

Guide to Records of the Department of Correctional Services

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Contents

Introduction.....	3
Development.....	4
Current Functions.....	5
Description of Records	6
Content of Records	6
Format of Entries	7
General Administrative Records.....	8
Superintendent of State Prisons	8
Department of Corrections.....	8
Bureau of Records and Statistical Analysis.....	8
Inmate Case Files.....	9
Division of Administration	9
Institutional Records	10
Albion Correctional Facility	10
Attica Correctional Facility.....	14
Auburn Correctional Facility	14
Bedford Hills Correctional Facility	24
Clinton Correctional Facility	27
Coxsackie Correctional Facility.....	34
Eastern New York Correctional Facility.....	35
Elmira Correctional and Reception Center.....	37
Fishkill Correctional Facility	41
Fulton Correctional Facility.....	46
Great Meadow Correctional Facility	46
Green Haven Correctional Facility	47
New York House of Refuge.....	47
Sing Sing Correctional Facility.....	55
State Prison of the City of New York (Newgate)	57
Wallkill Correctional Facility	59
Woodbourne Correctional Facility	59
Records of the New York State Agricultural and Industrial School.....	60
Administrative Records	61
Admission, Parole, and Discharge Records.....	62
Inmate Case and Behavior Records	63
Photographs and Printed Material.....	64

Introduction

The records of the Department of Correctional Services are among the most important materials available for research at the New York State Archives. From its beginning, New York State was a leader in innovative programs in penology. It established the first juvenile reformatory, the first reformatories for adult males and females, and the most influential early state prison for men. These and other facilities established correctional practices that were replicated in numerous other states throughout the country. The records of New York correctional facilities comprise a unique resource for examining the development of these practices and the lives of tens of thousands of men and women confined in these facilities during the past two centuries.

This guide describes in detail records of the Department of Correctional Services available for research at the New York State Archives. In addition, it lists records series from the New York State Agricultural and Industrial School, a juvenile reformatory opened in 1849 and currently operated by the Division for Youth. Most of the records were created at 16 correctional facilities representing the major types of correctional facilities in the State. Nearly 4,000 cubic feet of records are described in the guide. In addition to descriptions, the guide includes unique histories that trace the development and current functions of each facility. More extensive descriptions of each of these record series are available at the State Archives.

Use of a number of record series is restricted to protect the personal privacy of inmates confined in the State's correctional facilities. Access to these restricted records may be permitted under certain conditions upon application to and approval by the State Archives.

Records in the State Archives may be used at the Archives' research room. For further information please contact Research Assistance.

This guide was prepared by Senior Archivist Richard Andress.

Development

From the opening of the first State prison in 1797 until the present day, New York's correctional system has had a wide influence on the direction of criminology and penology in the United States. Among the important early institutions established in New York were Newgate Prison (1797), Auburn Prison (1818), New York House of Refuge (1824), Sing Sing Prison (1828), Clinton Prison (1845), Western House of Refuge (1849), Elmira Reformatory (1876), Western House of Refuge for Women (1893), and Bedford Hills Reformatory for Women (1901). Newgate, Auburn, Sing Sing, and Clinton were instrumental in the development of the nineteenth century penitentiary movement throughout the country. In particular, the "Auburn System" of discipline -- congregate work by day, solitary separation in cells at night, enforced silence, lockstep formations, and severe corporal punishment -- served as a model for similar institutions elsewhere. Elmira Reformatory was the first adult reformatory in the country and precipitated a national reformatory movement. Elmira's innovative, highly publicized program included indefinite sentences based on conduct and performance, individualized treatment of inmates, and the extensive use of parole. In the development of reformatories for women, Bedford Hills was extremely important and its programs were emulated at many other institutions. Most influential were Bedford's programs for the scientific study of "feble-mindedness" and "defective-delinquency" as causes of crime.

Until 1846, the State's corrections system was administered by a board of inspectors that in turn appointed wardens for each prison. The 1846 State Constitution established a single Board of Prisons to oversee all State prisons; in 1876 this board was replaced by the Office of Superintendent of State Prisons. The reorganization of State government in 1925-1926 abolished the Office of Superintendent of State Prisons and created a Department of Correction headed by a commissioner appointed by the governor (Laws of 1926, Chapter 606). In addition to continuing the work of the Superintendent of State Prisons, the Department of Correction also assumed the functions of the State Board of Charities relating to correctional institutions. Since 1867, the State Board of Charities and its predecessor, the Board of State Commissioners of Public Charities, had been responsible for supervising correctional institutions (except prisons) and reformatories in the State. The new Department was comprised of four divisions: a Division of Administration responsible for custody of inmates and maintenance of institutions; a Division of Prison Industries supervising prison and reformatory production shops and farm work; a Division of Parole; and a Division of Probation. In 1930 (Chapter 824), the Division of Parole was transferred from the Department of Correction to the Executive Department.

