

GUIDE TO RECORDS RELATING TO SCHOOLS AND SCHOOL DISTRICTS



**New York State Archives and Records Administration
Office of Cultural Education, New York State Education Department
10A46 Cultural Education Center, Albany, New York 12230 (518) 474-1155
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Introduction

This finding aid describes record series among the holdings of the New York State Archives which relate to the formation, alteration, programs, and operations of elementary and secondary schools and school districts. These records are particularly useful in tracing the administrative and programmatic development of school districts after 1900. Changes in school district names and boundaries are erratically documented; information on their staffing, finances, facilities, and programs is more consistent. In addition to local school districts, there is also information available about boards of cooperative educational services (BOCES), county vocational education and extension boards (VEEB), and some individual schools. Holdings prior to 1900 are fragmentary due to losses of records in the disastrous 1911 State Capitol Fire. These records were created by several state agencies, but primarily the Education Department. The descriptions are arranged by broad informational subject area.

State government gradually assumed responsibility for many aspects of educational planning and finance affecting schools and school districts, including: apportionment of State and Federal financial aid; designation and registration of schools; development of curricula and approval of educational programs; approval of school district reorganizations; and review, upon appeal, of any decision or action of local school officials. The first supervisory authority over schools was granted by the Legislature to the Board of Regents of the University of the State of New York in 1787 when the Board was charged with chartering new academies. The Regents subsequently were responsible for supervision of all public and private secondary education in New York. A separate system of elementary schools (“common schools”) in school districts was established by law, in 1812, and placed under a superintendent of common schools who was not responsible to the Board of Regents. Elementary school supervision remained outside of the Board of Regents’ control and was later a responsibility of the Secretary of State (1821—1854) and the Department of Public Instruction (1854—1904). The functions of the Board of Regents and the Department of Public Instruction were combined in 1904 when the State Education Department was created.

The State Archives, part of the Office of Cultural Education in the State Education Department, is mandated to identify, acquire, preserve and make available for use the permanently valuable records of state government. The innovative role of New York in educational institutions, curriculum and techniques makes the holdings relating to education a particularly rich research resource.

Access and use of some records listed in this finding aid may be restricted due to the records' physical condition. The use of microfilm copies of records may be required by the Archives depending on the physical condition of the original records. Photo-duplication services are available from the Archives on a fee—for—service basis.

The State Archives also holds microfilm copies of selected local records relating to schools and school districts. These records are listed with other local records in the publication, "Local Records on Microfilm in the New York State Archives.

Additional information about the contents, availability, and use of the records listed in this finding aid is available from the State Archives. The Archives research facility is open to the public Monday through Friday except state holidays from 9:00 a.m. to 5:00 p.m. For further information, contact:

Reference Services Unit
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Albany, NY 12230
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This finding aid was prepared by Duncan O. McCollum, Senior Archivist.

Establishment, Alteration, or Reorganization of School Districts

STATE EDUCATION DEPARTMENT Division of Educational Finance

B0554 **School District and Vocational Education and Extension Boards**
Ca. 1873—1971 **(VEEB) Establishment and Alteration Legal Files**
15 cubic feet

Arrangement: By type of school district, then alphabetical by county, city, or village.

These files contain copies of legal documents relating to the formation and alteration of several types of school districts: central rural schools; central high schools; enlarged city schools; village superintendencies; union free schools; and consolidated districts, as well as boards of cooperative educational services (BOCES) and vocational education and extension boards (VEEB). The documents in each file vary somewhat, but generally include orders of the commissioner of education, orders of district superintendents, petitions calling for school district meetings, and minutes of organizing meetings of school districts. A fire in the State Capitol in 1911 destroyed the State's legal files relating to common school and union free school districts. Partially reconstructed union free school files for Albany-Monroe counties are included in this series.

STATE EDUCATION DEPARTMENT Bureau of School District Organization

B0494 **Register of School District Establishment, Consolidation, and**
Ca. 1860—1954 **Centralization**
1 volume

Arrangement: Alphabetical by county, thereunder by type of district, thereunder chronologically.

This volume gives district numbers, names, and dates of organization for union free, town, consolidated, central high school and central rural school districts. The information in this volume was compiled after a fire in the State Capitol destroyed many school district records in 1911. Not all union free schools established before 1911 are included.

