reports from psychologists and other professional evaluations. Provides insight into definitions and categories used to determine possibilities and needs for instruction in this era. The approval of the Superintendent of Schools was required to implement the recommendation in each case. Research use is subject to restriction to preserve privacy of individuals.

**Series 490. Superintendent of Schools Bernard E. Donovan. Subject Files. 1964-1970.**

18 cu. ft.

Subject files of Superintendent of Schools Bernard E. Donovan, who served as superintendent from 1965 to 1970. The subject files include correspondence, reports, and background materials on topics relating to school administration, community relations, and policy development. Notable are files on budgets, municipal departments, deputy superintendents, the Council of Supervisors and Administrators, and the demonstration districts (created as experiments in decentralization of school governance). Arranged alphabetically by topic. However only part of the alphabet (essentially A-F) is present.

[A detailed inventory of this series is available at the Municipal Archives]



"Typewriting Class," Herman Ridder Junior High School 98, May 27, 1935  
(Series 1810, Photo # 5469)

*Series 500-699: Administration, Office of the Superintendent of Schools, Associate and Assistant Superintendents, Divisions, Bureaus*

**Series 511. Office of the Superintendent of Schools. Indexes to Circulars. 1902-1962**

1 cu. ft.

Printed digests and indexes of the various circulars issued by the office of the superintendent of schools. Included are digests of “matter of current value” (1902-1915; 1924-1930) and five-year indexes (1925-1930; 1947-1962).

**Series 512. Office of the Superintendent of Schools. Circulars. 1902-1970**

15 cu. ft.

Circulars issued by the Superintendent of Schools or by other administrative officials, such as associate superintendents, generally under the heading of the “Office of the Superintendent of Schools. The circulars were issued in multiple series based either on the categories of officials to whom they were addressed or on the general subject area. Circulars were used to inform principals and other administrators of policies and procedures, special activities, reporting requirement, and similar matters. Their content ranges from routine announcements to very significant policies and requirements.

Most circulars were issued as numbered series for each school year. They are arranged by category and then chronologically. The largest categories are General Circulars (1902-1970), Heads of Bureau Circulars (1932-1970), High School Circulars (1910-1964), and Special Circulars (1912-1971). Indexes to the main series of circulars are contained in Series 511.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 521. School Vandalism Reports. 1953**

1.5 cu. ft.

Reports on incidents of school vandalism, submitted to the Superintendent of Schools. Included are statistical reports for the month of January 1953 and narrative reports for June 1953. Arranged chronologically and by borough.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 522. Accident Reports. 1958-1960**

1 cu. ft.

Reports on accidents in schools, submitted to the Superintendent of Schools. Included are reports for vocational high schools only, for the period 1958-1960. Arranged chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 530. Staff Bulletin. 1962-1970**

0.7 cu. ft.

A news bulletin published for the approximately 70,000 pedagogical and administrative employees of the Board of Education. The content of the bulletin included reports of official actions and organizational changes, new policies and programs, and the achievements of staff members. The bulletin was prepared by the Office of Education Information Services and Public Relations and was issued throughout the school year, generally at three-week intervals.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 542. Assistant to the Superintendent, David J. Swartz. Comprehensive Calendar Correspondence. 1948-1954**

0.5 cu. ft.

The series consists of correspondence within the Board of Education administration and with civic organizations and members of the public regarding the planning of the school system's yearly calendar. Calendar planning involved such issues as determining school closings for vacation and holiday periods and ensuring sufficient days of schooling. Arranged chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 547. Secretary to the Superintendent, Howard Shiebler. Subject Files (Secretary to Superintendent Harold G. Campbell). 1934-1942**

3 cu. ft.

Files of the Secretary to the Superintendent, a position somewhat akin to “chief of staff.” The Secretary had general responsibilities in areas of public affairs, dealt with issues of community concern, and prepared the superintendent’s annual report. The series consists of Shiebler’s files while serving as secretary to Superintendent of Schools Harold G. Campbell. Included are topical subject files and correspondence files, on issues ranging from legislative investigations to cooperation between department stores and the school system. Arranged alphabetically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 548. Secretary to the Superintendent, Howard Shiebler. Subject Files (Secretary to Superintendent John E. Wade). 1942-1947**

2 cu. ft.

Files of the Secretary to the Superintendent, a position somewhat akin to “chief of staff.” The Secretary had general responsibilities in areas of public affairs, dealt with issues of community concern, and prepared the superintendent’s annual report. The series consists of Shiebler’s files while serving as secretary to Superintendent of Schools John E. Wade. Included are topical subject files, on issues ranging from the school building program to bus transportation. Several files relate to World War II, including files on national defense, on armistice day celebrations, and on the surrender of Japan. Arranged alphabetically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 550. Puerto Rican Study. Records. 1953-1959.**

2 cu. ft.

The series consists of the records of the Planning Committee and Advisory Committee of the Puerto Rican Study. The study was established in order to help the Board of Education develop policies, programs, and curriculum appropriate for the increasing number of students arriving from Puerto Rico. Included are correspondence, agendas, minutes, drafts of reports, subject files, curriculum materials, and a final report titled “The Puerto Rican Study.” Arranged by types of material and then chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 551. Committee to Study Training Methods and Procedures of the Armed Forces. Report. 1946**

0.1 cu. ft.

Report of a special committee appointed by the Superintendent of Schools. Chaired by William A. Hannig, a member of the Board of Examiners, the committee consisted of officials from several Board of Education bureaus aided by military officials assigned from each of the armed services. Although created in 1943, in the middle of the war, the committee's focus was the possible post-war uses of training methods developed by the armed forces, either in planned special institutes for demobilized veterans or in the general educational program.

**Series 552. Committee on the School Camp Experiment. Records. 1947-1948**

0.1 cu. ft.

Records of a special committee appointed by the Superintendent of Schools. The committee worked in cooperation with a "private" committee led by former board member Johanna M. Lindlof and the Life Camps, Inc., to conduct an experimental program in June 1947. Two school classes lived and studied at a rural camp for three weeks, and a systematic evaluation was made of the results. The series consists of a "confidential" preliminary draft report and a covering letter from Superintendent of Schools William Jansen. Mimeographed with manuscript corrections.

**Series 553. Committee on Articulation. Report. 1958**

0.1 cu. ft.

Report of a special committee appointed by the Superintendent of Schools. The Committee on Articulation, created in 1954, was chaired by Deputy Superintendent Jacob Greenberg and included senior administrators from all levels of the school system. Its purpose was to "consider the school system as a whole" and to focus on ways to improve the interrelation of its parts and the articulation between school levels. Mimeographed.

**Series 554. Committee for the Study of Retardation, Truancy, and Problems of Personality and Conduct. Report. circa 1930**

0.1 cu. ft.

Records of an administrative committee including the directors of the Bureau of Reference, Research and Statistics and the Bureau of Attendance. Included is an interim report of a subcommittee on "Plan and Survey," proposing a research project to study the definitions of pupil maladjustment, its causes, and solutions.

**Series 562. Advisory Committee on Human Relations. Files. 1945-1950**

0.2 cu. ft.

Files of an advisory committee to Superintendent John E. Wade. The committee was chaired by William F. Russell, Dean of Teachers College, Columbia University and was formally in existence from November 1945 to August 1947. Created at the end of World War II, the committee's purpose reflected the concern to combat the racial and religious hatreds that had contributed to war. It was charged with recommending ways the schools could foster harmonious intergroup relations among school children and in the city's communities. The series consists of correspondence, minutes, reports, and background material maintained by Mary E. Riley, secretary of the committee, a member of the staff of Associate Superintendent Jacob Greenberg. Included also are material's reflecting her office's continuing interest in intergroup relations in the years after the committee's termination. Arranged by types of material and then chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 565. Office of Education Information Services and Public Relations (OEISPR). Subject Files. 1954-1967.**

21 cu. ft.

Subject files of OEISPR. Included are correspondence memoranda, news clippings, articles, press releases, and related materials, gathered to support the office's functions in providing information for internal needs and for external publicity. Subjects range widely from decentralization to school system budgets, to the dedication of new school buildings. The series is not yet fully arranged; however most files are in sequences reflecting original alphabetical arrangement.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 567. Office of Education Information Services and Public Relations (OEISPR). Press Releases. 1954-1968**

7.5 cu. ft.

Press releases publicizing the activities of the school system. Topics of releases include special policy areas such as desegregation and pupil achievement as well as new curricula, reports on educational experiments, school budgets, and proposed legislation. Included is some correspondence related to the releases. Arranged chronologically. Finding aids include an alphabetical list of press release titles.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 569. Office of Education Information Services and Public Relations (OEISPR). Education News Digest. 1961-1963**

1 cu. ft.

Digests of news relating to public education in New York City, prepared by OEISPR for the use of school system administrators. Included are digests for 1961 to 1963. Arranged chronologically. (See also Series 570, OEISPR News Clippings, 1961-1972.)

**Series 570. Office of Education Information Services and Public Relations (OEISPR). News Clippings. 1961-1972**

92 cu. ft.

Newspaper clippings, primarily from New York newspapers, on topics relating to public education in New York City. The clippings were compiled by staff of the Office of Educational Information Services and Public Relations each work day and a photocopied set of the clippings was sent to Board members and selected administrators. The series consists of the original clippings, stored in envelopes (one day's clippings per envelope), arranged chronologically by the date of the compilation. Since clippings were compiled on work days, weekend clippings are sometimes included in the Monday compilation.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 572. Office of Education Information Services and Public Relations (OEISPR). Press Release Support Files, 1959-1969**

7 cu. ft.

Files of materials supporting press releases prepared by OEISPR. Each file consists of one press release, or a group of related releases, or another type of public announcement, together with material used to generate the release and to support it with data, documents, and photographs. Many of the files relate to school buildings, new buildings, and additions. Another large group relates to racial segregation and integration and public controversies relating to such issues. Arranged chronologically.

**Series 581. Rebecca Elsbeg Memorial Scholarship. Records. 1921-1946**

0.5 cu. ft.

Records of a scholarship program administered by the Office of the Superintendent of Schools. Included are correspondence regarding the establishment and administration of the program and listings of award recipients. Arranged chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 582. Chamber of Commerce Essay Competition, Records. 1955-1972.**

1 cu. ft.

The competition was sponsored by the New York Chamber of Commerce and the Board of Education. An Assistant Superintendent (Irving Anker for 1968 and 1969; Henrietta Percell for 1970 through 1972) coordinated the competition for the Board of Education. Students in public, private, and parochial high schools were invited to submit essays on a theme selected by the sponsors. A different theme was selected each year, generally involving a major topic related to New York City, such as water supply and inter-ethnic tolerance. The files for 1968-1972 include announcements of the competition, lists of winners, manuscripts of winning essays, and correspondence. A background file contains announcements for earlier years, back to 1955. Arranged chronologically.

*Series 590-599: Anticommunist Investigations*

**Series 590. Anti-communist Investigations. Lists of Names, Index of Publications, and Filing Records [Restricted Access]. circa 1940-1962**

0.5 cu. ft.

Files maintained by the special investigative office of the Board of Education. Included are listings of the case files maintained on individual teachers; a separate list of teachers names (ca. 1940); and an index to the office's file of publications.

[The series contains some materials (lists of case files and lists of teacher names) the use of which must be restricted in order to preserve the privacy rights of individual teachers.]

**Series 591. Anti-communist Investigations. Subject Files. [Restricted Access]. 1936-1961.**

19.5 cu. ft.

Subject files created by the special investigative office of the Board of Education. The files contain correspondence, reports, memoranda, transcripts and other materials on topics associated with the investigations. Many files relate to organizations and individuals that played significant roles, either public or private, as targets of investigation or as sources of information. Other groups of files relate to the systematic development of the legal basis and administrative procedures for the investigations. Arranged in several broadly alphabetical sequences. An additional group of files contains source material for legal cases, in a numbered sequence assigned by the investigative office.

[This series of subject files, originally maintained by the special investigative office of the Board of Education, contains some materials (mostly copies of portions of case files) the use of which must be restricted in order to preserve the privacy rights of individual teachers.]

[A detailed inventory of this series is available at the Municipal Archives]

**Series 593. Anti-communist Investigations. Trial Transcripts. 1950-1951.**

2 cu. ft.

Official transcripts of a series of trials of teachers held before a Trial Examiner of the Board of Education. The initial hearing session related to the entire group (Alice Citron et al). It was followed by sessions devoted to individual teachers. Also included is the transcript of the Board of Education hearing on the report of the Trial Examiner. The transcripts are mimeographed and bound in 8 volumes.

The teachers were charged with membership in the Communist Party. The trials included testimony from police and informers as well as testimony and argument on individual rights and on the legitimacy of the trials.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 594. Anti-communist Investigations. Individual Case Files. [Restricted Access]. circa 1952-1962**

21.5 cu. ft.

Case files created by the special investigative office of the Board of Education. Individual case files include correspondence, reports from investigative agencies and informers, “interview” transcripts, and internal memoranda, relating to individual teachers investigated for possible communist connections. The case files are divided into two groups: “closed files” and “active files”. The series includes an original card index to the cases and an index prepared in 1980 by archivists at Teachers College reflecting the records as received at that time.

[This series of files contains materials the use of which must be restricted in order to preserve the privacy rights of individual teachers.]

**Series 595. Anti-communist Investigations. Published Materials. circa 1940-1962**

8.5 cu. ft.

A file of published materials was maintained by the special investigative office of the Board of Education. Most of the file consists of publications of congressional committees, such as the House Un-American Activities Committee and the Senate Judiciary Committee; some publications of state agencies are also included. The file includes over 300 publications, grouped by sponsoring agency; the publication numbers are those assigned in the office’s “Index to Publications.” A copy of that index is included in Box 1. The original index is included in Series 590. [Access to this series is not limited by any privacy restrictions]

[A detailed inventory of this series is available at the Municipal Archives]

**Series 596. Anti-communist Investigations. General Index File of Suspected Communists. circa 1955**

16.5 cu. ft.

The series consists of a file of index cards (approximately 30,000 cards), each listing name, address, and other information for one individual. Typical information includes the source from which the name was obtained, such as Communist Party voter registration lists, federal and state investigating committees, police spies, and informers. Most of the cards are stamped “no record in Board of Education.” Arranged alphabetically.

Another card file of the same type, containing about 1600 cards, covers only the portion of the alphabet from A to P. It is apparent that the individuals on these cards, also, were generally not teachers. A third file of about 300 cards, lists camps, schools and organizations suspected of communist connections. Arranged alphabetically.

[This series of files contains materials the use of which must be restricted in order to preserve the privacy rights of individuals.]

**Series 597. Anti-communist Investigations. Feinberg Law Loyalty Forms. 1953-1960**

4 cu. ft.

Loyalty forms, signed by principals and other supervisors, certifying to the loyalty of teachers and other employees. The certificate, as required by state legislation known as the Feinberg Law, stated that “to the best of my knowledge or belief and with the exceptions noted below . . . there is no evidence indicating that any employee . . . is being charged with (a) subversive activities [or] (b) membership in the Communist Party.” Principals signed these statements regarding teachers, custodians, and cafeteria workers. Higher officials signed them regarding various administrative officials, and the Superintendent of Schools signed regarding the Associate Superintendents, who were listed by name in the certificate. It appears that all certificates in the series indicate “none” for the exceptions, that is, that no subversives are employed. The series is not yet arranged, but materials are generally grouped chronologically, then by borough and school.

[A set of photocopies of each type of form, from each year of the series, is available at the Municipal Archives.]

*Series 601-699 Deputy, Associate, and Assistant Superintendents, Divisions, Bureaus*

**Series 601. Executive Deputy Superintendent Nathan Brown. Subject Files. 1966-1969**

6.5 cu. ft.