In 1970 (Chapter 475), the present Department of Correctional Services was created. It consolidated the previous Department of Correction, the State Commission of Correction (established in 1926), and the Division of Parole. A 1970 companion law (Chapter 479) removed the Division of Probation from the new department and transferred it to the Executive Department. In 1972 (Chapter 399), the Department's Division of Criminal Investigation was transferred to the newly formed Division of Criminal Justice Services in the Executive Department. In 1973 (Chapter 398), the Commission of Correction was also separated from the Department and made an independent agency within the Executive Department. In 1977, administration of hospitals for mentally ill inmates was transferred to the Department of Mental

Hygiene (Chapter 978) and the Division of Parole was again removed from the Department and made an independent Executive Department agency (Chapter 904).

Current Functions

The Department of Correctional Services is mandated to operate safe and secure facilities in a humane and cost effective manner. Currently, the Department is responsible for confining and habilitating approximately 52,000 inmates at more than 60 correctional facilities throughout the State. The Department is responsible for confining these inmates at appropriate security levels, maintaining order through disciplinary action when necessary, and fulfilling the basic daily needs of inmates.

In 1983, the Department began an extensive expansion program to repair facilities and to open new facilities to meet the growing demand for additional inmate space largely resulting in the increase in drug related crimes. Included were major renovations to existing facilities, construction of modular facilities, use of temporary facilities, and establishment of a number of new corrections camps including shock incarceration camps for drug offenders. To help meet the demand for new prison space and to help ease inmate adjustment after release, the Department has also expanded inmate temporary release programs which include work and educational release, industrial training leave, and community services leave.

Education offerings available at correctional facilities have also expanded greatly in the past decade. The Department now offers a broad range of academic opportunities including high school equivalency programs, adult basic education, bilingual programs, and college credit programs. Volunteer programs have assisted in the expansion of academic programs and have focused on assistance in literacy, tutoring, pre-release preparation, and programs for inmates with special needs. Vocational education programs at facilities have also expanded to keep pace with new occupational skill requirements. Training programs are presently available in skills such as drafting, welding, carpentry, plumbing, optical and dental technology, and computer operation, programming, and repair.

The skills taught in vocational programs may be applied in the Department's increasingly important correctional industries program. During the past decade, correctional industries have been able to show a profit for the Department as well as providing manufacturing and industrial employment for thousands of inmates. Industries produce metalware, license plates, office furniture, mattresses, cleaning products, and other items.

Many other programs are offered at New York's correctional facilities to ensure secure confinement and to meet needs of inmates. New disciplinary procedures have been developed to address inmate grievances. Individual and group guidance and counseling programs have been expanded to address the emotional and behavioral needs of inmates in confinement and to assist with adjustment to life after release. Medical services have expanded to improve basic medical and dental services, hospital treatment, services for the physically disabled, and new facilities for AIDS treatment. In particular, drug and alcohol education and treatment programs have been created to meet the needs of the growing number of substance abuse victims in the system.

Family oriented programs are continuing to grow, particularly those for family visitations, parenting education, and counseling on family violence.

Description of Records

Content of Records

This guide describes more than 300 records series comprising approximately 4,000 cubic feet of records. Most of the records described relate to inmates and programs at major correctional facilities and the facilities that preceded them. The records date from 1797 to about 1980, most dating from the 20th century. The majority of records relate to programs at maximum security prisons for male felons, which is the largest segment of the inmate population confined in New York. In addition, there are records from nearly all other types of correctional facilities including male reformatories, female reformatories and prisons, juvenile reformatories, facilities for defective delinquents, and hospitals for the criminally insane. The majority of the records described in the guide are administrative and operational records, inmate case files, records containing summary information on inmates, and inmate psychological and health records. The records are usually arranged numerically by inmate number, alphabetically by last name, or chronologically.

Administrative records include: warden or superintendent annual reports and correspondence and subject files, financial records such as account ledgers, disbursement journals, and invoice files relating to construction, salaries, and institutional purchase of food, supplies and other items; and records relating to prison industries such as expense and sales journals. Many operational records pertain to general activities of confining inmates including officer watch logs, daily and weekly census reports on the inmate population, inmate infraction and punishment journals, and records of inmate escapes.

Inmate case files comprise nearly two thirds of the records described in the guide. They consist of a wide variety of records documenting in great detail the background, crimes, confinement, and parole of over 80,000 men and women in New York State correctional facilities during the past 100 years.

Records providing summary information on inmates include receiving ledgers, biographical registers, and receiving blotters that contain a detailed summary of each inmate's physical description, family background, criminal history, and present crime and sentence. Also included are discharge ledgers that provide additional information on the inmate's confinement and release. Inmate record cards and inmate assignment records contain information on work assignments and academic and vocational training during confinement. Parole registers document inmate release, parole, and activity during parole.