**STATE EDUCATION DEPARTMENT
Bureau of School District Organization**

B0472 School District Centralization and Reorganization Files
1924—1974
76 cubic feet

Arrangement: Alphabetical by name of district if established during or before school year 1946—47; chronological by school year if organized after school year 1946—47.

Indexing: None, although dates of establishment can be determined from series B0494, above.

Files for the formation of central school--districts and enlarged city school districts, annexation of districts to a central district, and subsequent reorganizations of districts are contained in this series. Individual files contain correspondence with district superintendents and private citizens; memoranda and reports on the feasibility of reorganization proposals in the areas of finance, facilities, transportation, and educational programs; maps showing proposed district boundaries; formal applications to the commissioner of education to lay out central districts; petitions and legal briefs supporting and opposing reorganization proposals; the bureau's recommendations to the commissioner; copies of the commissioner's orders laying out central districts; notes; and clippings. There are files for unsuccessful as well as completed reorganization proposals.

**STATE EDUCATION DEPARTMENT
Office of Counsel**

B1104 School District Centralization Files
1944—1962
14 cubic feet

Arrangement: Chronological by year, then alphabetical by name of proposed central district.

These files relate to proposals for central school districts that were approved or rejected by voters. Each file contains: application for laying out a central school district submitted by the district superintendent of schools, giving statistical, financial, and narrative information about the proposal; memoranda from the Bureau of Rural Administrative Services summarizing local sentiment and expressing the bureau's opinion regarding the proposed centralization; petition from voters requesting a special meeting to vote on the proposal; minutes of the special meeting; order of the commissioner of education laying out a central school district; and correspondence concerning the proposal.

STATE EDUCATION DEPARTMENT
Division of Educational Finance

13108 **School District Boundary Alterations File**
Ca. 1914—1975
3 cubic feet

Arrangement: Alphabetical by county.

These files contain: school district trustees' consent to the alteration of boundaries and orders of district superintendents of schools making alterations; orders of the commissioner of education appointing district superintendents or altering the boundaries or numbers of district superintendencies; correspondence and memoranda concerning boundary alterations; notices of hearings regarding boundary changes; and occasional maps.

STATE EDUCATION DEPARTMENT
Office of Counsel

A2007 & B0496 **Case Files of Appeals to the Commissioner of Education**
1842-1904, 1969-1975
106 cubic feet

Arrangement: Some pre—1904- cases are in rough chronological order, others alphabetical by county, others numerical by decision number; post—1904 cases are numerical by decision number.

Indexing: Name index to appellants and respondents in the published State Department Reports, 1912—1958; name and subject indexes in the published Education Department Reports, post—1958.

Any person may appeal the actions of any local school official or school district meeting to the commissioner of education (superintendent of public instruction prior to 1904). Appeals concern such issues as: transportation of students; licensing and removal of teachers; school district boundary alterations; tuition charges; racial imbalance in schools; use of school buildings; and location and construction of school buildings. Case files contain statements in the case by both parties (“appeal,” “answer,” “reply,” “rejoinder”), briefs or affidavits submitted by either party, exhibits such as school district maps or copies of contract specifications, correspondence, notes on oral argument, and the Commissioner’s decision. Case files for 1905—1910 are missing, and those for 1911—1968 and post—1975 are retained by the Office of Counsel.

**STATE EDUCATION DEPARTMENT
Bureau of School District Organization**

11120 **Files of Master Plan Revision Studies**
1956—1959
4 cubic feet

Arrangement: Alphabetical by county.

In 1958 the Commissioner's Advisory Committee on the Master Plan for School District Reorganization issued a revision of the 1947 Master Plan. These study files contain minutes of Advisory Committee meetings, proposed changes in the Master Plan, notes and memoranda concerning public hearings held in regard to the Master Plan, correspondence with local school officials and citizens about revised reorganization proposals, and county maps.

**STATE EDUCATION DEPARTMENT
Bureau of School District Organization**

11121 **Correspondence with District Superintendents**
1943—1979
8 cubic feet

Arrangement: Chronological by time period, thereunder alphabetical by county.

"County files" pertaining to the department's supervision of district superintendents contain: correspondence with district superintendents concerning school boundary alterations and centralization proposals; memoranda on votes at school district meetings, recommending school district boundary alterations or centralizations, and ordering the redistricting of superintendencies; petitions from voters requesting annexation or centralization; and statistical reports of school district types, staffing, and student population in each county.