Files of the second-ranking administrator in the school system. Nathan Brown served as Executive Deputy Superintendent during a period of high-pitched controversy and major restructuring. His subject files concentrate on collective bargaining and the teachers' strike of 1968; and decentralization, community control, and the Ocean-Hill demonstration district. Included also are district files (on the advisory, pre-decentralization districts), and files of correspondence and memoranda with individual members of the Board of Education. Arranged alphabetically by topical subject.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 611. Board of Superintendents. Minutes. 1902-1939**

38 volumes (22 cu. ft.)

Minutes of the highest administrative unit of the school system. The Board of Superintendents consisted of the Superintendent of Schools together with the several Associate Superintendents. The board's approval was required for many actions, large and small. Significant matters before the board included location and design requirements for new school buildings and adoption and revision of courses of study and syllabi. The board also dealt with matters as minor as approval of sabbatical leaves and acceptance by schools of items donated by parents associations. There is an index at the end of each annual volume of minutes.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 612. Board of Superintendents. Calendar and Action Calendar. 1943**

0.2 cu. ft.

Calendars, stenographic notes, and action calendars, for Board of Superintendents meetings, September-December 1943. The series consists of mimeographed calendars, setting forth the agenda for meetings of the Board of Superintendents, which were approximately weekly. The board consisted of the Superintendent of Schools and the 8 associate superintendents. With each calendar are stenographic notes recording the action taken on each agenda item; also included for most meetings is a typed version of these notes, constituting an "action calendar." The series is arranged in reverse chronological sequence, which has been maintained of necessity because the notes on actions were entered on the back of a page facing a calendar page, and must remain in the original sequence to be understood. From 1902 to 1939 the Board of Superintendents minutes were printed (see Series 611) but no printed minutes exist after 1939.

**Series 615. Board of Superintendents. Committee on Youth Problems. Report. 1945**

0.1 cu. ft.

Report of a special committee of the Board of Superintendents. The committee was chaired by Associate Superintendent N. L. Engelhardt and the report ("Today's Problems of the Youth in New York City") was prepared by Carleton Mason and Joseph E. Mulqueen. The committee studied problems of youth over 16, broadly defined, including problems of military demobilization, juvenile delinquency, school-leaving, employment, and the role of youth in community and society. The goal was to identify ways the school system could more effectively assist youth through new programs, expanded guidance, and steps to attain equality of educational opportunity.

**Series 617. Board of Superintendents. Committee on Instructional Materials. Records. 1955-1960**

0.3 cu. ft.

Records of a committee of the Board of Superintendents. The Committee on Instructional Materials was charged with approving textbooks and other instructional materials for inclusion in the list of approved materials that schools could purchase. The records consist primarily of agendas, minutes, memoranda, and correspondence of the committee, 1959-1960. These include specific examples of elements in textbooks that led to acceptance or rejection.

Also included is a report of the committee (under an earlier name, "Committee on Textbooks and Supplies"): "Selecting Instructional Materials for the Public Schools of New York City," published by the Board of Education in 1955.

**Series 618. Board of Superintendents. Abraham Lefkowitz Case Files. 1919-1933.**

0.5 cu. ft.

Records of a teacher dismissal case which involved issues related to academic freedom and political expression. Materials include correspondence, memoranda, news clippings, transcripts, and reports. Arranged by types of material.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 619. Board of Superintendents. Henriette Porteous Case Files. 1926-1936**

2.2 cu. ft.

Records of a teacher dismissal case which raised various issues of due process. Materials include correspondence, legal briefs, transcripts, and reports. Arranged by types of material.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 621. Association of Assistant Superintendents. Reports. 1938-1955**

0.5 cu. ft.

The assistant superintendents consisted primarily of district superintendents responsible for one or more districts, but also included several assigned to central administration. The reports for 1944/1945, 1945/1946 and 1950/1951 were issued as annual reports of the Association of Assistant Superintendents. The report for 1937/1938 is in the same form as the others, but is simply titled "Annual Report of the Assistant Superintendents of Schools." The report on "The Education of Intellectually Gifted Children" (September 1941) is by the association, but is not designated as an annual report.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 628. Assistant Superintendent Clare Baldwin. Files. 1955-1958**

2 cu. ft.

Files of an assistant superintendent. Included are general correspondence files, arranged alphabetically by correspondent, and subject files. The subject files include correspondence, memoranda, minutes, and reports primarily relating to aspects of the relations between the public schools and the larger community. Arranged alphabetically by topic.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 629. Assistant Superintendent Philip Becker. Subject Files. 1950-1961.**  
6.5 cu. ft.

Subject files of an assistant superintendent. Philip Becker served as assistant superintendent assigned to the high school division, after serving as principal of William E. Grady Vocational High School. His subject files primarily include correspondence and memoranda with other officials and administrative units of the Board of Education, and minutes of various committees, councils and conferences among public school educators. Arranged alphabetically by topics, individuals and bureaus.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 630. Assistant Superintendent John Conroy. Subject Files. 1950-1954.**  
0.7 cu. ft.

Subject Files of an assistant superintendent. John Conroy served as Assistant Superintendent assigned to the Office of the Superintendent of Schools. His responsibilities included serving as the superintendent's representative on the Personnel Board. The series consists of agendas, minutes, reports, and correspondence, primarily relating to the Personnel Board as well as other administrative committees. Arranged by type of material.

[A box-level inventory is available at the Municipal Archives]

**Series 631. Assistant Superintendent Thomas Nevins. Subject Files. 1958-1961.**  
0.5 cu. ft.

Subject files of an assistant superintendent. Thomas Nevins was an Assistant Superintendent assigned to the Office of the Supt. of Schools. The series consists of correspondence, memoranda, and reports on legislation and other administrative matters. His duties included representing the Superintendent on the Personnel Board. Arranged alphabetically by topic.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 634. Associate Superintendent Jacob Greenberg. Intercultural Education Course Files. 1944-1953**

0.5 cu. ft.

The series consists of correspondence, memoranda, minutes, reports, pamphlets, and course outlines relating to actual and proposed in-service courses in intercultural education. The courses became a topic of controversy over alleged political and religious bias. Arranged by types of material, then chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 635. Associate Superintendent Jacob Greenberg. Programs for Teacher Study and Travel. 1952-1956**

1 cu. ft.

The series consists of records documenting several programs for teacher study and travel. The largest group relate to the High School Teacher Fellowship Program of the Fund for the Advancement of Education, a program of the Ford Foundation. Another file relates to the Fund for Adult Education, also a Ford Foundation program. Several files relate to the Harvard Graduate School of Education scholarship program in educational administration. A single file relates to a program of group travel abroad for teachers. Arranged by program.

Portions of the records are files of Associate Supt. Edmund Gannon, who appears to have assumed responsibility for these programs after Jacob Greenberg was promoted to Deputy Superintendent.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 637. Committee on Commercial Education Research. Report. 1923**

0.1 cu. ft.

Report of a special committee in the high school division. The committee consisted of representatives of English teachers in the high schools and representatives of five major businesses that employed high school graduates. The report considered ways to modify the English instruction program to better prepare graduates with the skills needed in the business world.

**Series 638. Committee on Specialized High Schools. Report. 1946**

0.1 cu. ft.

The series consists of the published report of the committee, *Specialized High Schools in New York City* (1946), dealing with a broad range of specialized schools including selective academic schools, such as Stuyvesant High School (science) and Music and Art High School, and specialized vocational schools such as the Manhattan High School of Aviation Trades. The committee was co-chaired by three associate superintendents: N.L. Engelhardt (housing and business administration), Frederic Ernst (academic high schools), and George F. Pigott, Jr. (vocational high schools). The committee also included the principals of the various specialized schools that were the subject of the report.

**Series 648. Division of High Schools. High School Equivalency Testing Program. Records. 1961, 1967**

0.2 cu. ft.

Instructions and regulations for the high school equivalency testing program, a state program in which the Board of Education participated.

**Series 652. Division of Vocational High Schools. Proposal for the School of the Performing Arts. 1946**

0.1 cu. ft.

The series consists of the proposal to create the School of the Performing Arts. The proposal was prepared in 1946 by Franklin J. Keller, principal of Metropolitan Vocation High School. It provided for the School of the Performing Arts to begin as an annex of Metropolitan Vocation High School and eventually to become independent. This plan was followed. Ultimately, the School of the Performing Arts was merged with Music and Art High School to create Fiorello LaGuardia High School.

**Series 663. Division of Elementary Schools. Public School 500 (Speyer School) Curriculum Experiment. Records. 1938-1941**

0.5 cu. ft.

The Public School 500 (Speyer School) experiment was a cooperative program of the Board of Education and Teachers College, Columbia University to develop and implement specialized curriculum for two distinct groups of children: slow learners and fast learners. The series consists of publications of the project: curriculum bulletins for special units of study, and a final report. The final report provides a bibliography of articles and other publications relating to the experiment.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 664. Division of Curriculum Development. "Strengthening Democracy." 1949-1965.**

0.3 cu. ft.

A serial publication addressed primarily to teachers and staff. Although the themes of "Strengthening Democracy" included the discussion of the role of the United States in the world, as a democratic nation versus totalitarian challenges, the contents were primarily focused on democratic education and human relations issues in the schools. A sub-theme was the ongoing program of investigating teachers suspected of communist affiliation.

**Series 665. Division of Curriculum Development. Curriculum Council. Minutes. 1958-1963**

0.2 cu. ft.

Minutes of a council convened by the Division of Curriculum Development. Chaired by the associate superintendent responsible for curriculum development, the Curriculum Council included curriculum officials and also assistant superintendents from each of the other divisions. The minutes reflect the council's function in general curriculum planning, in approval of the plans for the annual series of curriculum bulletins, and in consideration of other specific curriculum materials needs. The council's recommendations went to the Board of Superintendents for approval before implementation. Mimeographed with manuscript additions.

**Series 666. Board of Superintendents. Courses of Study and Curriculum Resource Materials. Non-Serial Publications. 1900-1942**

5 cu. ft.

Courses of study, syllabi, and related curriculum resource materials. In the period prior to 1942, curriculum development and the revision of the course of study were the shared responsibility of the several associate superintendents and were coordinated by a committee of the Board of Superintendents. (The committee had various names, including Committee on Research and Course of Study; as of 1942, the committee was known as the Committee on Curriculum.) Courses of study were prepared for each of the subjects taught, at all grade levels. Generally, courses of study and syllabi remained in effect for several years, and might be reprinted unchanged. Revision of the courses of study was based on perceived need, rather than any schedule. (This series is not yet arranged.)

**Series 667. Division of Curriculum Development. Curriculum Bulletin. 1942-1970**

15 cu. ft.

A serial publication of curriculum materials for use of teachers. Courses of study, teaching guides, and similar resource materials were issued for each subject and for the various grade levels. Revision was done on a varying schedule based on need. Each numbered bulletin was published separately (e.g. "Curriculum Bulletin, 1947-1948 Series, Number 1"). Included is a listing (published in 1968) of all bulletins issued through that date.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 671. Division of Personnel. Associate Superintendent Edmund Gannon. Subject Files. 1934-1958; bulk 1948-1958.**

2.5 cu. ft.

Subject files of an associate superintendent. Edmund Gannon served as Associate Superintendent responsible for the Division of Personnel. Prior to that he served as a member of the Board of Examiners and in various supervisory positions in the Board of Education. The subject files include correspondence, memoranda, reports, committee minutes, and related materials. Much of the correspondence is with the Superintendent of Schools, William Jansen; other correspondence relates to Board of Education resolutions, and dates primarily from 1953 to 1958. Committee materials relate primarily to the Teacher Advisory Committee, and include some records as early as 1934. Arranged alphabetically, with correspondence files preceding topical subject files.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 672. Division of Personnel. Committee on Teacher Recruitment. Subject Files. 1949-1959**

3.0 cu. ft.

The series includes correspondence, memoranda, reports, and minutes, reflecting the work of the Committee on Teacher Recruitment. Included are the agendas and minutes of the committee's meetings, which took place from 1955 to 1958, and documentation of efforts to reach out beyond normal Board of Education sources to promote teacher recruitment. Arranged alphabetically by topic.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 678. WPA Project Records. 1936-1942**

6 cu. ft.

Records of several projects carried out by the Board of Education under the federal work programs, initially the Works Progress Administration, later the Works Projects Administration. Included are correspondence, memoranda, reports, and publications generated by the projects. The records are organized by project and by material type. Federal funding permitted the employment of educators and related professionals in projects aimed at otherwise unmet educational needs. These included an Adult Education Project (1936) to develop new curricular content and another Adult Education Program (1939-1942) which produced manuals, courses of study, and reading materials; the Remedial Reading and Arithmetic Program (1937-1942), which produced 80 new reading units; the New Reading Materials Program (1938-1942), which wrote and printed dozens of story books and other readings targeted to current interests and needs; and programs for Comprehensive Testing in junior high schools (1940), Lip Reading (1939), which produced a manual for teachers; and a Summer Play School Program (1938). The Elementary School Activity Program (1936-1940), primarily aimed at in-service teacher training, was a component of a larger program throughout the Board of Education, to experiment with a "progressive" activity program, to evaluate the progress of the students, and then to implement the program more widely.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 679. Bureau of Child Guidance. Report. 1955**

0.1 cubic feet

The series consists of the printed report *The Bureau of Child Guidance in the New York City Schools: A Survey* (New York: Board of Education, 1955). The survey was conducted by an Advisory Committee chaired by the Superintendent of Schools but including representatives of lay and professional organizations, with a survey staff of psychiatric and psychological professionals.

**Series 680. Bureau for the Education of Socially Maladjusted Children. Assistant Director Louis Hay Papers. 1950-1971**

4 cu. ft.

Correspondence, memoranda, instructional manuals, curricula, and professional writings related primarily to the Junior Guidance Program. The program provided guidance services to “emotionally and socially disturbed children in regular elementary schools”. Hay served as assistant director (clinical) for the Bureau and was responsible from 1959 to 1971 for the development and direction of the Junior Guidance Program. Also included is material related to the Child Guidance Project at P.S. 181, Brooklyn, 1950-1955. Partially arranged by projects and types of material.

[A box-level inventory is available at the Municipal Archives]

**Series 681. Bureau of Lectures. Records. 1901-1922.**

0.7 cu. ft.

The series consists of annual reports of the Supervisor of Lectures, Henry M. Leipsiger, and other records of the Bureau of Lectures. The Board of Education provided a program of free adult evening lectures, held in school auditoriums and also in other publicly accessible auditoriums. The lectures constituted a kind of “free university”: college instructors and other experts offered various series of lectures on scientific and cultural topics. The reports provide data on the topics, locations, speakers, and audience as well as analysis of the purposes and impact of the lecture program.

Also included are several volumes of Bulletins (1919-1922) announcing the lectures. Each bulletin advertised the lecture series in a particular school or venue, listing the dates, times, topics (with brief description), and lecturers. With these is a handbook for lecturers describing the routes to lecture centers by public transportation, with travel times.

[A detailed inventory of this series is available at the Municipal Archives]



Brooklyn Technical High School, May 15, 1935

(Series 1810, Photo # 5429)

*Series 700-799: Bureau of Reference, Research, and Statistics (BRRS) and related research bureaus*

**Series 705. Bureau of Reference, Research, and Statistics. Publications Series. 1914-1947.**

15 volumes (0.5 cu. ft.)

A series of printed publications on educational and administrative issues. Included are publications issued (1914-1918) by the Bureau under its former name, Division of Reference and Research, as well as publications of BRRS (1919-1947), numbered in the same sequence. Topics range from studies of pupils' progress through the grades, and statistical measures of "maladjustment", to standards for teaching of penmanship, and analysis of programs for remedial reading.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 706. Bureau of Reference, Research, and Statistics. Division of Curriculum Research. Curriculum Research Bulletin. 1942-1949**

7 volumes (0.2 cu. ft.)