Records relating to inmates' mental and physical health and treatment during confinement include reports of psychiatric and psychological examinations that were used to evaluate inmates to ensure proper level of confinement and placement in academic and vocational training

programs. Also included in the records are logs and journals maintained by institutional physicians and nurses relating to inmate treatment and hospital and surgery registers documenting special inmate treatments.

Other records described in the guide include special case files and logs of actions pertaining to executions, registers of visitors, chaplains' registers, registers of items provided to inmates, and copies of inmate newspapers.

Format of Entries

Guide entries are arranged by general type of record -- general administrative records, inmate case files, and institutional records -- and then by the facility or office that produced the records. Preceding each section of institutional records is a brief description of the development of the facility. Each entry contains the series number and title, inclusive dates of the records, quantity of the records (including microfilm reels if available), brief description of the content of the records, and the series number. Entries for series with restricted access contain an "R" to indicate that there are restrictions. Special written permission from the Archives is needed before these records can be used.

General Administrative Records

Superintendent of State Prisons

A3265. Engineers' reports to the State Commissioner of Highways on highway construction with prison labor, 1916-1921. .2 cu. ft. (1 volume)

This series contains individual annual reports summarizing work done by prison inmates on various road construction and maintenance projects throughout the State. The reports include a short summary of each project, with number of inmates involved, types and volume of materials used, mileage completed, and project costs. Included are photographs showing various stages of work.

Department of Corrections

A0620. Prison financial operating reports, 1924-1933. 2 cu. ft. (6 volumes)

This series consists of reports sent to the Department of Correction by the wardens of Auburn, Clinton, Great Meadow, and Sing Sing prisons. The reports contain monthly statements of receipts and expenditures at each institution. Statements include amounts spent on items such as equipment and wages and money received from the sale of goods manufactured at the prisons.

A0429. Opinions and correspondence of the attorney general interpreting criminal and prison laws, 1892-1957. 3 cu. ft. (11 volumes)

This series contains opinions sent from the attorney general to the Superintendent of State Prisons or the Department of Corrections. Most of these opinions respond to questions relating to sentencing and confinement of inmates and other legal issues. Some relate to cases of specific inmates while others pertain to general legal issues such as the authority of prison officials to perform certain duties.

Bureau of Records and Statistical Analysis

B1342. Inmate characteristics statistical files, 1956-1975 [computer file]. 1 cu. ft. (4 magnetic tapes)

This series consists of a computer-readable database of personal, social, and legal characteristics of inmates under custody in New York's correctional facilities from 1956 to 1975. This data was compiled for studying department operations, analyzing inmate population trends and characteristics, and evaluating the long-term effectiveness of

institutional programs. A user's guide and codebook are available to assist researchers in using the data.

Inmate Case Files

Division of Administration

14610. Inmate case files, 1894-1978. R 2,612 cu. ft.

These case files describe in great detail the background, arrest, classification, confinement, and parole of approximately 85,000 men and women confined in State prisons, reformatories, and institutions for defective delinquents. While the earliest case files date from 1894, the majority of the records relate to confinements from the 1920s through the mid-1950s. The contents of the case files document the basic Department of Correction functions of confining and habilitating offenders at appropriate security levels throughout the State.

Typical case files contain a number of records in five broad areas:

1. arrest and sentencing (pre-sentence investigation report, copy of sentence, correspondence with local police and prosecutors, etc.);
2. admission (receiving blotter, inmate record card, medical history, identification records, etc.);
3. classification (staff reports, psychiatric reports, psychological reports, Service Unit records, Reception Center reports, social disease record, employment record, correspondence, etc.);
4. confinement (chronological staff notes, staff reports, medical records, disciplinary reports, labor assignment records, education and general adjustment records, records of visits, correspondence, etc.);
5. and release/parole (parole application, staff reports, pre-parole reports, transcript of Board of Parole hearings, summaries of institutional history, certificate of release, parole reports, correspondence, etc.).

The content of the files also reflects the role of each institution in carrying out these functions. For example, case files from prisons where inmates were sent directly from the courts include detailed reports used in inmate classification. Case files from transfer prisons contain records from institutions where an inmate was previously confined; those from reformatories contain additional records relating to educational and training programs; and those from institutions for defective delinquents include additional psychological and psychiatric reports.

This series contains inmate case files from the following correctional institutions. These records are described further under the listing for the appropriate institution.