**STATE EDUCATION DEPARTMENT
Assistant Commissioner for District Organization and District Superintendents**

B0482 **Files Relating to District Superintendents and Boards of Cooperative
Education Services (BOCES)**
1962—1972
6 cubic feet

Arrangement: Alphabetical by county, then in reverse chronological order.

County files" were created by the assistant commissioner responsible for supervising district superintendents of schools and boards of cooperative educational services (BOCES). Files for district superintendents contain correspondence and memoranda concerning school district organization plans and proposals and building aid requested by schools recommended for reorganization. Information is available on school programs and facilities and local support for and opposition to reorganization. Files for BOCES contain correspondence and reports concerning BOCES facilities and operations.

Establishment, Alteration, or Reorganization of Schools

SECRETARY OF STATE

A0453 **Deeds**
1640—1884
45 volumes (20 rolls of microfilm)

Arrangement: Chronological.

Indexing: Series AO479, Index to Books of Deeds and Mortgages, includes name entries for academy incorporations.

Applications for academy incorporations and academy charters were recorded by the secretary of state in the deed books until 1855 when that function was transferred to the Board of Regents. The contents of applications vary, but generally include: a description of the academy lot, occasionally with a floor plan; summary of curriculum, with list of textbooks; names of faculty and proposed trustees; inventories of library books and scientific apparatus; and minutes of the meeting at which the application for incorporation was approved. A copy of the incorporation document is entered after the application. Academy charters span 1788—1855; most are found in volumes 42 and 43. Later applications are held by the Office of the Secretary to the Board of Regents.

LEGISLATURE

Assembly

A1824 **Petitions and Reports Relating to Colleges and Schools**
1777—1831
0.6 cubic feet

Arrangement: Chronological.

Indexing: Alphabetical corporate and personal name index

This series contains some petitions to the Legislature seeking: to incorporate a school; assistance in establishing, maintaining, or expanding a school; funding for use by schools for specific purposes; permission to sell land to raise money for the school. There are also reports of Board of Regents committees concerning petitions referred to these committees.

**STATE EDUCATION DEPARTMENT
Bureau of Secondary School Registration**

B0594 **Secondary School Registration Card File**
Ca. 1840—1985
ca. 2600 cards (1 roll of microfilm)

Arrangement: Alphabetical by name of school.

Indexing: None

These cards contain summary information on the admission to and membership of public and non-public secondary schools in the University of the State of New York. For each school all or some of the following information is available: name, county, incorporation date, name changes, amendment of charter, organization as union free or central school, change in grading sequence, registration by Board of Regents, inspection by Education Department, removal from roll of accredited secondary schools, and location of school records if not at school.

Establishment, Alteration, or Reorganization of BOCES

**STATE EDUCATION DEPARTMENT
Bureau of School District Organization**

B0473 **Boards of Cooperative Educational Services (BOCES) Correspondence Files**
1948—1968
10 cubic feet

Arrangement: File breaks at ca. mid—1950s, ca. 1964, and ca. 1968; then alphabetical by county, then numerical by supervisory district number, then in reverse chronological order.

This correspondence concerns the establishment of BOCES, requests for approval or alteration of shared educational programs and transmittals of applications (not included) for shared services and contracts. Requests by district superintendents of schools for establishment of BOCES contain the following information about each school district in the superintendency: town; county; district type; enrollments in grades K—6 and 7—12; number of teachers; assessed and true valuation. Occasional copies of BOCES budgets, memoranda concerning department visits to BOCES, and contracts are also included.

Establishment, Alteration, or Reorganization of VEEBs

STATE EDUCATION DEPARTMENT Division of Educational Finance

B0554 **School District and Vocational Education and Extension Boards (VEEB)**
Ca. 1873—1971 **Establishment and Alteration Legal Files**
15 cubic feet

(See description on page 5.)

Operations and Programs of School Districts

SECRETARY OF STATE

A0288 **County Clerks' Reports on Common Schools**
1821—1822
1 cubic foot

Arrangement: **Alphabetical by county, then alphabetical by town.**

These reports contain information abstracted from reports submitted by each common school district. They give the number of whole and partial school districts within the town, the total amounts of money received for the support of common schools from the county treasurer and town collector, and frequently the titles of textbooks generally used. For each common school district the reports indicate the district number, length of time any school was kept in the district, length of time school was kept by an approved teacher, amount of money received, number of children taught, and total number of children between the ages of five and fifteen. These records were partially burned in the 1911 State Capitol fire.