A series of printed publications supplementing the courses of study. Topics include the education of "superior" children, sources for curriculum development in language arts, and a bibliography on New York City history and current conditions.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 707. Bureau of Reference, Research, and Statistics. Educational Research Bulletin. 1941-1949**

14 volumes (0.3 cu. ft.)

A series of printed publications supplementing the courses of study. The bulletins were prepared by various divisions within BRRS. Most topics relate to aspects of reading instruction, including individualization of instruction, reading readiness, and guiding reading interests. Also included is a single bulletin issued by the Division of Tests and Measurements, regarding scoring of intelligence tests.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 711. Bureau of Reference, Research, and Statistics. Research Division. Research Reports. 1913-1937**

10 cu. ft.

Reports, generally typescript, prepared by the Bureau's Research Division. Included are reports on a wide variety of educational and administrative issues, prepared in response to requests from the Superintendent of Schools or members of the Board of Education. Topics range from a study of the ability of children in map reading and a study of non-promotion in first grade to an analysis of the costs of a proposed teacher salary increase. A substantial number of reports relate to testing programs or evaluation of pupil achievement in experimental instructional activities.

Reports issued from 1913 to 1918 were prepared by the Division of Reference and Research, which became the Bureau of Reference, Research, and Statistics in 1918. The numbering of the reports is continuous across the bureaucratic change, so they are treated as a single series. The BRRS generally bound the typed reports when they were completed. However, many of the research projects are represented by loose-leaf binders; the contents vary, including completed reports, draft reports, or, in some cases, correspondence and data, without finished reports. Arranged numerically by project number/report number (not all project numbers are presented in the series) in two groups: completed bound reports and reports/data in loose-leaf binders.

[A box-level inventory is available at the Municipal Archives]

**Series 712. Bureau of Reference, Research, and Statistics. Division of Administrative Research. Research Reports. 1938-1948**

6 volumes (0.5 cu. ft.)

Typescript reports of research studies prepared by Eugene Nifenecker, Director of BRRS and others. Included are a "Proposed Plan for the Organization and Administration of the Curriculum Function" (1938, a report on the school system's experience with sabbatical leaves for teachers (1946), and a study of the prosecution of children not attending school (1948).

**Series 713. Bureau of Reference, Research, and Statistics. Division of Curriculum Research. Research Reports. 1942-1943**

4 volumes (1 cu. ft.)

Typescript reports on curriculum studies. Includes a study of objectives in elementary science and a detailed exploration of basic considerations in curriculum development, place curriculum in the broad context of the aims of education in a democratic society and the needs of the child.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 714. Bureau of Reference, Research, and Statistics. Division of Instructional Research. Research Reports. 1948-1950**

6 volumes (0.5 cu. ft.)

Typescript reports of research studies prepared by the division. Included are a report (1948) of a study of experiments in remedial reading conducted during 1938-1942 and a report (1950) of clinical studies of learning problems of young children carried out during 1941-1944.

**Series 715. Bureau of Reference, Research, and Statistics. Division of Tests and Measurements. Research Reports. 1938-1949**

43 vols. (4 cu. ft.)

Typescript reports of the results of pupil tests. Included are detailed reports on tests of intelligence and reading ability, with extensive school-level data. Arranged chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 717. Bureau of Educational Research. Research Reports. 1949-1966**

7 cu. ft.

Typescript reports, primarily of educational testing programs. Included are detailed analyses of results of citywide tests of ability and achievement. From 1949 to 1962 the reports were prepared by the Division of Tests and Measurements of the Bureau of Educational Research. After 1962 they were issued by the Bureau without any subdivision, but were essentially of the same character. Arranged by project number and chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 719. Bureau of Educational Program Research and Statistics. Research Reports. 1955-1974**

4 cu. ft.

Reports of studies conducted by the bureau on aspects of educational administration. Topics range from an analytic census of Puerto Rican pupils to a study of teacher accidents. The Bureau was created in a 1957 reorganization of its predecessor, the Bureau of Administrative and Budgetary Research. The report series was numbered continuously across the two bureaus, so they are treated as a single series. Arranged numerically by publication number and chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 725. Bureau of Educational Research. J. Wayne Wrightstone, Director. Correspondence Files. 1951-1954.**

1 cu. ft.

Correspondence files of the Director of Educational Research. The Bureau of Educational Research was one of three bureaus that replaced the former Bureau of Reference, Research, and Statistics. The correspondence reflects the functions of the bureau: its primary function was designing and administering the citywide pupil testing programs and analyzing, interpreting, and reporting the results; a second area of concentration was research on and evaluation of teaching methods, especially experimental projects. Arranged alphabetically.

**Series 751. Bureau of Reference, Research, and Statistics. Subject Classification System. 1936**

0.1 cu. ft.

A detailed classification system designed by the Bureau of Reference, Research, and Statistics to control the arrangement of the bureau's reference files. The system, similar in concept to the Dewey decimal system, divides all school-related topics into 10 broad categories, such as "100s administration and educational control," breaks these down into subcategories, and defines decimals for further subdivisions. The system was used to organize several series in the reference division of the Bureau of Reference, Research, and Statistics and its successors, including the Pamphlet Collection, 1888-1966 (Series 753), the Vertical File, 1888-1966 (Series 755), and the Subject Files, ca. 1937-1959 (Series 757).

**Series 753. Bureau of Reference, Research, and Statistics. Pamphlet Collection. circa 1888-1966**

25.5 cu. ft.

Pamphlets and booklets on all aspects of the public schools, including administration, curriculum, and staffing. The collection was maintained by the reference section of the Bureau of Reference, Research, and Statistics and successor bureaus. Consisting primarily of publications by the Board of Education, the collection also includes related publications by state and federal agencies and educational organizations. Arranged according to the BRRS subject classification system (Series 751). This series complements Series 755, BRRS Vertical File, which contains materials on the same subjects but in different formats.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 755. Bureau of Reference, Research, and Statistics. Vertical File. circa 1888-1966.**

60 cu. ft.

An extensive subject file of reference material on all aspects of the public schools. The file was maintained by the reference section of the Bureau of Reference, Research, and Statistics and its successors. Included are correspondence, memoranda, reports, and similar materials, primarily generated by the Board of Education, but including materials received from other educational agencies. Arranged according to the BRRS subject classification system (Series 751). This series complements Series 753, BRRS Pamphlet Collection, which contains materials on the same subjects but in printed booklet format.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 757. Bureau of Educational Program Research and Statistics. Subject Files. circa 1937-1959.**

4 cu. ft.

Subject files maintained by the bureau's reference and research library. Included are reports, circulars, and correspondence on such topics as tests, pupil attendance, special classes, and teacher associations. While the series includes some older materials, most appear to have been collected during 1949-1959 when the library was under the aegis of the Bureau of Administrative and Budgetary Research and its successor, the Bureau of Educational Program Research and Statistics. Arranged according to the Bureau of Reference, Research, and Statistics subject classification system (Series 751).

[A detailed inventory of this series is available at the Municipal Archives]

**Series 762. Bureau of Reference, Research, and Statistics. Building History Cards. circa 1930-1965.**

3.5 cu. ft.

The Building History Cards are a summary record of basic facts about each school building. Data collected on 5 x 8 index cards generally included opening date, naming, construction contacts, additions to the building, changes in school number and reassignment of the building or changes in its function. Entries were initially made based on information in annual reports and board minutes, going back to the early 19<sup>th</sup> century; then added entries were made to keep the cards up to date, through 1965. Most entries are cross-referenced to pages in the annual reports or minutes. The cards are arranged by borough, then by school number (elementary and junior high schools, all of which are numbered, are in one sequence). High schools are grouped separately, also by borough, then school name alphabetically. (The original cards are brittle; a file of photocopies has been prepared for research use.)

[A box-level inventory is available at the Municipal Archives]

**Series 763. Bureau of Reference, Research, and Statistics. Nationalities Surveys. 1931-1947.**

1 cu. ft.

Records of school-level surveys, conducted by the Bureau of Reference, Research, and Statistics, of the national origin background of pupils. The series consists of 3x5 forms completed by each school principal reporting the numbers of students of each national origin, based on country of birth of father. The surveys were carried out generally in 2 year intervals from 1931 to 1947. Included are categories for "United States (White)" and "United States (Negro)" and a special census, in 1947, of Puerto Rican students. Arranged by survey year, then by borough and school.

[A box-level inventory is available at the Municipal Archives]

**Series 780. Bureau of Reference, Research, and Statistics. Budget Estimates. 1923-1953.**

96 volumes (15 cu. ft.)

Detailed budget estimates to support Board of Education budget preparation. The series consists of bound manuscript volumes with mimeographed additions (generally 3 or 4 volumes per year) containing detailed listings of staff, supplies, and other budgetary requests. The estimates are organized by activity units within the school system. In some cases, the activity or bureau submitted detailed statements describing the activities, including explanation of the need for staff or supplies, to support the budgets. After 1947 the estimates were prepared by the Bureau of Administrative and Budgetary Research, one of the successor agencies to the Bureau of Reference, Research, and Statistics. Arranged chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 783. Bureau of Reference, Research, and Statistics. Budget Estimates for Classes for Physically Handicapped Children. 1925-1943**

19 volumes (3 cu. ft.)

Detailed budget estimates (1928-1943) and extensive supporting material regarding classes for physically handicapped children. The materials were prepared by Adela J. Smith, Assistant Director of Health Education. Information about teachers, pupils, materials, and apparatus, is presented at the level of detail of the individual teacher and classroom. Included is correspondence between Smith and school principals who were requesting expanded services for pupils. Materials for each budget year are compiled in a looseleaf binder. Arranged chronologically. Also included are three volumes of data on physically handicapped children requiring bus transportation to school (1925-1926).

[A detailed inventory of this series is available at the Municipal Archives]

**Series 790. Bureau of Reference, Research, and Statistics. Circulars. 1918-1954.**  
4 cu. ft.

Circulars issued by the Bureau of Reference, Research, and Statistics (BRRS). Originally the Bureau of Reference and Research, it was renamed BRRS in 1918, when it acquired expanded statistics-gathering functions. The circulars were issued in multiple series based on the category of officials to whom they were addressed. In most cases they were issued to principals, with instructions and forms for statistical reporting. Arranged in numbered series by intended recipients and school year. Although BRRS was replaced by three new bureaus in a 1949 reorganization, some circulars that continued the existing statistics-gathering function continued to be issued under the old bureau title.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 791. Bureau of Administrative and Budgetary Research. Circulars. 1953-1957.**  
0.5 cu. ft.

Circulars issued by the Bureau of Administrative and Budgetary Research.. This bureau, was created in 1948 to concentrate on research that might lead to administrative and budgetary efficiencies. In 1957 its name was changed to the Bureau of Educational Program Research and Statistics. The circulars were issued in multiple series based on the category of officials to whom they were addressed. In most cases they were addressed to principals, outlining requirements for statistical record-keeping and reporting. They were arranged in numbered series by intended recipients and school year.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 792. Bureau of Educational Program Research and Statistics. Circulars. 1957-1963.**  
0.5 cu. ft.

Circulars issued by the Bureau of Educational Program Research and Statistics. This bureau, given this name in 1957, was the successor to the Bureau of Administrative and Budgetary Research. The circulars include requests for statistical data on student scores on Regents examinations and for reports on numbers of students graduating. Arranged in numbered series by intended recipients and school year.

[A detailed inventory of this series is available at the Municipal Archives]

## *Series 800-859: Business Administration and School Buildings*

### **Series 801. Office of Business Affairs. Circulars. 1919-1963**

0.2 cu. ft.

Includes circulars issued by the Bureau of Finance and the Bureau of School Lunches, both of which were included in the Office of Business Affairs when it was created in 1951. Also includes some circulars issued centrally by the Office of Business Affairs. The circulars are addressed to principals and other administrators and provide instructions on operational and reporting responsibilities. Some circulars are numbered in annual (school year) series, others are “un-numbered.” Arranged by issuing bureau, then chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

### **Series 805. Bureau of Finance. Annual Financial and Statistical Report. 1908-1966.**

35 volumes (9 cu. ft.)

An annual report containing detailed financial data as well as information going beyond strictly financial matters. The report for 1915, for example, includes statements of actual expenditures broken down into major categories such as plant operation, textbooks, teacher salaries, administration, etc. It also includes extensive data for each school including costs of construction, maintenance, and operation; special features; uses of the building; and average daily attendance. Each report provides comparative data for preceding years. Thus the 1908 report provides parallel data for 1906 and 1907. From 1908 through 1938 the report is for a fiscal year coinciding with the calendar year; for 1939/40 through 1965/66 the report is for a fiscal year July 1 to June 30.

The 1908 report includes, in addition to statistical data, an extended section documenting the real estate assets of the Board of Education. This includes photographs of each school building, together with site plans and details of property conveyances, construction dates, and costs of land and buildings. Most reports after 1908 contain pictures and data for newly completed buildings. In addition, the reports from 1908 through 1916 contain photographs of various types of classes, including specialized classes for particular groups of students or distinctive curricula.

Note: A set of the photographs and building data from the 1908 report is available in the Municipal Archives Reference Room, in two volumes, in the atlas case.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 806. Bureau of Finance. Payroll Ledgers. 1893-1920**

70 volumes (35 cu. ft.)

Monthly payroll records for teachers. The series consists of manuscript payroll records, on printed forms, bound in ledgers. Included is a representative sample of ledgers (approximately 70 volumes out of an original 700 volumes), including all boroughs, day and evening schools, vacation schools, and recreation centers. Ledgers for 1893-1897 are for schools of the City of Brooklyn. Special payroll records, such as records of special payments required under the "Davis Law" and the "Ahearn Law" are also included. The monthly entries for each school show the actual roster of teachers employed there; for each teacher they show days absent and actual wages. Arranged by type of school, then by borough and date.

**Series 808. Bureau of Finance. Teacher Salary Record Cards. 1894-1927**

2 cu. ft.

Records of individual teacher salaries, increments, and adjustments. The series consists of 16mm microfilm copies of original 5x8 cards. The cards were punched and annotated to indicate salary-related data. The cards are arranged in two groups: one by borough and school (11 microfilm reels), the other alphabetically by teacher name (40 microfilm reels). The cards were not entirely in order when filmed, with some resulting difficulty in locating individual teacher records.

[A box-level inventory is available at the Municipal Archives]

**Series 812. Bureau of Finance. Accounts Payable. Assignment Ledger. 1917-1923**

1 volume (0.5 cu. ft.)

A ledger recording assignments by contractors working in school buildings for the Board of Education. Contractors assigned the payments due them to a third party, most frequently the "Royal Company of New York, Private Bankers." Entries are arranged alphabetically by contractor (assignor) and show assignee, the school worked on, amount, order number, and date.

**Series 818. Office of Business Affairs. Audits of General Organizations, Vocational Activities Funds, and Cafeterias. 1954-1956.**

2.2 cu. ft.

Audits of various cash-generating functions in the schools. Included are audits of “general organizations” (student activities), lunch programs,, and vocational fee-based activities. Arranged by borough and school.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 820. Bureau of Supplies. Reports. 1917, 1944**

0.1 cubic feet

The series consists of two reports: an examination of accounts by the New York City Commissioner of Accounts (1917) and a progress report describing reforms in supply purchasing procedures (1944).

**Series 821. Bureau of Supplies. Bid Proposals. 1943-1944**

0.1 cubic feet

The series consists of bid proposals for general supplies, custodial supplies, and science supplies. Arranged chronologically.