- Albion Correctional Facility, 1894-1968. 167 cu. ft.
- Attica Correctional Facility, 1940-1956. 49 cu. ft.
- Auburn Correctional Facility, 1914-1956. 161 cu. ft.
- Bedford Hills Correctional Facility, 1915-1930, 1955-1978. 169 cu. ft.
- Clinton Correctional Facility, 1920-1956. 108 cu. ft.
- Cossackie Correctional Facility, 1930-1965. 392 cu. ft.
- Eastern New York Correctional Facility, 1920-1956. 251 cu. ft.
- Elmira Correctional Facility, 1916-1956. 408 cu. ft.
- Fulton Correctional Facility, 1957-1978. 8 cu. ft.
- Great Meadow Correctional Facility, 1915-1956. 320 cu. ft.
- Green Haven Correctional Facility, 1930-1964. 10 cu. ft.
- Wallkill Correctional Facility, 1920-1965. 254 cu. ft.
- Woodbourne Correctional Facility, 1930-1970. 315 cu. ft.

Institutional Records

Albion Correctional Facility

- Western House of Refuge for Women
- Albion State Training School
- Western Reformatory for Women

Albion Correctional Facility is located in Albion, Orleans County. It is classified as a medium security correctional facility for females 16 years of age or older. It functions as a general confinement facility and a work release facility. Albion presently confines approximately 500 inmates.

The Western House of Refuge for Women at Albion was established by the Laws of 1890, Chapter 238. It opened in 1893 for women between the ages 15 and 30 who were convicted of petit larceny, habitual drunkenness, prostitution, or other misdemeanors. Albion's program included academic training to the sixth grade, vocational training, and religious training. It used a grading system to reward good behavior. Sentences were indeterminate and inmates could be held as long as five years. The institution operated under the jurisdiction of the State Board of Charities until 1926 when it was transferred to the new Department of Correction. In 1923, the name of the institution was changed to the Albion State Training School.

In 1931 (Chapter 546), the institution's name was changed to the Institution for Mentally Defective Delinquent Women. The institution took over the function of confining defective delinquent inmates from Bedford Hills, which in turn became the new State prison for women. In 1932, the institution's name was changed back to Albion State Training School but its function remained the same.

In 1957 (Chapter 802), the Western Reformatory for Women was also established at Albion. The reformatory used the same grounds and facilities as the Albion State Training School but they

were managed as separate institutions. In 1967, a narcotic rehabilitation center also opened at Albion and was operated by the Narcotic Addiction Control Commission. In 1970, the reformatory was renamed the Western Correctional Facility and the training school renamed the Albion State Institution. In 1971, the entire facility became the Albion Correctional Facility.

14610-78. Inmate case files, 1894-ca. 1968. R 167 cu. ft.

Approximately 7,000 inmate case files relate to women confined at the institution from 1894 to about 1968. Approximately 3,000 case files are included from the period when the institution functioned as a reformatory (1894-1931) and approximately 4,000 case files from the period when Albion served as an institution for defective delinquents (after 1931). There are no case files from the Western Reformatory for Women (1957-1970).

B1283. Correspondence, memoranda, and subject files, 1957- 1971. R 2 cu. ft.

These files from the warden's office relate to various aspects of Albion's administration from the late 1950s until 1971. A large amount of the material consists of memoranda from the Department of Correction to the warden relating to new legislation and policies affecting Albion. There is also a large quantity of correspondence and reports relating to Department of Mental Hygiene staff work at Albion.

B1278. Minutes of monthly meetings of the Board of Visitors, 1942-1946, 1949-1970. 1 cu. ft. (4 volumes)

These are typescript copies of monthly meetings held by Albion's Board of Visitors. The reports summarize activities at Albion during the previous month and highlight reports from the superintendent, the school staff, the hospital and dental clinic, and other areas of the institution.

B1255. Inmate admission registers, 1894-1948. R 10 cu. ft. (13 volumes)

These registers contain summary information relating to inmates admitted to the institution from 1894 to 1948. Information is provided on the inmate and her family in such areas as residence, social life, occupation, education, religion, morals, habits, and criminal history. For the inmate, there is more detailed information in these areas and additional information on physical characteristics, relationships to family members, and intelligence level. Through June 1931, the registers provide information relating to the inmate's education, work performance, and behavior at the institution and to the inmate's life during parole or after release. Beginning in July 1931, when the institution began to confine defective delinquent inmates, the information in the registers is limited to data taken at admission.

Western House of Refuge for Women

B1257. Superintendent's daily journal, 1895-1899, 1901. 1 cu. ft. (6 volumes)

This journal contains brief daily notations made by the superintendent relating to events occurring at the institution. The journal contains notes relating to inmates admitted, discharged, disciplined, sick, etc.; staff assignments and absences; activities in classes; names of visitors; construction and repairs to buildings; and special events such as concerts, plays, or class presentations.