SECRETARY OF STATE

A0184 **Incoming Correspondence Relating to Common Schools**
1843—1847
0.2 cubic foot

Arrangement: Unarranged.

This series consists of fragmentary correspondence sent by local school officials. Most correspondence concerns a monthly publication called the "District School Journal," apparently published under the auspices of the secretary of state. Other items include a letter concerning an Onondaga Indian Reservation school, a report on schools in Oneida County, and an anecdotal memoir of a school master. These records were partially burned in the 1911 State Capitol fire; portions of the series probably were destroyed entirely. Due to their fragile physical condition these records may be closed to researchers.

DEPARTMENT OF PUBLIC INSTRUCTION

04340 Incoming Correspondence of the Superintendent

1852—1894

15.8 cubic feet

Arrangement: Alphabetical by county, then in reverse chronological order.

Indexing: None

This series consists mostly of correspondence and brief reports received from local school officials. They concern such topics as the election and authority of local school officials, apportionment of state funds, conduct of teachers' institutes, assessment of and disputes over school taxes, legality of actions by school officials, construction and use of school buildings, and related issues.

DEPARTMENT OF PUBLIC INSTRUCTION

A2000 Outgoing Correspondence of the Superintendent

1854—1904

349 volumes

Arrangement: Chronological by date written.

Indexing: Volumes 1 and 2 individually indexed by name of city or town; subsequent volumes have individual name indexes to correspondents.

These volumes include manuscript or letterpress copies of correspondence sent by the superintendent to local school officials. They concern such topics as the assessment of and disputes over school taxes, disputes between local school officials, apportionment of school funds, creation and-consolidation of school districts, conduct of teachers' institutes, conditions of school buildings, and related issues. Volumes are missing for 1855—1863, 1869, and 1873—1878.

DEPARTMENT OF PUBLIC INSTRUCTION

A2004 Subject Files of Correspondence and Reports Received

1849—1888

4.5 cubic feet

Arrangement: By subject or type of document, then roughly chronological or alphabetical by county.

These files contain a variety of correspondence, narrative and statistical reports, certificates, and financial records. Although many of the records are fragmentary, they include announcements of teachers' institutes, correspondence and reports relating to apportionment of school funds, reports by town superintendents of common schools, reports by school commissioners, and reports by school district trustees. Many of the reports contain detailed statistics on pupils, teachers, courses, and finances of school districts.

DEPARTMENT OF PUBLIC INSTRUCTION

A2001 Teachers' Institute Registers of Attendance and Accounts of Expenses

1859—1884

4 cubic feet

Arrangement: Chronological by year, then alphabetical by county.

These reports were submitted to the superintendent of public instruction by the local school officials who organized teachers' institutes. Each report includes an attendance register showing the names and addresses of attending teachers, a daily attendance record for each teacher, and the number of terms each teacher previously taught. Also included are accounts of expenses incurred by the organizers of the institute. There are no reports for the years 1871—1879.

STATE EDUCATION DEPARTMENT

Bureau of Statistical Services

A3046 Abstracts of School District Trustees' Reports

1905—1952

489 volumes

Arrangement: Chronological by school year, then alphabetical by county, then numerical by school commissioner district number (through 1910—11) or district superintendency number (beginning 1911—12).

These volumes contain statistical and financial information abstracted from reports of school district trustees submitted to school commissioners or district superintendents. Each district is identified by number, town, and type. For each district statistical information is provided on buildings, property values, teachers, pupils, private schools, school session, and violations of the compulsory attendance law. Financial data on bonds, receipts, and payments is also given for each district. The names of school district officers are also reported.

STATE EDUCATION DEPARTMENT

Commissioner's Office

08989 Subject Files

1942—1977

183 cubic feet

Arrangement: Chronological by spans of years, then alphabetical by subject.

These files contain correspondence, memoranda, reports, and other documents concerning the development and implementation of educational policy, including policies affecting the organization and operation of school districts. Of particular interest are files relating to the decentralization of the New York City schools in the late 1960s.

**STATE EDUCATION DEPARTMENT
Bureau of Statistical Services**

13638 **Annual Financial and Statistical Reports of School Districts**
1904—1979
Ca. 317 cubic feet

Arrangement: By type of district; thereunder chronological by school year; thereunder alphabetical by name of county, city, or village.