**Series 822. Bureau of Supplies. Requisitions. 1947-1958**

2 cu. ft.

Requisitions for office supplies, equipment repair services, and other administrative requirements. The series consists of requisitions submitted by the Bureau of Reference, Research, and Statistics and its successors, the Bureau of Administrative and Budgetary Research and the Bureau of Educational Program, Research, and Statistics. (It is not known whether the forms may be the file copies of the initiating bureaus rather than of the Bureau of Supplies.) Arranged chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 823. Bureau of Supplies. Circulars. 1942-1970**

0.2 cubic feet

Circulars prepared in the Bureau of Supplies, directed to superintendents and principals, providing information, instructions, and costs for ordering supplies and services such as printing, soap, and library books. Arranged chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 824. Bureau of Supplies. Record of Coal Deliveries. 1901**

1 volume (0.1 cubic feet)

The series consists of a manuscript volume recording coal deliveries to schools in Queens during 1901. Data includes quantities and types of coal, as well as names of suppliers.

**Series 834. Bureau of Plant Operations and Maintenance. Circulars. 1921-1959**

0.2 cu. ft.

Circulars issued by the Bureau, variously titled as General Circulars, Special Circulars, and Maintenance Circulars. Circulars are addressed to custodians and custodian engineers and provide instructions for operating and reporting responsibilities. Arranged chronologically.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 850. Division of Housing. School Building Program Records, 1945-1971.**

13 cu. ft.

Records of the construction and renovation of school buildings. Included are memoranda on planned schools and on programs of requirements for school design. Also included are memoranda on materials to be used in school construction and on procedures for school planning, rules for school naming, and similar concerns. Arranged chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 852. Division of Housing. Building Status Records. 1936-1972**

9.7 cu. ft.

Files recording the stages of planning and construction of school buildings. Entries record the dates of actions, providing a record of the status of each project. Arranged by borough and school.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 853. Division of Housing. Site Data Files. 1962-1970**

4.2 cu. ft.

Records of selection and analysis of school building sites. Included are files on elementary and high schools, both sites for planned new schools and sites for expansion of existing schools. Arranged by borough and school.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 856. Division of Housing. Leased Facilities Certifications. 1969-1972**

1 cu. ft.

Records of facilities leased for school use. Includes certifications of proposed leases as well as correspondence and memoranda regarding leasing procedures. Arranged by borough and school.

**Series 857. Division of Housing. Building Renovation and Maintenance Correspondence. 1956-1957**

3 cu. ft.

Correspondence regarding maintenance of school buildings. Included are files, regarding renovations, repairs, and furnishings, for elementary and junior high schools in the borough of Queens only. Arranged by school.

[A box-level inventory is available at the Municipal Archives]

## *Series 860-865: Vocational Education Advisory Groups*

### **Series 860. Vocational Survey Commission. Reports. 1932**

3 volumes (0.5 cu. ft.)

The series consists of two reports of the Vocational Survey Commission: a two-volume study of "The Printing Industry and Instruction in Printing," and a report on "General Recommendations on Vocational Education and Guidance." The commission was chaired by Harold G. Campbell, Deputy Superintendent of Schools. The staff director was Franklin J. Keller, principal of the East Side Continuation School. The staff consisted of committees on the various trades, made up of teachers from high schools and junior high schools.

[An inventory of the volumes in this series is available at the Municipal Archives]

### **Series 862. Advisory Board on Vocational Education. Reports 1935-1946.**

5 volumes (0.5 cu. ft.)

The series consists of reports on specific industries by The Advisory Board of Vocational Education. The Advisory Board, appointed by the Board of Education, was made up of officials of New York industries and trade unions. It was staffed by Betty Hawley Donnelly, Executive Secretary. For industry reports the board enlisted special commissions of industry and labor experts in the particular industry. Industries reported on include aviation, metal trades, machine manufacturing, air-conditioning, oil burner and refrigeration, and wood furniture. Prior to 1940 the board was known as the Advisory Board on Industrial Education.

[An inventory of the volumes in this series is available at the Municipal Archives]

## *Series 900-949: Cooperating Agencies*

### **Series 901. Public Education Association Records. 1895-1998**

60 cu. ft.

Records of a non-governmental organization created to work in cooperation with the public school system. The Public Education Association was established to promote and assist in the reform of the Board of Education accomplished in 1896, which aimed to strengthen the schools by reducing the role of politics and increasing the role of professional leadership. In later years the PEA cooperated with the Board of Education in progressive curriculum experiments, in new programs to enhance educational equality, and in participatory reforms such as the community school board elections. The records include board minutes; committee records; subject files and correspondence files of PEA officials; records of special projects; financial files; PEA publications, newsletters, and press releases; and photographs. The series includes significant materials from the period 1910-1950, but is strongest for the 1960s to 1990s. The records are organized into 17 subseries, variously arranged.

[A detailed inventory of this series is available at the Municipal Archives]

### **Series 911. United Parents Associations Records. 1921-1989**

60.5 cu. ft.

Records of a non-governmental organization established to cooperate with the public school system through the development of an effective system of school parent associations. The UPA served as a federation of parent associations and also as a mechanism for parents to work for improvement of the schools through advocacy of increased budgets, better facilities, more adequate teacher salaries, desegregation and racial equality, decentralization of authority and citizen participation in school governance. The records include foundation documents, administrative and committee files, records of the negotiation of a formal status and rights for parent associations within the Board of Education, materials relating to training of parent association leaders, subject files on integration, decentralization, collective bargaining, capital budgets, and other major issues, UPA publications, and photographs. They are organized into 20 subseries, variously arranged.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 912. Joan Carney Files of United Parents Associations and Parents Association of P.S. 75, Manhattan. circa 1973-1990**

5.5 cu. ft.

Files of an officer of parent organizations of the public schools. Joan Carney served as president of the United Parents Association, the umbrella organization of parents associations, and also as president of the Parents Association of P.S. 75, Manhattan. Her files include minutes, announcements and correspondence of the PS 75 parents association, correspondence, memoranda, and reports of the United Parents Association, records of special UPA projects, and subject files on major educational policy issues. (The series is not yet arranged.)

**Series 921. Commission on School Facilities and Maintenance Reform. Files. 1994-1996**

3.5 cu. ft.

Records of the chairman of the commission. The Commission on School Facilities and Maintenance Reform was an independent commission appointed by Chancellor Ramon Cortines and chaired by Harold O. Levy. Its function was to review the work of the Board of Education's bureaus responsible for school facilities and to make general recommendations for reform. The commission's report recommended a massive increase in maintenance effort and funding. Included are correspondence, memoranda, minutes, and interim and final reports. Arranged by types of material.



"Art in Elementary School," P.S. 10, Manhattan, October 17, 1946  
(Series 1810, Photo # 12,320)

## *Series 950-999: Records of individual schools*

### **Series 951. P.S. 230 Brooklyn. Oral History Interviews. 1980.**

0.5 cu. ft.

Interviews with people involved in the early history of P.S. 230, which was founded in 1930. Included are interviews with Max Gewirtz, the first principal, the first parent association president, and early students. The interviews are on audio cassette tape, accompanied by one typed transcript.

### **Series 952. Boys and Girls High School, Brooklyn. School History Curriculum and Time Capsule. 1979**

3 volumes and 1 realia (2.5 cu. ft.)

Curriculum materials on school history and a time capsule. Boys and Girls High School was created by the merger of two Brooklyn high schools, Boys High School and Girls High School, which traced their origins back to 1879. The series includes a three volume "Centennial Resource Collection" of reproduced documents and suggested classroom activities. Also included is a metal time capsule (approximately 12 in diameter, 3 feet long) prepared on the occasion of the opening of the school's new building in 1979, but placed in the Archives for safekeeping.

### **Series 953. P.S. 75, Brooklyn. Records. 1889-2004**

6.5 cu. ft

Records of activities at a Brooklyn elementary school. Public School 75 collected and retained an unusually varied documentation of its past and recent activities. Included are an album of photographs from ca. 1890-1910, lists of early-twentieth century graduates from the school, news clippings, a history of the school prepared by teachers, scrapbooks documenting school activities in the period 1975-2004, and similar materials.

[A box-level inventory is available at the Municipal Archives]

**Series 954. Manhattan School for Children (JHS 118, Manhattan). Children's World Trade Center Letters and Gifts. 2001**

9 cu. ft.

Letters and gifts of sympathy after the destruction of the World Trade Center. Because of its name, the Manhattan School for Children was identified by schools across the United States and around the world as a suitable address to send letters and gifts. Materials include packets of letters from children in American and foreign schools, art work and small gifts from the children, and large posters and room-size wall displays.

**Series 955. P.S. 86, Brooklyn. School History. 1960.**

0.2 cu. ft.

An historical manuscript about P.S. 86, Brooklyn, written by its principal, Marguerite Maloney. She used school visitor books as a source for 1893 to 1942, together with personal experience in the school 1942-1960.

*Series 1000-1999: Period of Decentralization, 1970-2002*

*Series 1000-1099: Board of Education (including Secretary and Counsel)*

**Series 1005. Board of Education. Public Meetings. Calendar. 1983-1985**

2 cu. ft.

Files maintained by the Secretary to the Board of Education. These include calendars for public meetings, with texts of resolutions and supporting explanations, together with notes on actions taken at the meeting and notes, lists, and documents relating to speakers at the “public agenda” portion of the meeting. Arranged chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 1007. Board of Education. Public Agenda Meetings. Speaker Lists. 1970-1989** 1 cu. ft.

Records maintained by the Secretary to the Board of Education. At regular meetings of the Board, members of the public could speak only on those items officially on the meeting calendar. However, at public agenda meetings (sometimes held the evening before a regular meeting, generally once a month) the people could speak on any topic related to the schools. Included are lists of speakers, with their organizations and topics indicated. The records cover the periods 1970-1979 and 1985-1989. Arranged chronologically.

**Series 1011. Board of Education. Informal Meetings. Minutes. 1966-1985**

12 cu. ft.

Minutes of “informal” (non-public) meetings of the Board of Education. The board developed the practice of holding an “informal” meeting in advance of each public meeting. At this meeting they discussed issues of importance, including issues that were on the public meeting calendar. By the time the public meeting took place, board discussion was largely completed, so the public often saw only the end product of a board consensus. Some of the minutes are really stenographic transcripts of the comments of board members, often on important issues. These minutes were confidential. Some of the material involves personnel or other privacy matters (and access may require limitation) but much of it relates to general policy and administration. Arranged chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 1013. Board of Education. Public Meetings and Hearings. Audiotapes. 1970-1998**

37 cu. ft.

Recordings of public meetings of the Board of Education, including regular and special meetings and public hearings. Audiotapes of meetings were produced on reel-to-reel tape until February 1990. A few cassette tapes were made prior to 1990, after which all the tapes in this series are cassettes. There are no tapes for 1985. (See also Series 118 which consists of records of meetings for the period 1966-1969.)

[A box-level inventory is available at the Municipal Archives]

**Series 1014. Advisory Council on Redistricting. Records. 1994-1995**

17 cu. ft.

In accordance with the decentralization law, the question of the boundaries of the community school districts was reopened in 1994. Redistricting hearings were held in the several boroughs, input obtained from various citizen groups, and ultimately, the existing boundaries were retained. The series includes audiotapes of the public hearings, binders indicating the speakers and attendance at the hearings, position papers, petitions and form letters submitted from various schools and districts, and proposals for redistricting with accompanying maps. (The series is not yet arranged.)

[A partial box-level inventory is available at the Municipal Archives]

**Series 1015. Public Hearings on Budgets. Records. 1988-1995**

2 cu. ft.

Records of public hearings held by the Board of Education to elicit comment on proposed budgets. The files include the notice of hearing, speaker lists, correspondence with public officials, summaries of speakers' testimony, and copies of written testimony submitted by speakers. Included are files for hearings on the Expense Budget for fiscal years 1988/89 through 1995/96; the hearings for 1988/89 and 1989/90 also covered the capital budgets for those years. Arranged chronologically.

**Series 1022. Consultative Council Meetings. Audiotapes. 1971-1994.**

3 cu. ft.

Recordings of meetings of the Consultative Council. The council consisted of members of the central Board together with representatives of each Community School Board. It generally met monthly from 1971 to 1994. The council was chaired by a board member, first Amelia Ashe, then Irene Impellizzeri, and staffed by Elizabeth Clark, Community School Board Liaison. Included are audio-cassette recordings of the meetings together with, in some cases, copies of the agenda or other notes. Arranged chronologically. (See also Series 312, Amelia H. Ashe Files; Series 345, Irene Impellizzeri Files; and Series 1468, Community School Board Liaison Records.)

[A box-level inventory is available at the Municipal Archives]

**Series 1023. Subcommittee on Management Pay Plan. Files. 1991-1997**

1 cu. ft.

Files of a subcommittee of the "Committee of the Whole" of the Board. The subcommittee was created to deal with the personnel issue of pay for managers who were not covered by a union contract or other general pay rule and was chaired by Irene Impellizzeri. The subcommittee worked on development of the plan and on recommending the salaries of individual managers covered by the plan. (The series is not yet arranged.)

**Series 1026. Office of the Secretary. Financial Disclosure and Appointment Records. 1970-2002.**

12 cu. ft.

Financial disclosure forms and appointment records for board members and chief administrative officials. Under the 1970 decentralization law, appointed members of the Board of Education, chancellors, deputy chancellors, and certain other administrative officials, were required to submit an annual financial disclosure form. After some controversy it was determined that this requirement also applied to community school board members.

The series consists primarily of the disclosure files for central board members and central administrative officials. The files contain the disclosure forms and related correspondence, including in some cases, employment contracts and other documents affecting the status of members of the board or administrators. Also included is a sample of disclosure files for community school board members. The files for CSB 2 (Manhattan) and CSB 13 (Brooklyn) were selected. Arrangement is alphabetical, with board members and administrators intermixed, followed by the files for community school board members.

[A box-level inventory is available at the Municipal Archives]

**Series 1027. Office of the Secretary. Files on Asbestos in School Buildings. 1982-1993.**

1 cu. ft.

Records maintained by the Secretary to the Board, regarding a critical problem facing the schools. The series, comprising correspondence, memoranda, reports, and clippings, documents repeated efforts to deal with asbestos in school buildings, including the "Operation Clean House" of 1993. Arranged chronologically.

**Series 1028. Office of the Secretary. Harold Siegel. Subject Files. 1970-1977.**  
18 cu. ft.

Harold Siegel served as Secretary of Board of Education from 1965 to 1980. As Secretary of the Board, Siegel had responsibility for administering a wide range of Board functions, including meetings, committees, formal correspondence, legal referrals, and official records. His subject files are concentrated on the major policy and administrative matters that came before the board, including sensitive and confidential issues and actions. The series is not yet arranged. (The Secretary divided most files between the periods before and after decentralization in 1970. For subject files for the period 1965-1970 see Series 282).

[A partial box-level inventory is available at the Municipal Archives]

**Series 1029. Office of the Secretary. Appeals. 1972-1991**  
15 cu. ft.

Records of the Secretary regarding appeals adjudicated by the Board of Education. Several significant types of cases came before the Board. Community school boards and parents associations appealed decisions of the Chancellor regarding such issues as zoning for integration, pupil inter-district transfers, appointment of principals, and school reorganization. Teachers and principals appealed decisions of the Chancellor regarding their employment status. Students, whose suspensions by principals or superintendents had been upheld by the Chancellor, appealed to the Board.

Included are case files on each appeal, containing evidence regarding students and staff, data regarding administrative controversies, correspondence, legal motions, and full explanation of Board decisions. (The minutes of the Board, in its *Journal*, provide only a brief statement of the Board's ruling in each case.) The files are arranged in chronological groups and by type of case, and then alphabetically by case title. (Research use of some of these materials, especially student suspension cases, requires restriction to preserve privacy rights.)