B1279. Annual reports, 1902-1922 (with gaps). .2 cu. ft. (8 volumes)

This series contains Western House of Refuge annual reports for the years 1902, 1905, 1908, 1910, 1916, 1918, 1919, and 1922. The majority of the reports consist of statistics on the inmate population and individual reports summarizing activities of the various departments of the institution.

Albion State Training School

B0088. Daily census of inmate population, 1933-1945. 1 cu. ft. (1 volume)

This is a chronological record of inmates entering, leaving, and housed at Albion. The census contains numerical totals of inmates being confined; inmates received, discharged, or paroled; inmates at various locations including cottages; mothers and infants; and African-American women housed in congregate buildings.

B1282. Yearly statistical summaries of the inmate population, 1930-1942. .2 cu. ft. (12 volumes)

These summaries contain tables listing numbers of inmates comparing various categories of crime and sentencing with categories of inmate characteristics. Included are comparisons of types of crime with inmate age, mental age, mental and physical disabilities, employment, race, and country of birth.

B1281. Federal census schedules, 1926-1931. .5 cu. ft.

This series consists of copies of completed federal population schedules sent by Albion to the Bureau of Census. They include detailed summaries of Albion's inmate population, both individually and in aggregate. Included are schedules relating to admissions, discharges, paroles, and the institutional staff.

B0093. Principal keeper's daily journal of infractions and complaints, 1938-1969. R 4.5 cu. ft.

This is a daily record of inmate and officer infractions, punishments, and complaints compiled by Albion's assistant superintendent. The journal notes the name of inmate or officer, if there were previous complaints or offenses, the nature of offense or complaint, and action taken.

B0090. Psychological evaluation tests and reference information, 1952-1966. R 1 cu. ft.

This series contains materials used in the psychological testing of inmates including tests, test sheets, instructions for tests, mazes, Rorschach plates, etc. The records also include guidebooks for new inmates and rules for officers.

B1280. Management investigation hearing testimony, 1933. .2 cu. ft. (1 volume)

This series contains hearing testimony given at special meetings held by Albion's Board of Visitors in November, 1933. The testimony was given by Albion staff as part of the Board's investigation into mismanagement at the institution.

Western Reformatory for Women

B0092. Daily activity notebooks, 1960-1967. R 4 cu. ft.

These notebooks briefly record daily activities such as routine inspections, orders given by officers, visitors, infractions of rules, and disciplinary action.

B0089. Psychiatric and psychological statistical reports, 1959-1971. R 1 cu. ft.

This series consists principally of monthly statistical reports submitted by the Department of Mental Hygiene to the Department of Correction. The reports contain numerical summaries of inmates examined, receiving therapy, in group therapy, or transferred to another institution.

B0091. Psychological evaluation reports, ca. 1960-1970. R 4 cu. ft.

These reports consist principally of psychiatric progress notes, psychological reports, medication records, and other detailed documentation relating to individual inmate evaluation and treatment programs.

B1285. Lists of clothing and personal items brought by or given to inmates at admission, 1959-1966. R 1 cu. ft.

This series contains descriptive lists for approximately 75 inmates relating to clothing and personal items worn or carried in, issued to the inmate, or placed in storage for the inmate.

Lists include the inmate's name, number, birthdate and birthplace, marital status, religion, and race.

Attica Correctional Facility

Attica Correctional Facility is located in Attica, Wyoming County. It is classified as a maximum security correctional facility for the confinement of male felons 21 years and older who were committed from courts in the 5th, 6th, 7th, and 8th judicial districts. It also receives individuals 16 years of age and older from the Reception Center and other institutions. It functions as a general confinement facility, a detention center for males 16 years of age or older, and as a diagnostic and treatment center. The institution received its present name in 1970, when the Department of Correctional Services was established and its name was changed from Attica Prison. The inmate population is presently around 2,100.

The Laws of 1927, Chapter 56, appropriated funds for the construction of the prison which opened officially on June 14, 1931. Located in the western part of the State, Attica receives many parole violators who are apprehended in other states and returned to the Buffalo area. As a receiving prison, Attica utilizes a Classification Board to examine and classify inmates being received. The facility maintains a large industrial operation producing a variety of textile items and metal products. There is a large program of vocational and academic education. Attica maintains extensive programs in family services, mental health, and youth assistance. Many of Attica's progressive programs and expanded facilities were developed following the tragic September 1971 inmate riot which resulted in the deaths of 32 inmates and 9 hostages.

14610-88F. Inmate case files, ca. 1947-1956. R 49 cu. ft.

Approximately 800 case files relate to inmates confined at Attica from 1947 to 1956. Case files relate to inmates with Attica inmate numbers between #9382 and #14314. Beginning with 1949 files, the records in each case file are divided into three separate folders: a general records folder; a medical records folder; and a Service Unit folder containing records relating to inmate institutional progress and parole. These individual folders were consolidated together in these case files upon the inmate's release.