Each school district is identified by name, number, and county, town, city, or village. For each district statistical information is provided on: buildings; property; library; teachers; pupils; session; private schools; violations of the compulsory education law; graduates; teacher training classes; “Americanization” classes; and special schools (part—time, continuation, evening vocational, and summer). School principals and school district officers are listed by name. Teachers’ names, educational background, license types, and salaries are included through 1952. Statistical reports were discontinued after 1968. Financial reports include statements of the district’s indebtedness, assessed valuation, and each fund maintained.

**STATE EDUCATION DEPARTMENT
Bureau of Statistical Services**

B0558 **Annual Census and Enrollment Reports of School Districts**
1931—1965
46 cubic feet

Arrangement: Chronological by year, thereunder alphabetical by county, city, or village.

These statistical reports indicate the numbers of minors residing in a school district, resident minors attending public or private schools in the district, resident minors attending school outside the district, resident minors legally exempted from attending school, and nonresident minors enrolled in the district.

**STATE EDUCATION DEPARTMENT
Bureau of Statistical Services**

B0559 **Annual Survey of Pupils, Staff, and School-housing in School Districts**
1962—1965
2 cubic feet

Arrangement: Chronological by year, thereunder alphabetical by city, village, or district superintendency.

These reports provide the following data on each school district: pupil enrollment, pupils in excess of normal capacity, number of staff positions by title, and number of instruction rooms.

Operations and Programs of Schools

LEGISLATURE

Assembly

A1824 **Petitions and Reports Relating to Colleges and Schools**
1777—1831
0.6 cubic feet

(See description on page 9.)

LEGISLATURE

A0242 **School Commissioners' Annual Reports of Schools**
1796
0.2 cubic foot

Arrangement: Unarranged.

These reports, submitted by town school commissioners to county treasurers and then forwarded to the legislature, give the following information about each school in the town: name of school master (teacher), number of children taught, number of days of instruction provided. This series was partially burned in the 1911 State Capitol fire. It may be closed to researchers due to its fragile physical condition.

DEPARTMENT OF PUBLIC INSTRUCTION

04340 **Incoming Correspondence of the Superintendent**
1852—1894
15.8 cubic feet

(See description on page 12.)

DEPARTMENT OF PUBLIC INSTRUCTION

A2000 **Outgoing Correspondence of the Superintendent**
1854—1904
349 volumes

(See description on page 12.)

STATE EDUCATION DEPARTMENT
Bureau of Secondary School Supervision

14310 **Register of Advance-In-Grade Certificates Issued to Secondary Schools**
1906—1967
1 volume

Arrangement: Numerical by certificate number.

Index: By name of school (incomplete).

This volume contains a record of certificates issued to schools when they advanced (or occasionally lowered) their grading sequence. The approved grading sequence determines a school's official designation as a junior high, middle high, or high school. Formerly, secondary schools were also designated as senior high or academy. For each certificate issued, this volume contains the school's name, location, new grading sequence, former grading sequence, and occasionally the school principal's name.

STATE EDUCATION DEPARTMENT
Bureau of Statistical Services

A2017 & B0555 **Annual Financial and Statistical Reports of Private and**
1846-1848, 1884-1888, 1904-1965 **Parochial Schools (Academies)**
142 volumes

Arrangement: Chronological by calendar year or school year; thereunder alphabetical by school name.

These reports were submitted to the Board of Regents until 1904, and thereafter to the newly created Education Department. In 1911 most reports were destroyed in the State Capitol Fire. Some from the 1840s and 1880s were salvaged, and others between 1904 and 1911 were reconstructed from local records. They provide statistics on buildings, property values, library, session, teachers, pupils, graduates. The nineteenth century reports list all students by name and indicate their courses of study and texts used. All reports identify the school principal, and reports through 1955 name all teachers and provide information on their educational backgrounds, license types, and salaries. Financial reports generally list receipts and payments.

**STATE EDUCATION DEPARTMENT
Bureau of Statistical Services**

B0560 Fall Reports of Private and Parochial Schools
1965—1966
2 cubic feet

Arrangement: Chronological by year; thereunder either alphabetical by name of school or by religious affiliation.

These reports give private schools' religious affiliation and diocese (if applicable) and principal's name. They include statistical information on buildings, enrollment, graduates, staff, and general information on curriculum.