[A partial box-level inventory is available at the Municipal Archives]

**Series 1032. Office of the Secretary. Decisions of the New York State Commissioner of Education. 1970-1985.**

3 cu. ft.

Decisions of the state commissioner received by the Secretary to the Board. The series consists of official copies of decisions rendered by the Commissioner of Education in cases in which the Board of Education was a party. Types of cases include teacher license appeals, appeals of pupil special education placements, teacher tenure appeals, and appeals over school integration. Arranged alphabetically by case title.

**Series 1035. Office of the Secretary. Corrective Action Plans and Comprehensive Educational Plans. 1997-2000.**

4 cu. ft.

Records of the Secretary to the Board of Education on state-mandated school improvement programs. The series includes Corrective Action Plans (CAP) for “schools under state registration review” (SURR) resulting from low pupil test scores in 1998; these plans include “Redesign Plans” and “Redesign Updates.” Also included are Comprehensive Educational Plans (CEP) which were district-level improvement plans. Arranged by district and school. (See also Series 1225 which also includes some CAP and CEP files.)

[A box-level inventory is available at the Municipal Archives]

**Series 1037. Office of the Secretary. Copyright Registration Applications. 1970-1989.**

1 cu. ft.

Records of the Secretary regarding copyrighting of Board of Education publications. The series consists of copies of applications for copyright registration, submitted to the Copyright Office of the Library of Congress, together with related correspondence. The publications involved were generally curriculum guides and similar materials produced by the Board’s office of curriculum development. The official copyright registrations (which would have been sent to the Board by the Copyright Office in response to these applications) are not included in this series. Arranged chronologically.

**Series 1039. Manual of Policies, Regulations, and Bylaws. 1971-1973**

3 cu. ft.

The series consists of a three-volume set titled “Policies, Regulations, Bylaws,” produced in 1973. The volumes were prepared in looseleaf format by Davies-Brickell Associates, Tucson, Arizona and organized according to a Davies-Brickell system, with references to Board of Education policy documents. Included also is a one-volume preliminary edition produced in 1971.

[A box-level inventory is available at the Municipal Archives]

**Series 1045. Office of the Counsel. Major Issues Files. 1970-1996**

55 cu. ft.

Files of the Counsel, who was responsible to the Board of Education directly (while the separate Office of Legal Services reported to the Chancellor.) The files relate to policy and administrative concerns and to specific legal cases of significance; many of them were designated as “major issues” by the office of the Counsel. Access to this series will need to be restricted to the extent necessary to preserve the privacy rights of individuals. (The series is not yet arranged.)

[A box-level inventory is available at the Municipal Archives]

**Series 1046. Office of Counsel. Appeals. 1971-1997, bulk 1989-1997**

45 cu. ft.

Records of the Office of the Counsel regarding appeals adjudicated by the Board of Education. Among the significant types of cases coming before the Board (generally on appeal from decisions of the Chancellor) were those from community school boards and parents associations appealing decisions regarding such issues as zoning for integration, pupil inter-district transfers, appointment of principals, and school reorganization; teachers and principals appealing decisions regarding their employment status; and students appealing suspensions by principals or superintendents.

Included are case files on each appeal, containing evidence regarding students and staff, data regarding administrative controversies, correspondence, legal motions, and full explanation of Board decisions. (The minutes of the Board, in its *Journal*, provide only a brief statement of the Board's ruling in each case.) The files are not yet arranged, but groups of files show evidence of previous alphabetical arrangement by case title. (Research use of some of these materials, especially student suspension cases, requires restriction to preserve privacy rights.) See also Series 1029, which contains appeals files of the Office of the Secretary. Most of the files in Series 1029 are earlier than those in Series 1046, although there is some overlap. The location of the files may reflect a change in procedure in the late 1980s.

[A partial box-level inventory is available at the Municipal Archives]



Board of Education Headquarters, 110 Livingston Street, Brooklyn, October 4, 1940

(Series 1810, # 8353)

*Series 1100-1199: Chancellor (and Office of the Chancellor)*

**Series 1101. Chancellor Harvey Scribner. Central Files. 1970-1973**

9.5 cu. ft.

Files of Chancellor Scribner, the first Chancellor under the decentralized school system, who served from 1970 to 1973. The records include correspondence, memoranda, minutes, and reports relating to many aspects of policy and administration in the school system. Included are several subseries; the largest subseries consists of subject files, alphabetically arranged. Other subseries focus on community school districts, meetings of the Board of Education, the role of the schools in the Model Cities Program, and school system budgets.

[A detailed finding aid, including a full folder listing, is available on the Department of Records web site]

**Series 1105. Chancellor Irving Anker. Central Files. 1973-1978**

83 cu. ft.

Files of Chancellor Anker, who served from 1973 to 1978. The records include correspondence, memoranda, and reports relating to all aspects of policy and administration for the public schools. Included are materials on major areas of controversy or change, such as bilingual education, racial segregation, and relations among various constituencies in the decentralized system. The records are limited for the period 1973-1975, with better coverage for 1976-1978. (The series is not yet arranged, however, elements of the original arrangement are apparent in the transfer inventory)

[A box-level inventory is available at the Municipal Archives]

**Series 1107. Michael Costelloe, Special Assistant to Chancellor Anker. Aspira Compliance Records. 1974-1975.**

4 cu. ft.

Michael Costelloe served as a special assistant to Chancellor Irving Anker. During 1974 and 1975 he was responsible for preparation of compliance reports relating to the Aspira Consent Decree. This was a court-supervised agreement to provide bilingual education to all children for whom it was appropriate. The Board of Education submitted monthly reports of the status of its compliance efforts and also regular reports of its efforts to obtain necessary funding for bilingual services.

The records in this series include handwritten drafts and revised versions of reports prepared for submission to Judge Marvin Frankel, together with related memoranda. Included are final versions of the reports, as submitted to the court by Chancellor Anker, and memoranda transmitting copies of the reports to the members of the Board. Arranged by type of report and then chronologically.

[A box-level inventory is available at the Municipal Archives]

**Series 1110. Chancellor Frank J. Macchiarola. Memos to the Board. 1978-1983**

16 cu. ft.

Records of Chancellor Macchiarola who served from 1978 to 1983. The series of memos to the Board constitutes a portion of the overall group of records of the Chancellor. They were maintained as a separate file, continuous through Chancellor Macchiarola's term of office, while most of the other central files of the Chancellor were maintained on an academic year basis. The primary function of the memos, with extensive attachments, was to keep Board members fully informed on all major activities in the realms of policy and administration. As a result, their scope is extremely broad and they provide an in-depth view of many aspects of the public schools. Arranged chronologically.

[A detailed finding aid, including a full folder listing, is available on the Department of Records web site]

**Series 1111. Chancellor Frank J. Macchiarola. Central Files. 1978-1983**

237 cu. ft.

Records of Chancellor Macchiarola, who served from 1978 to 1983. The Chancellor's central files contain a wide range of materials, including correspondence, memoranda, and reports relating to all aspects of policy and administration for the school system. Included are substantial files of materials generated by bureaus and offices within the school administration as well as extensive files of correspondence from parents, community groups, teachers, and the general public. Although the series has not yet been arranged, the files reflect the original arrangement maintained by the Chancellor's office: the records were organized, on a school-year basis, into a set of categories in alphabetical sequence.

[A partial box-level inventory is available at the Municipal Archives]

**Series 1112. Commission on the Review of the Federal Impact Aid Program. 1978-1981**

3 cu. ft.

Chancellor Frank Macchiarola served as a member of the Commission, and was assisted in regard to the concerns of New York City by the Board of Education's Washington Representative, Fern Lapidus. Included are agendas, minutes, and transcripts of commission meetings; drafts and final versions of commission reports; correspondence with commission staff and Board of Education staff; and drafts of Macchiarola's dissent from the report. (The series is not yet arranged.)

**Series 1113. Assistant to the Chancellor, Monica Blum. Files. 1978-1983**

25 cu. ft.

Records of Monica Blum, an assistant to Chancellor Macchiarola. (The series is not yet processed.)

**Series 1114. Assistant to the Chancellor, John Comer. Files. 1978-1983**

7 cu. ft.

Records of John Comer, an assistant to Chancellor Macchiarola. The series consists of subject files, arranged alphabetically. (The series is not yet processed.)

[A box-level inventory is available at the Municipal Archives]

**Series 1115. Assistant to the Chancellor, Ronald Edmunds. Files. 1978-1981**  
10 cu. ft.

Records of Ronald Edmunds, an assistant to Chancellor Macchiarola. (The series is not yet processed.)

**Series 1116. Assistant to the Chancellor, Arlene Pedone. Files. 1978-1983**  
29 cu. ft.

Records of Arlene Pedone, an assistant to Chancellor Macchiarola. Included are files on audits, special education, high schools, and districts, as well as extensive subject files. (The series is not yet processed.)

[A box-level inventory is available at the Municipal Archives]

**Series 1117. Assistant to the Chancellor, Joseph Saccente. District Files. 1980-1981**  
3 cu. ft.

Records of the Chancellor's intervention in community school districts. Joseph Saccente (who held an appointment as assistant superintendent) served as an assistant to Chancellor Macchiarola. During 1980-1981 he served as the Chancellor's representative in the supercession of the Community School Boards of District 26 and District 29. The series consists primarily of his files on the supercessions; also included are files reflecting more normal relations with Districts 1-16.

[A box-level inventory is available at the Municipal Archives]

**Series 1118. Assistant to the Chancellor, John Weston. Files. 1978-1983**  
12 cu. ft.

Records of John Weston, an assistant to Chancellor Macchiarola. (The series is not yet processed.)

**Series 1120. Chancellor Anthony J. Alvarado. Central Files. 1983-1984**

41.5 cu. ft.

Files of Chancellor Alvarado, who served from 1983 to 1984. The records include correspondence, memoranda, and reports on all aspects of the management of the public schools. Among these are substantial files of materials generated by bureaus and offices within the school administration as well as extensive files of correspondence from parents, community groups, teachers, and the general public. The series is organized according to the original system used by the Chancellor's office, with categories of records arranged in alphabetical sequence.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 1121. Assistant to the Chancellor, Marie DeCanio. Management Reports. 1983**

1 cu. ft.

Records compiled by Marie DeCanio, Senior Assistant to Chancellor Anthony Alvarado. This series consists of Management Reports, prepared by various divisions of the Board, for inclusion in an overall management report to the Mayor. They were prepared in response to a June 1983 request by the Chancellor and were received by DeCanio between July and December of 1983.

**Series 1125. Chancellor Nathan Quinones. Central Files. 1984-1988**

141.5 cu. ft.

Files of Chancellor Quinones, who served from 1984 to 1988. The records reflect the work of the Office of the Chancellor in this period on a wide range of administrative and educational concerns, including high school dropout prevention, special education, teacher and supervisory appointments, and class size. Included are substantial files of materials generated by bureaus and offices within the school administration as well as extensive files of correspondence from parents, community groups, teachers, and the general public. The series is organized according to the original system used by the Chancellor's office, with categories of records arranged in alphabetical sequence.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 1126. Chancellor Nathan Quinones. Subject Files. 1984-1988**

11 cu. ft.

A series of files on subjects in which Chancellor Quinones took a special personal interest, including many containing his handwritten drafts or comments. Included are files on advisory councils and study groups he set up to try to define priorities and strategies that would lead to broad improvement of the school system. Arranged alphabetically by topical subject or name.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 1127. Chancellor Nathan Quinones. Confidential Files. 1984-1988**

4 cu. ft.

A series of files maintained as confidential by the office of Chancellor Quinones, generally because they contained matter of a legal, investigative, or personal nature. Included are correspondence with the Board of Education's Office of Inspector General or other investigators and files relating to union negotiations and arbitrations. Arranged by category of records and then chronologically. While there is no longer any reason for restriction of access to most of the materials, caution should be used regarding materials that might involve the privacy rights of individuals.

[A detailed finding aid, including a full folder listing, is available on the Municipal Archives web site]

**Series 1128. Assistant to the Chancellor, Jill Blair. Ombudsman for Students in Temporary Housing. Records. 1986-1987**

2 cu. ft.

Records of Jill Blair, an assistant to Chancellor Richard Green. Blair served as Ombudsman (or "Chancellor's Ombudsman") for Students in Temporary Housing. The series documents activities to coordinate policies and practices affecting school assignments, pupil transportation, attendance monitoring, and educational services, for pupils living in hotels and similar housing for homeless families, 1986-1987. Included are background materials on homeless families, data on children and schools, correspondence with civic organizations and Board of Education bureaus, attendance registers, and audiotapes of meetings relating to a 1987 summer program.

[A box-level inventory is available at the Municipal Archives]

**Series 1130. Chancellor Richard R. Green. Central Files. 1988-1989**

66 cu. ft.

Files of Chancellor Green, who served from March 1988 until his untimely death in May 1989. The records reflect Green's efforts to involve board members, administrators, teachers, public officials, citizens' groups in a program of school improvement and educational reform. Included are substantial files of materials generated by bureaus and offices within the school administration as well as extensive files of correspondence from parents, community groups, teachers, and the general public. The series is organized according to the original system used by the Chancellor's office, with categories of records arranged in alphabetical sequence.

[A detailed finding aid, including a full folder listing, is available on the Department of Records web site]

**Series 1131. Assistant to the Chancellor, Barbara Thompson. Public Relations Records. 1988-1989.**

1 cu. ft.

Records of Barbara Thompson, an assistant to Chancellor Richard Green. Thompson's files relate to public presentations and public information activities of the Office of the Chancellor. Included are the typed texts of speeches by Chancellor Green, 1988-1989, and a binder for his speech at Erasmus Hall High School in 1988. Also included is a file of photographs of workers renovating school buildings, taken for a projected staff newsletter.

**Series 1132. Assistant to the Chancellor. Shirley Wang. Asian American Task Force Files. 1989**

1 cu. ft.

Files of Shirley Wang an assistant to Chancellor Richard Green. Wang served as Coordinator of the Chancellor's Asian American Task Force. The files document the management of the task force and include memoranda, correspondence, background material, and the task force report.

**Series 1135. Chancellor Bernard Mecklowitz. Central Files. 1989**

7 cu. ft.

Files of Chancellor Mecklowitz who served as Acting Chancellor and then Chancellor, from May 22, 1989, shortly after the death of Chancellor Bernard Green to December 31, 1989, when he was succeeded by Chancellor Joseph Fernandez. The series documents Mecklowitz' efforts to maintain progress in the school system during an extended interim term. Included are correspondence with board members, administrators, other public officials, and the general public; memoranda, audits, circulars, reports, and publications. The series is organized according to the original system used by the Chancellor's office, with categories of records arranged in alphabetical sequence.

[A box-level inventory is available at the Municipal Archives]

**Series 1140. Chancellor Joseph Fernandez. Central Files. 1990-1993**

73 cu. ft.

Files of Chancellor Fernandez, who served from 1990 to 1993. Included are correspondence, memoranda, and reports relating to all aspects of public school administration. Among the subjects represented are some to which Fernandez gave special emphasis, such as curriculum reform and multiculturalism. The series is not yet arranged, although groups of files reflect their original order.

[A partial box-level inventory is available at the Municipal Archives]

**Series 1143. Latino Commission on Educational Reform. 1991-1994**

10 cu. ft.

The Latino Commission on Educational Reform was appointed by Chancellor Joseph Fernandez to advise him on matters of particular concern to the Latino educational community. Luis O. Reyes, a member of the Board of Education, served as chair of the commission. Included are administrative records of the commission, including correspondence, meeting files, audio cassettes of meetings, and drafts and final versions of reports. Also included are background materials such as articles and reports, on issues and projects relevant to the work of the commission. The series is not yet arranged, however elements of the original arrangement are apparent in the transfer inventory.