An online name index to inmates is available.

Auburn Correctional Facility

- Auburn Prison - Administration
- Auburn Prison - Finances and Industry
- Auburn Prison - Inmate Records
- Auburn Prison - Inmate Health Records
- State Prison for Women at Auburn

Auburn Correctional Facility is located in Auburn, Cayuga County. It is classified principally as a maximum security correctional facility receiving by transfer males 21 years of age or older. It functions as a general confinement facility, a detention center for males 16 years of age or older, and a diagnostic and treatment center. At present, Auburn has a population of approximately 1,700 inmates.

Auburn is the oldest existing State correctional facility. It was built to relieve overcrowding at Newgate Prison in New York City and received its first inmates in 1817. The "Auburn System" included separate confinement of inmates, congregate work during the day, enforced silence, lockstep walking, striped uniforms, and the use of the lash as punishment. It was the first institution to use separate cells for inmates. There was great interest in this new system throughout the penal community, and Auburn influenced the subsequent construction of many similar prisons in other states. Many of the harsher elements in the Auburn system eventually were phased out by the end of the 19th century.

In 1893, the State Prison for Women opened at Auburn. This prison used the facility that previously served from 1859 to 1893 as an asylum for insane male convicts. When the asylum closed, its inmates were transferred to Matteawan. Women had been previously confined at Auburn from its opening to 1838, when they were transferred to Sing Sing. The new State Prison for Women was the first prison for female felons established in the State. Auburn was utilized for older women who were second-term felons. Auburn coexisted with female reformatories at Albion, Bedford, and Hudson. While separate from the male prison, it still came under the administration of the men's prison. In 1933, the State Prison for Women was transferred to Westfield State Farm and the space was utilized for a greatly expanded industrial facility for the male prison.

On August 6, 1890, the State's first electrocution was performed at Auburn. Subsequent electrocutions were performed at Auburn until 1914 when all State executions were transferred to Sing Sing Prison. In 1929, there were two inmate riots which led eventually to extensive reconstruction of the facility. At present, Auburn contains large industrial facilities and inmates are engaged in producing a number of items including furniture, signs used by public works, and license plates for New York motorists. Since Auburn is not a receiving prison, an extensive classification program is not needed at the facility. Auburn does maintain comprehensive programs of vocational and academic education.

Auburn Prison - Administration

B0030. Annual reports of Auburn Prison and Prison for Women, 1919-1974. 5 cu. ft.

These reports, prepared by various members of Auburn's staff, contain statistical and descriptive information on prison finances, inmate population, labor, education programs, discipline, maintenance, and other matters relating to the operation of the prison.

B0077. Warden's office files, 1901-1973. R 8 cu. ft.

These are the warden's central administrative files containing a wide variety of records relating to inmates and the operation of the prison. Files include: correspondence to and from the warden; statements of inmate earnings; orders of inmate transfer; Special Orders; character references relating to inmates; monthly reports of inmates in segregation; daily prison reports; records of inmates granted furlough; records of inmate punishments; and information on volunteers.

B0069. Daily attendance reports of institution personnel, 1941-1942, 1951-1952. .5 cu. ft.

These are records of employee absences kept by the principal keeper. The records give date, name of staff member, title, reason for absence, and total number of staff absent.

B0071. Daily journal of inspector in charge, 1860-1871. .3 cu. ft. (1 volume)

This journal includes minutes of meetings of the Board of Inspectors with information on staff reports, resignations of staff, and other activities involving the inspectors.

B0028. Correctional Volunteer Services office files, 1970-1974. 1 cu. ft.

These are records relating to volunteer services at Auburn Correctional Facility. They include correspondence and memoranda, printed material on prison volunteer programs, volunteer handbooks, position papers on various topics, and inmate volunteer proposals.

Auburn Prison - Finances and Industry

B1230. General journal, 1866-1881, 1888-1893. 1 cu. ft. (3 volumes)

This general journal was the principal accounting record of original entry for the prison, documenting all financial transactions in chronological order as they occurred. Entries cover all prison receipts and expenses such as salaries, repairs, supplies, rations, and disbursements to released inmates.

B1236. General ledger, 1877-1888. .5 cu. ft. (1 volume)

This record functioned as the principal record of final entry for all Auburn's financial transactions. Entries document credits into accounts that the prison received money from and debits from accounts that the prison paid money to.

A1103. Day book of financial transactions, 1821-1825. .3 cu. ft. (1 volume)

This volume is a daily record of all the prison's financial transactions. The volume documents the name of the individual or account, goods and services provided, and amount of transaction.

B1277. Miscellaneous accounts journal, 1907-1920. .5 cu. ft. (1 volume)

This journal documents receipts and disbursements in Auburn's financial accounts such as maintenance, State industries, convict deposits, and special funds.