**STATE EDUCATION DEPARTMENT
Bureau of Statistical Services**

A3049 Annual Reports of Vocational Schools
1911—1948
89 volumes

Arrangement: Chronological by school year, thereunder alphabetical by name of city, village, or school.

School districts operated many kinds of vocational schools, including general industrial, trade or technical, homemaking, continuation, evening vocational, agriculture, mechanical arts, apprentice training, and occupational extension schools. The reports of these schools provide information on teachers, subjects taught, enrollment, and sometimes individual students.

**STATE EDUCATION DEPARTMENT
Bureau of Home Economics Education**

A3040 School Supervision Files
1921—1935
0.4 cubic foot

Arrangement: Alphabetical by name of city or town, then in rough reverse chronological order.

These files mostly contain field reports of visits by bureau staff to schools around the state, plus some correspondence, memoranda, meeting programs, and other records. They describe home economics classes, training of home economics teachers, curricula, and equipment and facilities available in schools. Only part of the series, covering communities alphabetically listed from Syracuse to Youngstown, exists.

STATE EDUCATION DEPARTMENT
Assistant Commissioner for District Organization and District Superintendents

B0482 **Piles Relating to District Superintendents and Boards of Cooperative**
1962—1972 **Educational Services (BOCES)**
6 cubic feet

(See description on page 8.)

Operations and Programs of VEEBs

STATE EDUCATION DEPARTMENT
Bureau of School District Organization

B0475 **County Vocational Education and Extension Boards (VEEB) Correspondence and**
1948—1962 **Application Files**
1 cubic foot

Arrangement: Alphabetical by county.

These files contain correspondence, memoranda, reports, charts, application forms, and clippings concerning programs and services offered by VEEBs. For each county there are separate files for correspondence and for plans and reports. The latter files contain applications for approval of proposed services giving information about the service, schools served, number of students served and provider's staff.

School District Boundaries

STATE EDUCATION DEPARTMENT Bureau of School District Organization

14219 **Reference Pile of School District Maps**
1943—ca. 1974
Ca. 300 maps

Arrangement: Alphabetical by county.

This series contains three kinds of maps:

- 1) Photostats of maps compiled by the Joint Legislative Committee on the State Education System in 1943 (described below). Some photostats were annotated to show post—1943 consolidations or centralizations. These photostats were bound as a school district atlas.
- 2) Political boundary maps prepared by the Department of Audit and Control in 1957. There are two maps for each county: one shows town, village, and city boundaries; the other is a translucent overlay showing school district boundaries.
- 3) Miscellaneous maps of school districts obtained from various local sources. These are few in number and of inconsistent format.

JOINT LEGISLATIVE COMMITTEE ON THE STATE EDUCATION SYSTEM

A3043 **Original Maps for School District Atlas**
1943
71 maps

Arrangement: Alphabetical by county.

These maps were compiled by the Committee for an Atlas of School Districts to be used by it in developing the Master Plan for School District Reorganization. They consist of topographic maps of each county glued on heavy paper. Marked on each map are school district boundaries and numbers as of 1 July 1943. Symbols on the maps indicate the type of school district (Common, Union Free, or Central); whether it contains high, elementary, or special schools; and if consolidated, partially consolidated, operating, closed, or contracting with another district. The accuracy of each map is certified by the signatures of the district superintendents of schools in the county. Photo-static copies of these maps are in series 14219, Reference Pile of School District Boundary Maps, described above.

STATE EDUCATION DEPARTMENT
Bureau of School District Organization

14214 **Maps of Central School Districts Proposed by District Superintendents**
1930—1932
3 cubic feet

Arrangement: Alphabetical by county, thereunder numerically by district superintendency.

These United States Geological Survey quadrangle maps were sent by the Education Department to each district superintendent of schools to be marked with the following information concerning the superintendency: boundaries of existing central school districts, the site of each school-building and number of teachers, suggested boundaries for central school districts, suggested annexations of school districts to city or village superintendencies, schools to be kept open after centralization for grades K—6, and hard surfaced roads suitable for year round use. Many files include narrative descriptions of conditions affecting centralization.

Historical Essays and Photographs of Schools and School Districts

STATE EDUCATION DEPARTMENT
Assistant Commissioner for Elementary Education

A3042 **Historical Sketches & Photographs of School Systems in Cities and Villages**
Ca. 1850s—1920
2.4 cubic feet

Arrangement: Alphabetical by city or village.