[A box-level inventory is available at the Municipal Archives]

**Series 1145. Chancellor Ramon C. Cortines. Central Files. 1993-1995**

45 cu. ft.

Files of Chancellor Cortines, who served from 1993 to 1995. The records include correspondence, memoranda, and reports relating to a broad range of administrative and policy matters affecting the public schools. Major categories include correspondence with board members, memoranda to the board; and correspondence with and reports from administrative bureaus and divisions. The series is not yet arranged, however elements of the original arrangement are apparent in the transfer inventory.

[A box-level inventory is available at the Municipal Archives]

**Series 1150. Chancellor Rudolph F. Crew. Central Files. 1995-2000.**

18 cu. ft.

Files of Chancellor Crew, who served from 1995 to 2000. The records include correspondence, memoranda, and reports relating primarily to the Chancellor's responsibilities in relation to the Board of Education. Included are files on board meetings and memoranda to the members of board, conveying reports and recommendations on matters of policy and administration. Also included are "signature files" of outgoing correspondence, chronological correspondence files, and "weekly update" files relating to ongoing projects and problems. The series is not yet arranged, however elements of the original arrangement are apparent in the transfer inventory.

[A box-level inventory is available at the Municipal Archives]

**Series 1155. Chancellor Harold Levy. Central Files. 1992-2002; bulk 2000-2002**

31 cu. ft.

Files of Chancellor Levy, who served from 2000-2002. Included are correspondence, memoranda, and reports on administrative and policy matters affecting the school system. Major groups include subject files, alphabetically arranged; a separate group of files on major administrative issues; files on board meetings; and chronological correspondence. The series is not yet arranged, however elements of the original arrangement are apparent in the transfer inventory.

[A box-level inventory is available at the Municipal Archives]

**Series 1161. Chancellor's Correspondence Unit. Correspondence Files. 1991-2001.**  
183 cu. ft.

The Chancellor's Correspondence Unit, within the Office of the Chancellor, had the responsibility to receive all mail addressed to the Chancellor and to arrange for its appropriate handling. In some cases, the Chancellor drafted replies. In other cases, mail was referred to an appropriate staff member with instruction either to reply to it or to draft a reply that could go out over the Chancellor's signature, with or without further editing. The Correspondence Unit monitored the response process to make sure that all inquiries were handled properly.

Each incoming letter generated a referral form and a tracking number. In many cases, the file includes originals or copies of the referral form, the incoming letter, and the response. In some cases, the file also includes background memos and data generated in researching the situation prior to response. Procedures varied over the years, with the result that some files have nothing except the referral form.

The series includes incoming mail from all sources. These include major public officials and important organizations that participated in policy discussions on public education. Also included are letters from ordinary citizens, parents with particular problems or concerns, and teachers with complaints or suggestions; these letters provide insight into the typical functioning of the school system as it affected actual classrooms and families. The files are arranged by tracking number, which corresponds largely to chronological sequence.

## *Series 1200-1699: Administration*

### **Series 1202. Deputy Chancellor Bernard Gifford. Files. 1973-1978**

111 cu. ft.

Records of Deputy Chancellor Bernard Gifford. Included are correspondence, memoranda, and reports on many aspects of policy and management of the newly decentralized school system. As Deputy Chancellor, Gifford had extensive responsibilities, especially in areas of administration, management, budgeting, and allocation of resources. For the period 1973-1977 much of the files of Chancellor Anker are lacking, and the Deputy Chancellor's files represent the most complete high-level documentation of many aspects of policy making in those years. The series is not yet arranged, although portions of the files reflect original arrangement either as school district files or as alphabetical subject files.

[A box-level inventory is available at the Municipal Archives]

### **Series 1204. Deputy Chancellor Bernard Gifford. Publications and Reports. 1974-1977**

2 cu. ft.

Detailed reports on administrative issues prepared by the Deputy Chancellor. The reports served, in many cases, as a means to make detailed analyses of complex resources and allocation issues accessible to a wide range of constituencies in the decentralized school system. Among the reports are studies of the costs of labor contracts, analyses of state budget proposals, and presentations of formulas for allocation of funds to districts and schools. Many of the reports were issued in small series, such as "Policy Papers" or "Negotiation Notes." Arranged by series, then chronologically.

[An inventory of the volumes in this series is available at the Municipal Archives]

### **Series 1220. Deputy Chancellor for Operations, Stanley Litow. Files. 1990-1991**

5 cu. ft.

Records of Deputy Chancellor Stanley Litow. Included are correspondence and administrative memoranda relating to Community School Districts 10-32 (files for other districts were not found). Issues reflected include budgetary problems, appointment of district superintendents, and conflicts among community school board members. Arranged numerically by community school district. Also included are chronological correspondence files for 1991.

[A box-level inventory is available at the Municipal Archives]

**Series 1221. Deputy Chancellor for Operations. Senior Assistant, Lynne Savage. Audit Summary Files. 1990-1991**

1 cu. ft.

The series consists of “Chancellor’s Confidential Audit Summaries” prepared for the Chancellor’s approval and for transmission to the Board of Education. Included are summaries of audits by various agencies, including the Office of Auditor General and the New York City Comptroller. Arranged chronologically.

**Series 1224. Deputy Chancellor for Instruction, Beverly Hall. Correspondence Files. 1994-1995**

2 cu. ft.

Files of Beverly Hall, Deputy Chancellor for Instruction. The series consists of chronological files of outgoing correspondence for the period March 1994 to March 1995.

**Series 1225. Deputy Chancellor for Instruction, Judith Rizzo. Files. 1997-1999.**

4 cu. ft.

Records of Judith Rizzo, Deputy Chancellor for Instruction, relating to planning of instructional improvements. The major portion of the series consists of planning documents related to systematic measures of school performance. These include Corrective Action Plans (CAP) for “schools under state registration review” (SURR) resulting from low pupil test scores in 1998; the plans outlined perceived problems and planned improvements. With these are Comprehensive Educational Plans (CEP), which were district-level improvement plans. The CAP and CEP files are arranged by district and school. Also included are files of outgoing chronological correspondence for January 1997 to February 1999.

[A box-level inventory is available at the Municipal Archives]

**Series 1245. Chief Executive for Monitoring and School Improvement, Burton Sacks. District Files. 1989-1992.**

6 cu. ft.

Records of Burton Sacks, Chief Executive for Monitoring and School Improvement. Included also are some files of his predecessor, Joseph Saccente. The series reflects the interaction of the central administration with the community school districts, under the decentralized governance structure. Notable are records of the Trusteeship over District 9 established by the Chancellor in 1989. For 1991-1992, district files are included for Community School Districts 1-9 and 19-32. The files for Districts 10-18 were water damaged and not retained. Arranged by district, with the trusteeship files grouped separately.

[A box-level inventory is available at the Municipal Archives]

**Series 1246. Chief Executive for External Affairs, Burton Sacks. District Files. 2000-2003**

10 cu. ft.

Files of Burton Sacks, Chief Executive for External Affairs. Included are files for each community school district and for the high schools, as well as files on the employment contracts of the community school superintendents. The files reflect the role of Sacks in monitoring the districts, a function he performed under a different title in earlier years (see Series 1245). Arranged by school year and then by district.

[A box-level inventory is available at the Municipal Archives]

**Series 1255. Board of Review. Case Files. 1970-1993.**

4 cu. ft.

Records of the Board of Review, a unit responsible for considering appeals relating to issuance and implementation of contracts with vendors, construction firms, etc. The series consists of a representative sample of case files, drawn from three decades of files. Included are files of a major case related to construction contracts for Fiorello LaGuardia High School. Arranged by case number.

**Series 1310. Division of School Facilities. Utilization of School Buildings. Reports.**  
1973-1989. 0.5 cu. ft.

Reports on school building utilization. The series consists of annual reports analyzing the capacity, enrollment, and utilization of school buildings. This data was compiled in order to document school over-crowding or underutilization as a basis for school facilities planning. The agency preparing the report changed almost every year, from the School Planning and Research Division, Programming Section, in 1973, to the Division of School Facilities, Office of Strategic Planning, Department of Needs Assessment, in 1989.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 1341. Office of Educational Evaluation (OEE). Reports. 1980**  
0.1 cu. ft.

Reports on educational programs. Included is a “documentation report” on the “School Improvement Project,” a project based on school-level planning committees.

**Series 1342. Office of Educational Assessment (OEA). Reports. 1987-1988**  
0.7 cu. ft.

Evaluation reports on educational programs. OEA prepared statistical and analytical reports on such major issues as school dropouts and curriculum innovations. Notable are reports that develop the “cohort” method for analyzing dropout statistics, evaluations of dropout-prevention programs in elementary and middle schools, and an analysis of the implementation of the Family Living/Sex Education curriculum. OEA was succeeded by the Office of Research, Evaluation, and Assessment.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 1343. Office of Research, Evaluation, and Assessment (OREA). Reports. 1989-1995**

13.5 cu. ft.

Evaluation reports on educational programs. OREA prepared statistical and analytical reports on such major issues as high school dropouts, reading and mathematics achievement, and bilingual education. The majority of the over-600 reports were prepared as required evaluations of annual progress of specific funded programs. Arranged in approximate chronological sequence, as issued. OREA was the successor to the Office of Educational Assessment (see Series 1342).

[A detailed inventory of this series is available at the Municipal Archives]

**Series 1430. Division of Public Affairs. Executive Director Carol Brownell. Subject Files. 1975-1983**

30 cu. ft.

This series consists of subject files maintained by Carol Brownell, executive director of the Division of Public Affairs. Included are correspondence, memoranda, reports, and other materials relating to aspects of the New York City public school system and broader educational issues. The series is arranged alphabetically by topical subject or organization and agency names.

[A box-level inventory is available at the Municipal Archives]

**Series 1434. Division of Public Affairs. Subject File of Clippings and Related Documents. 1973-1985**

34.5 cu. ft.

The series consists primarily of files of photocopies of clippings from newspapers and magazines on aspects of the New York City public school system and broader educational topics. Also included, in some of the files, are other types of material, such as administrative circulars, memoranda, and reports. A small number of copies of older documents, created before 1973, were included in these files, apparently if these documents came to hand during public information activities. The files are arranged alphabetically by topical subject or organization and agency name.

During part of the period that these files were assembled the Division of Public Affairs was known as the Office of Public Affairs; it succeeded the Office of Education Information Services and Public Relations.

[A box-level inventory is available at the Municipal Archives]

**Series 1436. Division of Public Affairs. Biographical Files. 1973-1989.**

11 cu. ft.

Files of information on individuals associated with the management of the public schools, such as chancellors, directors of bureaus, board members, and other officials. Files include clippings, resumes, speeches, statements, articles, transcripts, photographs, and other professional and biographical material. Arranged alphabetically.

[A box-level inventory is available at the Municipal Archives]

**Series 1440. Division of Public Affairs. News Clippings. 1990-1996.**

30 cu. ft.

This series consists of newspaper clippings, primarily from New York newspapers, on topics relating to public education in New York City. The clippings were compiled by staff of the Division of Public Affairs each work day and a photocopied set of the clippings was sent to Board members and selected administrators. The series consists of the original clippings, stored in envelopes (one day's clippings per envelope), arranged chronologically by the date of the compilation. Since clippings were compiled on work days, weekend clippings are included in the Monday compilation.

[A box-level inventory is available at the Municipal Archives]

**Series 1444. Division of Public Affairs. Press Releases. 1958-1984**

16 cu. ft.

The series consists of press releases issued by the Board of Education publicizing the activities of the school system, special events, educational policies, and programs. Most of the materials are preserved in permanent binders, apparently being the record copy maintained by the board's News Bureau. Additional materials include distribution records for releases issued 1980-1983 and a file of *The Bulletin*, 1980-1983, a news sheet for the education community. The press releases are arranged chronologically, as are the issues of *The Bulletin*.

The News Bureau was a component of the Division of Public Affairs and its predecessor agencies, the Office of Public Affairs, the Office of Education Information Services and Public Relations, and the Office of Public Information.

[A box-level inventory is available at the Municipal Archives]

**Series 1446. Office of Public Affairs. Sherman Jackson, Director. Subject Files. 1983-1984**

5 cu. ft.

Records of the Office of Public Affairs, successor to the Division of Public Affairs. The series consists of subject files, consisting of correspondence, memoranda, and reports, maintained by Sherman Jackson, Director, on issues tending to generate public interest. Included are files on subjects such as school art programs, kindergartens, and asbestos found in school buildings. Arranged alphabetically by topical subject or name.

[A box-level inventory is available at the Municipal Archives]

**Series 1468. Division of Community School District Affairs. Community School Board Liaison. Elizabeth Clark. Records. 1970-1979.**

14 cu. ft.

Records of the office maintaining liaison between the central Board of Education and the elected Community School Boards. The CSB Liaison was Elizabeth B. Clark who had previously served as coordinator of local school boards before decentralization. (See Series 270). The records primarily consist of coordination and monitoring files, arranged by year and by community school board, including correspondence and minutes of board meetings. Also included are chronological correspondence files and subject files on issues relating to the roles of community school boards in the school system.

Initially, in 1970, this office reported directly to the Board of Education; by 1974 it had become a unit in the Division of Community School District Affairs, under the Chancellor.

[A box-level inventory is available at the Municipal Archives]

**Series 1480. Office of Student Information Services. School Profiles. 1971-1984**

9 volumes (3 cu. ft.)

A published series of statistical compilations. Included, generally, is a statistical overview of each elementary, intermediate, junior high, senior high, and special education school in the city's public school system. Included are data on pupil ethnicity, attendance, and test scores and on staffing levels and salaries, for each school; data is also cumulated for school districts, for boroughs, and citywide. The bureau or office officially issuing the School Profiles varied, but the differences appear to be more in name than substance; the Office of Student Information Services is credited with the last four publication years.

[An inventory of the volumes in this series is available at the Municipal Archives]

**Series 1481. Division of Computer Information Services. School Profiles [printouts]. 1988**

13 cu. ft.

The series consists of printouts of school-level information from the Board of Education's educational data system. Included for each school are multiple tables of data on students and teachers, including pupil ethnic distribution and pupil achievement in various subjects. Also included are tabulations of citywide totals.

The files of printouts are arranged by borough, school district, and individual school. Within each borough, the elementary, intermediate, and junior high schools are arranged together in a single sequence by school number. The high schools (which traditionally did not have numbers) were assigned a district number (District 78) and school numbers, for purposes of computerization. The high schools for each borough are filed following the other schools of that borough. The citywide tables are filed at the beginning of the series.

**Series 1670. Office of the Chancellor. Circulars. 1975-1991.**

18 cu. ft.

Circulars and related memoranda issued by the Chancellor by other administrative officials, generally under the heading of the "Office of the Chancellor." The circulars were issued in multiple series based either on the categories of officials to whom they were addressed or on the general subject area. Circulars were used to inform principals and other administrators of policies and procedures, special activities, reporting requirement, and similar matters. Their content ranges from routine announcements to very significant policies and requirements.

Most circulars were issued as numbered series for each school year. The primary categories were General Circulars and Special Circulars. Related memoranda included Chancellor's Memos (which were numbered) and Chancellor's Un-numbered Memos (a list of which for the year was generally included in the numbered memos). The series is not yet arranged.

[A partial box-level inventory is available at the Municipal Archives]

*[Series 1700-1799: Reserved for records of community school boards and community school districts]*



"Children's Hour, Victory Way": Pupils of P.S. 83, Manhattan, celebrating the end of World War I, May 2, 1919

(Series 1810, Photo # 152) [The image shows nitrate deterioration of the negative.]