B1232. Cashbook, 1889-1892. .5 cu. ft. (1 volume)

The function of this cashbook was to provide an on- going record of the prison's income, expenditures, and cash balance. Most of the entries relate to various prison industry accounts such as brass, broom, chair, and iron castings.

B1227. Special funds expenditure journal, 1894-1910. 1 cu. ft. (2 volumes)

This journal documents expenditures in various prison accounts such as repairs, water system, library, and electrocution, arranged by date of expenditure.

B1229. Special funds expenditure ledger, 1893-1899. .5 cu. ft. (1 volume)

This ledger documents expenditures in various prison accounts (repairs, electrocution, etc.) arranged by name of account.

B1234. Expenditure ledger, 1894-1900. 2 cu. ft. (3 volumes)

This ledger documents prison expenditures in a number of categories such as salaries, rations, firewood, clothing and bedding, hospital, repairs, discharge and transportation of convicts, etc. Entries list the date of expenditure, name of individual or company, description of goods and services, and amount paid.

B1228. Disbursement journal, 1892-1900. 1 cu. ft. (2 volumes)

This series documents expenditures in prison accounts, most relating to prison industries such as hollow ware, iron castings, State industries, etc. For each expenditure, the journal lists date of entry, individual/company being paid, and amount paid.

B1274. Invoices, receipts, and vouchers relating to prison purchases, 1932. 1 cu. ft.

This series contains invoices, receipts, and vouchers documenting prison purchases of food, equipment, and supplies from September to December, 1932.

B1226. Contractor bid files relating to the purchase of food, equipment, and supplies, 1930-1932. 1 cu. ft.

This series contains records used in the selection of contractors to provide food, equipment, and supplies for the prison. The majority of the records are copies of specifications and proposals used in the purchase of these items.

B0074. Monthly sales journal, 1932-1938. 1 cu. ft. (1 volume)

This volume records the sale of products manufactured at Auburn. The record lists the name and address of the customer and total amounts purchased in each item category which include wood working, broom and basket, bed and brass, cloth, farm products, and women's industries.

B0072. Expenditures for broom, hollow ware, and iron castings industries, 1893-1897. .3 cu. ft. (1 volume)

This volume lists the monthly expenditures for the broom, hollow ware, and iron casting industries operated by the prison.

B0073. Daily report of moneys received by prisoners, 1907-1909. .3 cu. ft. (1 volume)

This volume documents money sent to inmates from outsiders and contains name of inmate, name of sender, amount, and date deposited.

Auburn Prison - Inmate Records

14610-88D. Inmate case files, 1935-1956. R 140 cu. ft.

Approximately 2,400 case files relate to inmates confined at Auburn from 1935 to 1956. Case files relate to inmates with consecutive numbers between #46554 and #53395. Reflecting Auburn's function as a transfer prison, case files contain many records from institutions of previous confinement, particularly Sing Sing and Elmira.

14610-77A. Inmate case files (Classification Clinic), 1914- 1950. R 21 cu. ft.

Approximately 2,500 partial case files relate to inmates confined at Auburn from approximately 1914 to 1950. The records relate to inmates with consecutive numbers between #34063 and #48133. The case files relate to different inmates than those represented in the 140 cubic feet of case files described above. These records were maintained in Auburn's Classification Clinic. While many files contain typical classification records (staff progress reports, psychological reports, reports of intelligence tests, etc.), the majority of the records are inmate health records such as medical histories, physical examination reports, and clinic and hospital reports.

B0082. Division of Parole. Auburn Prison inmate parole files, 1918-1955. R 117 cu. ft.

These case files were maintained by the Board of Parole to assist in its parole decisions on approximately 5,000 Auburn inmates. They relate to parole applications for Auburn inmates with inmate numbers between #26751 and #52654. While a portion of these records are duplicated in the two Auburn case file series described above, many records

in the parole files are unique. These include transcripts of the Board's hearings, the application for parole, pre-parole reports, monthly parole reports, violation of parole reports, and records relating to executive clemency cases. In addition to these case files, the Board of Parole generated the following related series relating to Auburn's male inmates: Minutes of meetings of the Board of Parole, 1905-1952 (B0076); Parole Board ledgers of applicants to be considered for parole, 1924-1935 (B0064); and Parole Board register of inmates paroled, 1893-1926 (B0075).

B0029. Case files of inmates discharged by death, 1933- 1963. R 5 cu. ft.

Case files of inmates who died at Auburn were pulled from the regular case files and kept separately. In addition to normal case file records, these contain records relating directly to the inmate's death including Department of Health burial permits, copies of telegrams to relatives, and a copy of the death certificate.

B1222. Inmate record cards, 1915-1970. R 38 cu. ft.