Indexing: List of all cities and villages included is available.

These historical sketches were prepared between 1916 and 1920 by local superintendents of schools for a proposed publication on the history of school systems in cities and villages with populations over 5000. Many of the sketches provide information on the origins of the first school or school district, sometimes describing the locations of buildings or school district boundaries. The photographs show school buildings, classrooms, facilities, students, and administrators.

STATE EDUCATION DEPARTMENT
Division of Visual Instruction

A3045 **Master File of Educational Lantern Slides**
1911—1939
Ca. 24,350 lantern slides (18 rolls of microfilm)

Arrangement: Numerical by negative number.

Indexing: Card catalog provides access by general subject.

These lantern slides are the office copies of slides used in a loan collection circulated to teachers for use as teaching aids. Approximately 500 slides show school buildings, school interiors, classroom decoration and furnishings, and school gardens in New York. Each image is identified by school name, location, and date.

School Records

STATE EDUCATION DEPARTMENT
Division of Archives and History

A3165 **Inventory of Local School Records**
1936
0.4 cubic foot

Arrangement: Alphabetical by town, city, village, or occasionally county.

The commissioner of education requested all boards of education and school administrators complete an inventory of their official records. Each responding school district completed a form listing such records as minutes of meetings of school district trustees or the board of education; enrollment, attendance, grade, and graduation records; district organization papers, financial reports, payrolls and any other existing series of records. Most responses also include the founding dates of schools, if known, and information on record storage conditions and previous losses of records.

UNIVERSITY OF THE STATE OF NEW YORK

A2034 **Registers of Pupils in the LeRoy Academic Institute**

1874—1891

2 volumes

Arrangement: Chronological by school year, then by grade or department, then alphabetical by student's name.

These registers list students at the LeRoy Academic Institute in Genesee County. This school was chartered by the Board of Regents in 1864 and was private until 1891 when it apparently became the LeRoy Union School. For each student the following information is given: name, age, residence, parents' names, studies pursued, and tuition charged and paid. A list of the school's professional staff is included for most academic years.

UNIVERSITY OF THE STATE OF NEW YORK

A2035 **Record of Regents Academic Examinations Given at LeRoy Academic Institute**

1886—1891

1 volume

Arrangement: By class, then alphabetical by student's name.

This volume contains the names of students who took the Regents academic examinations at LeRoy Academic Institute in Genesee County. Other information included is the date of the examination and the age, residence, and subject scores of students taking examinations.

School Facilities

STATE EDUCATION DEPARTMENT

Division of Educational Facilities Planning

B0916 **Architectural Drawings of Additions Alterations to Public Schools**

Ca. 1935—1970

54 rolls of microfilm

Arrangement: Unarranged.

This microfilm contains copies of floor plans, framing plans, plot plans, and elevations of school buildings being built or altered. These plans were submitted to the Education Department for approval pursuant to law. Since the plans are unarranged and un-indexed researchers should note that it may be very time-consuming to locate plans of a specific school.

Case Studies of School Systems

STATE EDUCATION DEPARTMENT Center on Innovation in Education

14,043 **New York City School Decentralization Files**
1967—1977
5 cubic feet

Arrangement: Numerical subject classification.

Indexing: Key to numerical filing system.

The decentralization of New York City's public schools was a major issue during the 1960s. In 1967 the commissioner of education initiated a study of decentralization plans by the director of the Center on Innovation in Education. These files resulted from that study and from the Board of Regents' review of the New York City Board of Education's plan for decentralization, proposed in 1969. The files include memoranda, reports, notes of meetings, and press releases concerning the development of a decentralization policy by the Regents and commissioner.

STATE EDUCATION DEPARTMENT Assistant Commissioner for Finance and School Administrative Services

A0246 **Files of the Nassau County School Study**
1950—1956
0.8 cubic foot

Arrangement: Correspondence arranged by school district; reports arranged chronologically by date of issue.

In the early 1950s the Education Department and Nassau County school officials conducted a joint study of the problems caused by the county's rapidly increasing school age population. These files contain memoranda and reports of the study group on the distribution of school aged children, enrollment changes, school district reorganization, financial aid for school districts, and long range planning for school facilities. Also included are correspondence and petitions from school districts seeking to establish high schools or to obtain emergency financial aid to construct new school facilities.

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