## *Series 1800-1849: Graphic Materials*

### **Series 1801. Office of the Superintendent of School Buildings, C.B.J. Snyder. Photographs. circa 1895-1918**

[1 cu. ft.]

Photographs of school buildings and educational activities. Although no logbooks have been discovered for the period when C.B.J. Snyder served as Superintendent of School Buildings, it is known that staff photographers took many photographs during the period 1895-1918. These include exteriors of all of the schools as well as pictures of teachers and pupils engaged in school activities. The photographs were numbered and are estimated to have included about 10,000 images.

Only a fraction of these pictures remain in original formats. Where original prints of school building were found, they were included in Series 1810 and assigned numbers beginning with 70,000. Other formats or special subjects constitute several smaller series: Series 1802, lantern slides; Series 1804, adult evening lectures; and Series 1806, evening school activities.

A large number of Snyder-era photographs were published by the Board of Education in its Annual Financial and Statistical Report (Series 805). In 1908 this report included photographs of each school building. In subsequent years new buildings were pictured, along with pictures of various types of classes, including vocational classes and special education classes. The portion of the 1908 volume comprising these photographs is available in the Archives Reference Room.

### **Series 1802. Office of the Superintendent of School Buildings, C.B.J. Snyder. Lantern Slides. circa 1910**

approximately 100 lantern slides (1 cu. ft.)

Lantern slides of photographs of school buildings. Generally, the images are comparable to the images of Series 1801 and those reproduced in the Annual Financial and Statistical Report, 1908, part of Series 805 (see the description for Series 1801). The slides are arranged by borough and school.

Also included is a list of slides, "List of Lantern Slides, Property of the Building Bureau, Made in the Photographic Laboratory of the Building Bureau between 1895 and 1915, C.B.J. Snyder, Superintendent of School Buildings, April 1915". This 60-page document lists more than 1,000 lantern slides, of photographs of buildings and school activities, that once existed.

**Series 1804. Office of the Superintendent of School Buildings, C.B.J. Snyder. Adult Evening Lectures Photographs. circa 1910**

approximately 200 photographs (11 cu. ft.)

Photographs documenting the lecture program that the Board of Education offered from about 1890 to 1920. The free lectures, by university faculty or other experts, were offered in series on a wide variety of subjects, historical, cultural, and scientific. Generally lectures were held in school auditoriums or in lecture halls in other cultural institutions. Some lectures were offered in Yiddish and Italian to broaden the audience. The photographs generally show the audience and sometimes the speaker. The original negatives are on 8x10 glass plates. Sets of copy negatives on film and copy prints are also included. Some of these photographs were published in the annual reports of the lecture program (See Series 681). The photographs are not yet inventoried.

**Series 1806. Office of the Superintendent of School Buildings, C.B.J. Snyder. Evening School Photographs. circa 1910**

approximately 900 photographs (6.5 cu. ft.)

Photographs of classroom scenes in a variety of evening schools. Some photos show continuation schools, for students who had to leave school to go to work. These include high school classes in academic and vocational subjects. Others show evening elementary schools, where English and other basic subjects were taught to recent immigrants. The series consists of original prints but contains no original negatives. The photographs are not yet inventoried.

**Series 1810. Bureau of Construction. Official Photographer. Photographs. 1918-circa 1975**

approximately 50,000 photographs (approximately 180 cu. ft.)

Photographs of school buildings, of educational activities, and of special events in the school system. The Official Photographers were based in the Bureau of Construction, Division of School Buildings, and similar agencies under various reorganizations, all essentially the successors of the Building Bureau. In 1918 the photographers began a new series, starting with photograph number 1 and continuing beyond 53,000 in about 1965. During this period the photographers maintained a sequence of log books (Series 1811), in which they recorded each photograph. They continued the photograph series until about 1975, although without individual logbook entries. Also included in the series are a small number of original prints from Series 1801. These have been assigned numbers beginning with 70,000.

The photographers filed prints and negatives separately, organized by borough and school or administrative bureau. Not all images were printed, and some negatives were made on non-permanent film stock. Large-scale preservation projects have partially remedied some of these problems. Thus, practical access is possible for a large portion of the original series, searching either by borough and school or chronologically. Access through a digital image database is in preparation.

**Series 1811. Bureau of Construction. Official Photographer. Photographers' Logbooks. 1918-circa 1975**

10 volumes (1.5 cu. ft.)

Logbooks maintained by the official photographers. Begun in 1918 the logbooks record the photographs of Series 1810. For each photograph the logbooks record the assigned photograph number, the borough and school or administrative bureau, and the date. Additional notes for some photographs indicate the agency requesting the photo or technical data regarding film or exposures. Since each negative was numbered, but not all were printed, the logbook can be considered a log of negatives. A digital database of the logbook information is in preparation.

**Series 1814. Glass Plate Copy Collection. Circa 1900-1930**

approximately 200 photographs (3 cu. ft.)

A collection of glass plate negatives of copy photography. Copies were made of historical images and documents from books, from original photographs, and other sources. Many images related to educational history and New York City history. Included are contact prints of some of the images. The series is not yet inventoried.

**Series 1820. Bureau of Construction. School Construction Photograph Albums. 1948-1954**

50 albums (7 cu. ft.)

Photograph albums documenting the construction of school buildings. Generally they show the entire process from views of the site before demolition of previous structures through the states of construction to the completed building. Each album covers one building and contains about 75 prints size 8x10. There are no negatives in this series. The photographs appear to have been made as part of the construction contract and supplied to the Division of Inspection of the Bureau of Construction by the contractors.

[A detailed inventory of this series is available at the Municipal Archives]

**Series 1830. School Construction Authority. Architectural Drawings. circa 1890-1990**

Approximately 35,000 drawings (approximately 3,000 cu. ft.)

Architectural drawings prepared for the construction, alteration, and renovation of school buildings. The School Construction Authority was created in 1988 by New York State to design, construct, and rehabilitate public schools. It assumed possession of the drawings from the Board of Education, where they had been produced by its Building Bureau and successor agencies. The drawings are in a variety of formats on various media, including pen and ink on linen, mylar, acetate, positive and negative blueprints, and others. Included are drawings of schools as originally built as well as drawings for construction of additions and for alterations. Most of the drawings are plans but some elevations are included. The series is not yet arranged but retains much of an original arrangement by borough and school. Most of the drawings were filmed in approximately 1990 and assigned an image number. The resulting jacketed microfiche constitute Series 1831. Researchers are encouraged to use the microfiche whenever possible.

**Series 1831. School Construction Authority. Architectural Drawings. Microfiche. circa 1880-1990.**

approximately 35,000 microfiche (7 cu. ft.)

Microfiche copies of the great majority of the architectural drawings of Series 1830. The microfiche consist of 35mm images in fiche jackets, generally 6 images per jacket. The microfiche are arranged by borough and school and then by aspect of construction (general construction, electrical, heating/ventilation, plumbing). Researchers are encouraged to use these microfiche instead of the original drawings, whenever possible.

*Appendix I*

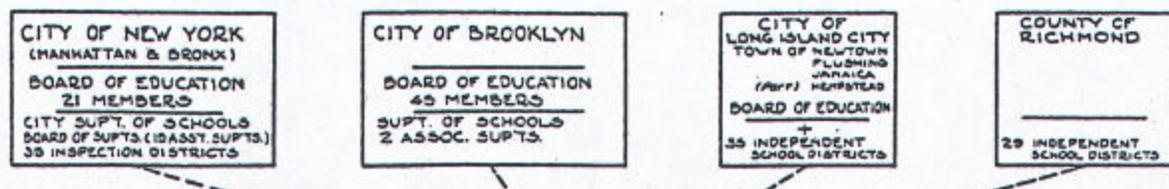
**Chronology of the Public Schools  
of New York City**

1784	The Board of Regents of the University of the State of New York is created.
1787	Erasmus Hall Academy (now Erasmus Hall High School) is chartered by the Regents (tied with an upstate school as the first to be chartered).
1805	The Free School Society, under its president DeWitt Clinton, is organized to provide free education in New York City, especially for poor children not otherwise provided for. Governed by a voluntary board of trustees.
1826	The Free School Society is reorganized and renamed the Public School Society.
1842	The Legislature creates the Board of Education, to operate a system of public schools in New York City (public in the sense of government-owned as well as open to the public). The legislation provides for commissioners, trustees, and inspectors to be elected in each ward and for each ward to send representatives to the central board.
1843	The Board of Education of the City of Brooklyn is created, to consolidate management over the previously established local district schools.
1847	The Free Academy is opened in New York City, under the control of the Board of Education, to provide secondary education. Later, it becomes City College.
1853	The Board of Education absorbs the Public School Society, including its school buildings and other property. In creating a unified system, many schools are re-numbered.
1855	The City of Brooklyn annexes Williamsburg and its schools are merged into the Brooklyn system.
1870	The Normal College is created to offer teacher training programs (later named Hunter College after its first president, Thomas Hunter).
1871	In a move to “mayoral control”, the Board of Education is abolished and superseded by a Board of Public Instruction appointed by the Mayor, who

	also appoints ward inspectors and trustees.
1873	In another reorganization, the Board of Education is re-established, but is still appointed by the Mayor, although ward trustees are now appointed by the new board. The Mayor continues to hold at least part of the appointive power through the many changes in structure over succeeding decades.
1896	The system of ward trustees is eliminated, with authority being consolidated into the central Board of Education.
1898	Greater New York is created through consolidation of New York, Brooklyn, Queens, Bronx, and Richmond. The Consolidation legislation creates two levels of school governance: a central Board of Education and School Boards for the several boroughs, with divided responsibility.
1902	The “Revised Charter of 1901” goes into effect. The borough school boards are eliminated and responsibility is centered in one city-wide board and its City Superintendent of Schools and Superintendent of School Buildings.
1916	The New York City Teachers Union is formed. It does not have a collective bargaining contract, but serves as a lobbying group for teacher interests and school reforms. Its role declines in the 1950s as it is attacked as communist-influenced.
1921	The United Parents Associations is organized, an umbrella group of school-level parents associations.
1960	The United Federation of Teachers is organized; in 1961 it wins the referendum to hold collective bargaining rights for New York City teachers and continues to represent them ever since.
1967	Three “demonstration districts” are created as an experiment in community control of schools; controversy over the role of their governing boards leads to a teachers’ strike in 1968.
1970	Decentralization legislation goes into effect. Thirty-two elected Community School Boards acquire responsibility for elementary and junior high schools. The central Board of Education retains many general powers, especially regarding budgets, and exercises direct responsibility for high schools. The central board consists of two members chosen by the Mayor and one by each Borough President. The central board appoints a Chancellor as chief administrator.
2002	The Board of Education and the elected Community School Boards are abolished. The Schools are to be governed directly by a Chancellor appointed by the Mayor to be head of a new Department of Education.

*Appendix II*

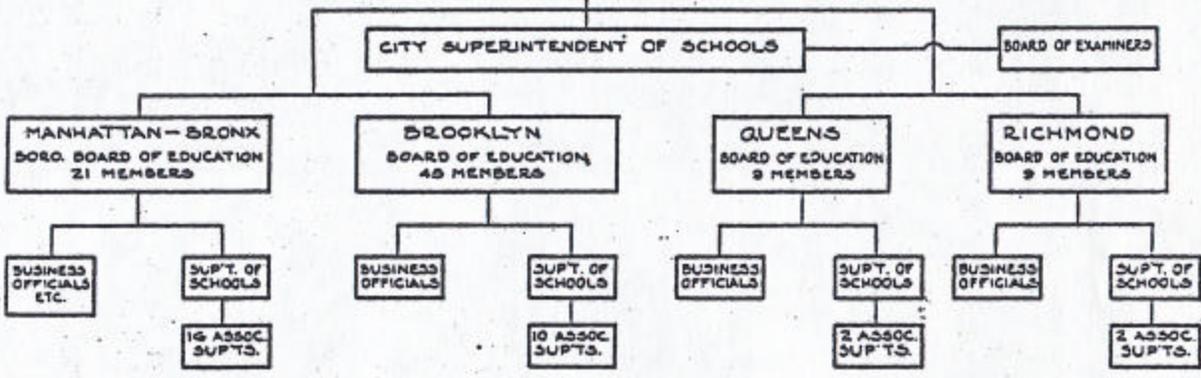
Organization Charts  
of the New York City Board of Education  
1897, 1901, 1932, 1951, 1965



**GREATER NEW YORK CHARTER OF 1897**

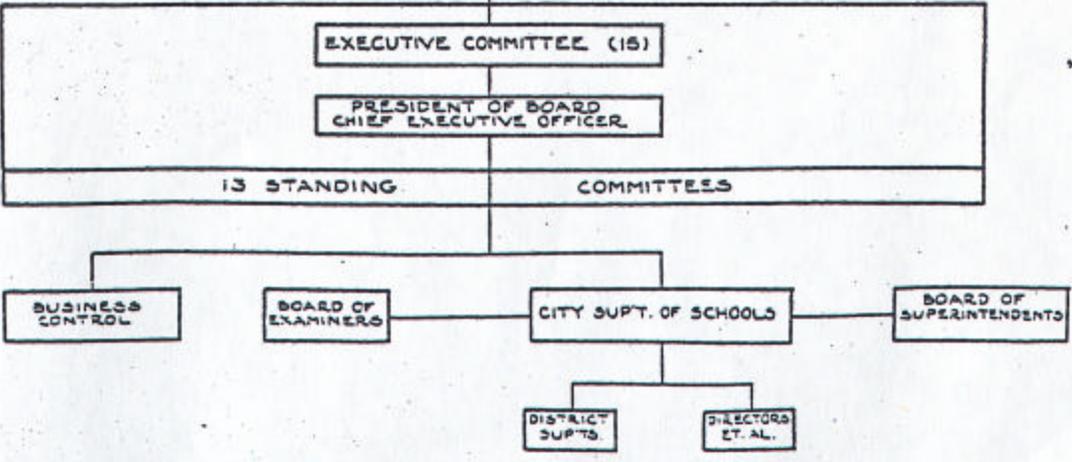
**"CENTRAL" BOARD OF EDUCATION 13 MEMBERS**  
CONTROL OVER FISCAL AFFAIRS & PHYSICAL MATTERS  
A. DISTRIBUTION OF FUNDS FOR TEACHERS' SALARIES  
B. RECOMMENDATION OF SITES  
C. ERECTION OF SCHOOL BUILDINGS  
D. ESTABLISHMENT OF MINIMUM QUALIFICATIONS FOR TEACHERS' LICENSES  
E. APPOINTMENT OF CITY SUPERINTENDENT OF SCHOOLS

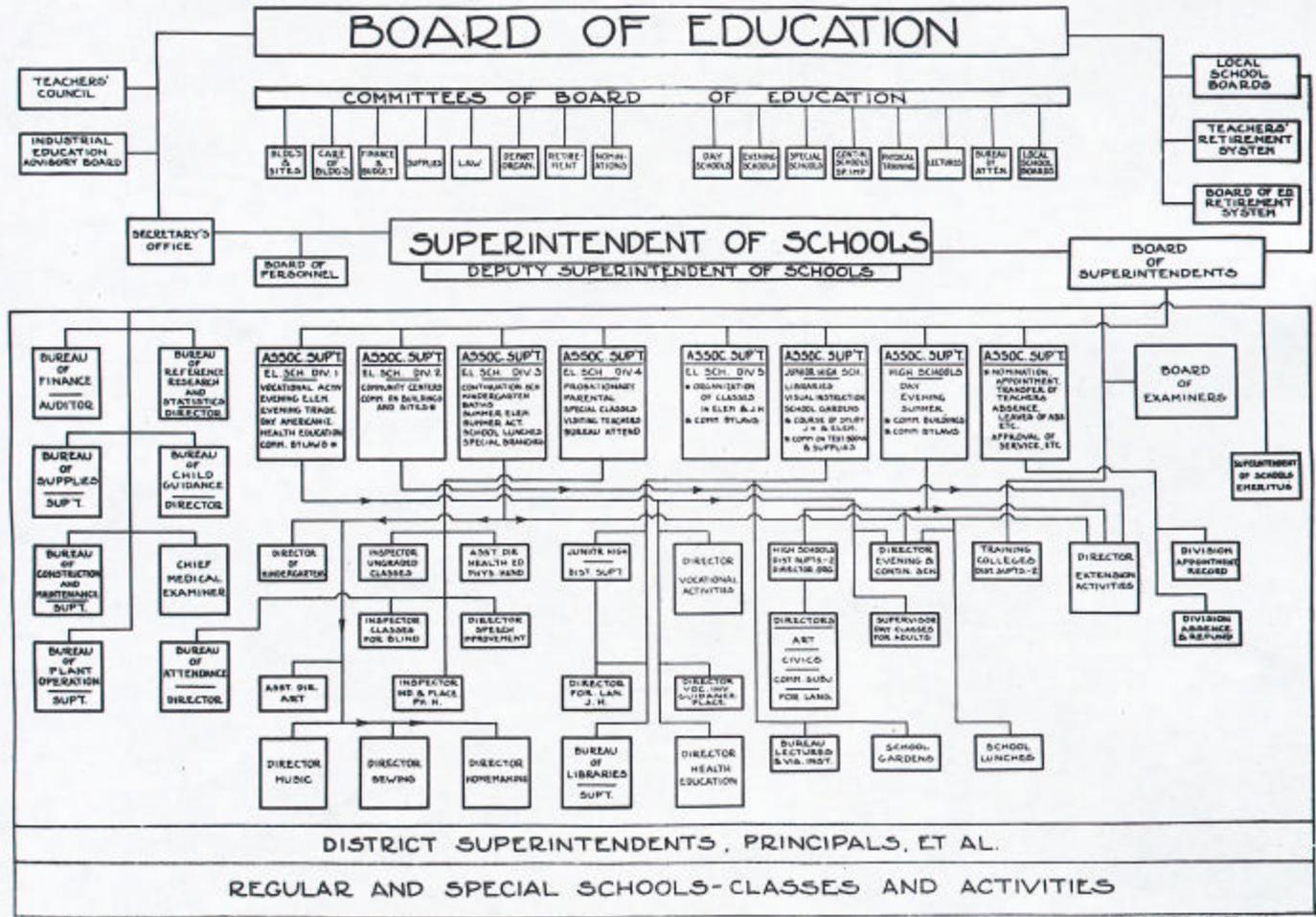
MAN. & BK.	11
BROOKLYN	6
QUEENS	1
RICHMOND	1



**REVISED CHARTER 1901**

**BOARD OF EDUCATION 46 MEMBERS**  
MAN. 22 BKLYN. 14  
BK. 4 QUEENS 4  
RICH. 2





ORGANIZATION CHART  
DEPARTMENT OF EDUCATION  
CITY OF NEW YORK  
1932

NOTE: This chart shows the organization of the public school system of the City of New York. To achieve simplicity and legibility, completeness of detail and definiteness was sacrificed.

WILLIAM ZAMEN  
 Superintendent of Schools  
 115 Livingston Street  
 Brooklyn 2, New York

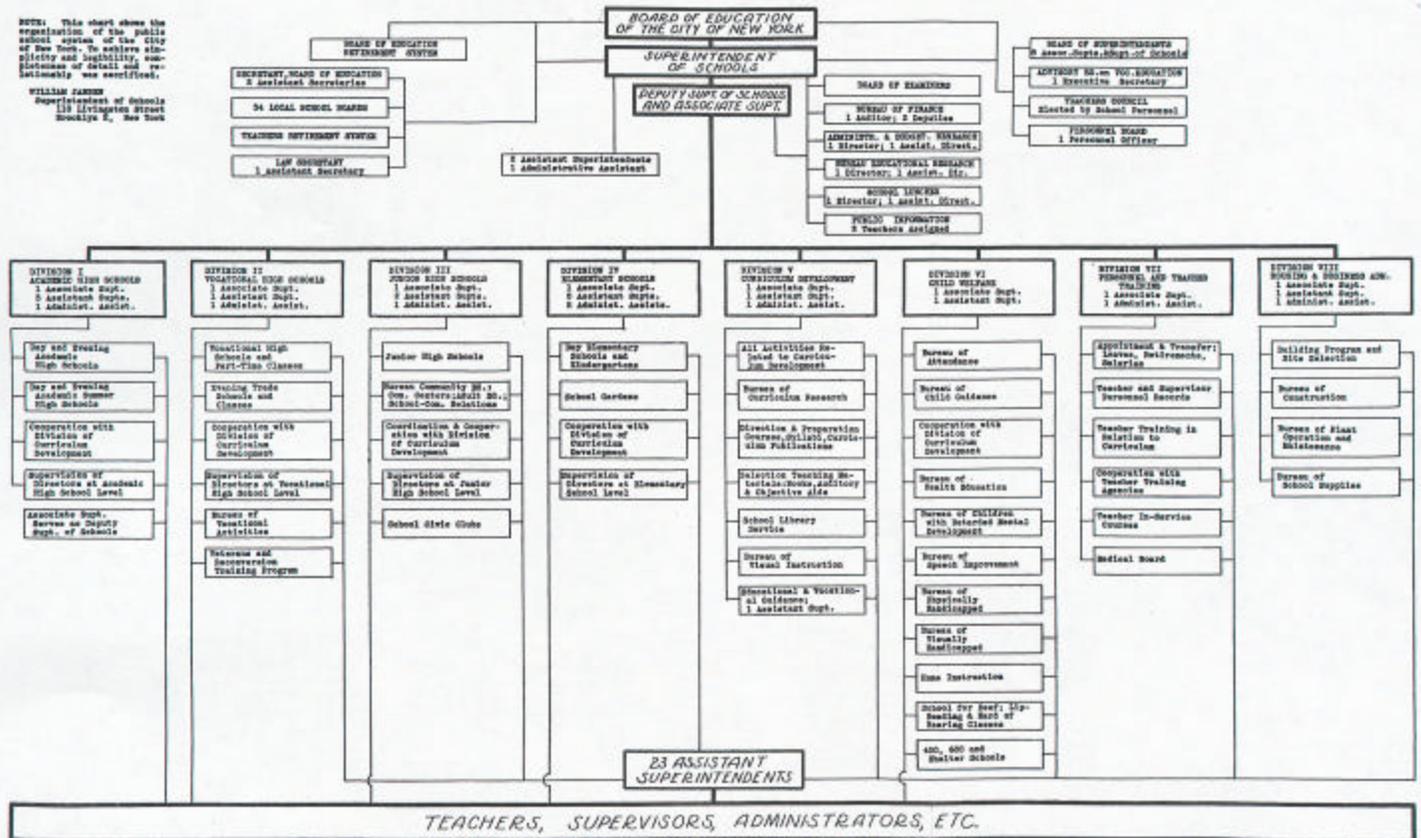
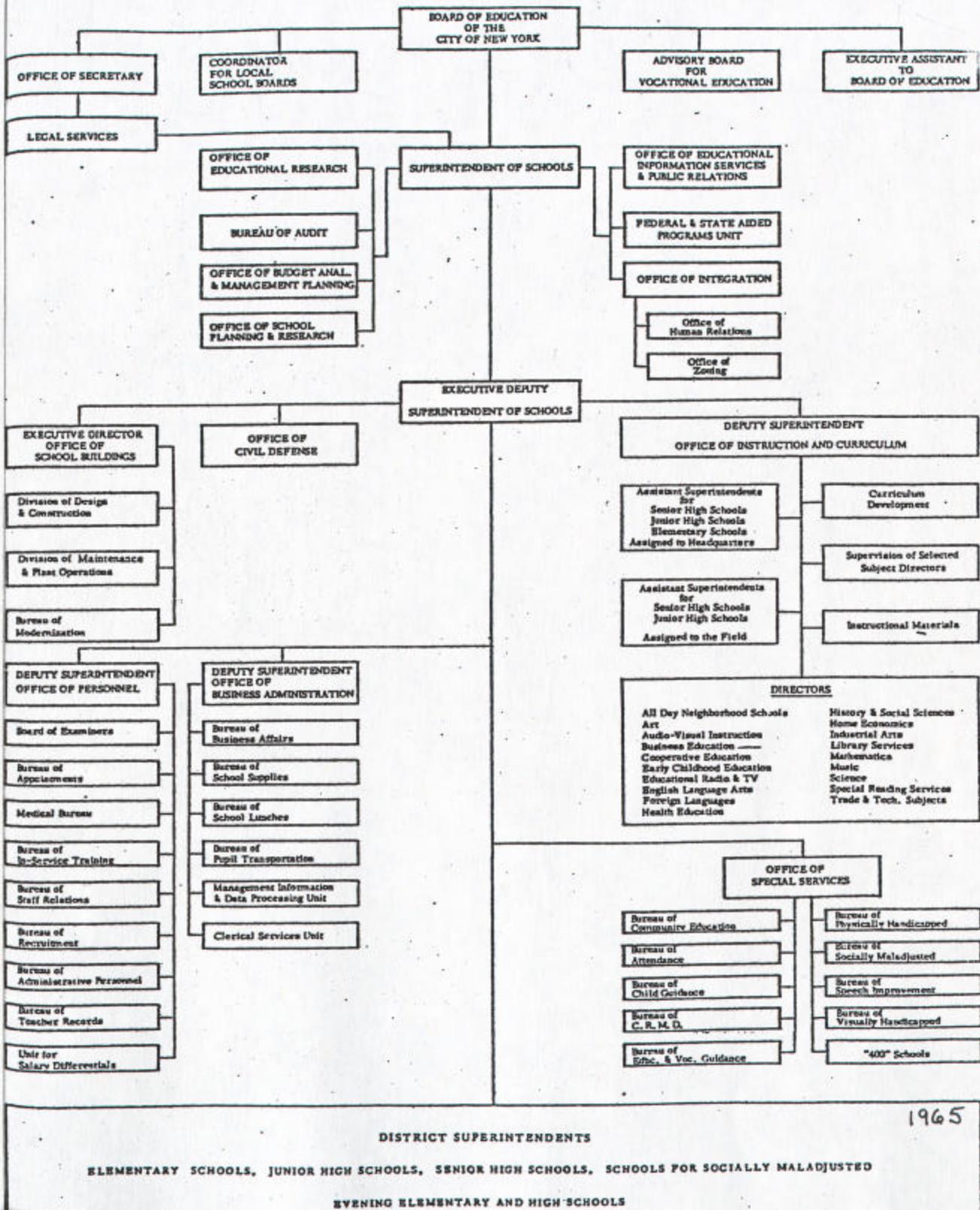


PHOTO - G. F. FRENKEL - 1951

CHART OF ORGANIZATION OF THE PUBLIC SCHOOL SYSTEM OF THE CITY OF NEW YORK



1965

*Appendix III*

Regulations of the  
Department of Records/ Municipal Archives  
for Use of Collections  
and Access to Restricted Materials

## **REGULATIONS GOVERNING USE OF ARCHIVAL MATERIAL**

The New York City Municipal Archives, a division of the Department of Records and Information Services, is open to all qualified persons subject to the following regulations:

### **A. ACCESS TO MATERIALS**

- (1) Researchers must provide acceptable identification upon request.
- (2) All researchers must sign the register daily.
- (3) Researchers using collections other than vital records must fill-out and sign a registration form (MA-18) indicating name, affiliation, if any, and specifying the subject and purpose of the research.
- (4) Archival material may not be removed from the Municipal Archives without written permission from the Director.
- (5) Special access restrictions and procedures apply to New York County District Attorney closed case files, and Board of Education “Anti-Communist” case files.

### **B. REFERENCE ROOM RULES**

- (1) Researchers may bring only those materials needed for research to the document research area.
- (2) Coats, bags, briefcases, and other personal articles are not permitted in the document research area.
- (3) Archives staff reserve the right to inspect all research materials, briefcases, bags and other personal articles before a researcher leaves the Reference Room.
- (4) Food and beverages are not permitted in the Reference Room.
- (5) All notes must be taken with pencil, typewriter, word processor, or tape recorder. Ink pens may not be used.
- (6) Researchers may not photograph or scan archival material.
- (7) Archival material is fragile. Researchers may not write upon, lean upon, mark or otherwise mishandle material. Researchers should report any damaged material to staff immediately.
- (8) Researchers must preserve the existing order of material and notify staff if any material is discovered to be not in order.

### **C. REPRODUCTION AND PUBLICATION OF MATERIALS**

The Municipal Archives recognizes its responsibility to facilitate access to its collections by permitting the reproduction, reprinting, publishing, or other use of archival material, subject to the following conditions:

- (1) The physical condition of an item may prohibit reproduction.
- (2) Reproductions are provided for the researcher’s personal use. They may not be re-duplicated or transferred to another individual or institution.
- (3) Researchers may use the self-service photocopy machines available in the Reference Room.
- (4) Researchers must ask for staff assistance when copying fragile or oversize material.

- (5) Permission to publish, reprint, broadcast, re-duplicate, or make other use of archival material may be granted subject to the conditions indicated in the Publish/Use Contract form (MA-45), and may be subject to licensing or use fees. The Director shall decide when and to what degree these restrictions shall apply.

#### D. CITATION

- (1) Proper acknowledgment or credit must be given to the Municipal Archives for all material used.
- (2) The citation should be written as follows (after identification of the item and title of the collection): *NYC Department of Records/Municipal Archives*.
- (3) The Municipal Archives would appreciate receiving copies of any research results.

Any violation of these rules governing the use of Municipal Archives material may be considered sufficient cause for denial of future access.

## **GUIDELINES FOR ARCHIVAL USE OF BOARD OF EDUCATION “ANTI-COMMUNIST” CASE FILES**

The Municipal Archives preserves and makes available for research historical records of the New York City Board of Education (“the Board”). This collection includes several records series (nos. 590, 591, 593, 594, 595, 596 and 597) that pertain to the “anti-Communist” activities of the Board from the 1930s through the 1960s. They contain personal and confidential information relating to teachers and other school personnel investigated and/or questioned by the Board for alleged support of or association with the Communist Party. The individuals who are the subject of these files have a privacy right regarding information of a personal nature contained in them; this includes a privacy right regarding the fact that the subject case file exists.

In addition to the regulations governing public access to all archival material, public access to the “anti-Communist” case file series is governed by the following additional regulations and/or procedures:

- (1) Researchers who request access a specific file for the purpose of researching the views or activities of the individual who is the subject of that file or of another individual named in that file must obtain permission for such access from the subject individual and from the named individual, as applicable. If the subject or named individual is deceased or unable to give or deny permission, such permission must be obtained from the individual’s legal heirs or custodians, as specified in forms MA-101A, MA-101B, and MA-101C.
- (2) Researchers engaged in more general research not limited to a particular individual or individuals may access files in the restricted series upon certifying that they will neither record nor use any names or personally identifiable material obtained from such files, form MA-101D.
- (3) When a researcher accesses a file with permission from the individual who is the subject of that file, the Archives will redact the names of other individuals in the file whose permission has not been obtained.
- (4) Self-service photocopying is not available for anti-Communist case file documents. All photocopies will be redacted to remove information identifying any individual whose permission has not been obtained.
- (5) Published materials and materials created for general distribution, such as newspaper clippings and press releases, are not subject to the restrictions set forth in this section.