This series contains summary record cards for approximately 18,000 Auburn inmates released from 1915 to 1970. The cards contain summary information on each inmate's background, criminal activity, behavior and progress during confinement, and release from Auburn.

B1276. Classification Board inmate record cards, 1930-1939. R 1 cu. ft.

Approximately 1,500 individual inmate record cards provide summary information on inmates received at Auburn throughout the 1930s. The cards contain results of psychiatric interviews, psychological tests, and intelligence tests, and include psychiatric and administrative classifications used to place inmates in appropriate housing and programs.

B0059. Male inmate identification file, 1921-1936. R 2 cu. ft. (2 volumes)

These volumes, known as a "Bertillon Ledgers," provide detailed descriptions of the physical characteristics of each inmate. Included are detailed measurements of each inmate's head and hands, descriptions of the inmate's color, hair, teeth, and scars, marks, etc., and also information on the inmate's sentence and criminal history.

B0062. Daily reports of male population, 1879-1952 (with gaps). 1 cu. ft. (4 volumes)

These reports, varying over time, provide daily statistical information on the inmate population. This information includes the number of inmates confined at Auburn, admitted, transferred, in hospital, sent to Asylum, escaped, died, in segregation, and at other locations in the institution.

B0066. Registers of indefinite and definite sentences, 1897-1932. 1.2 cu. ft. (6 volumes)

These volumes provide summary information on each inmate such as crime, residence, term of sentence, and date of parole or discharge.

B0067. Registers of male inmates received, 1870-1891, 1900-1953. R 6 cu. ft. (6 volumes)

These volumes contain summary information on each inmate received into Auburn including date received, Auburn class (A, B, or C), physical characteristics, crime and sentence, occupation, nativity and family, and locations and dates of previous confinements.

B0068. Registers of male inmates discharged, [ca. 1816]-1894, 1908-1949. R 2 cu. ft. (6 volumes)

These volumes contain detailed information on inmates discharged from Auburn including their background, criminal history, sentencing data, work and behavior during confinement, and details about discharge.

B0031. Register of commutations, 1889-1912. 1 cu. ft. (4 volumes)

These volumes record information on inmates who had their sentence commuted. Included is information on the inmate's crime, sentence, date received at prison, work assignments, and date of discharge.

B1272. Inmate work assignment record cards, 1915-1932. 2 cu. ft.

Approximately 4,200 inmate record cards were used to record locations of inmate work assignments, including the various prison work camps. For each inmate, the cards provide name, number, sentence, location of assignment, and date each assignment began.

B1237. Inmate account ledger, 1873-1895. .5 cu. ft. (1 volume)

This ledger records credits and debits pertaining to inmate cash accounts.

B1231. Journal of inmate fines and compensation, 1917-1929. .5 cu. ft. (1 volume)

This volume, relating both to Auburn Prison and the State Prison for Women, lists names of inmates with number of days and amount of money fined.

B1223. Inmate punishment ledger, 1873-1941. R 2 cu. ft. (6 volumes)

This ledger documents inmate offenses and subsequent punishments given. The ledger provides summary information on the inmate's crime with a description and location of the offense and the name and type of punishment given.

B1224. Weekly reports of punishments imposed, 1934-1972. R 14 cu. ft.

This series contains copies of weekly reports listing disciplinary action imposed on Auburn inmates. For each case of disciplinary action, the reports lists the date and description of the offense, inmate name, officer making report, and punishment given. Many of the reports also include a more detailed report of the prison officer and a report of a hearing held to determine the punishment to be imposed.

A0780. Daily punishment reports, 1836-1846. .5 cu. ft. (1 volume)

These short narrative reports include the name of the prison officer, name of inmate, date and nature of offense, and punishment given.

B1271. Daily reports of inmate and officer infractions and punishments, 1968-1973. R 2 cu. ft.

This daily log lists infractions of the rules and penalties imposed on both inmates and prison officers.

B1225. Correspondence and report file relating to inmate escapes and captures, 1927-1934. R 1 cu. ft.

The majority of these records consist of correspondence, telegrams, and general releases notifying local police officials of inmate escapes and asking for assistance in the capture. Among other records are prison officer reports on the escape, reports from the warden to the Commissioner of Correction, and statements from the arresting officer used in claiming a reward for the capture.

B1006. Inmate scrapbook, 1962-1970. R .2 cu. ft. (1 volume)

This scrapbook, kept by an Auburn inmate, is entitled "Revolutionary Thoughts and Liberation." It contains photographs of weapons, riots, and bombings, and articles relating to African-American leaders and radicals.

Auburn Prison - Inmate Health Records

B0052. Physician's office files, 1915-1968. R 5 cu. ft.

These files include a broad range of records relating to the duties of Auburn's physicians over a long time period. Included are: admissions reports with detailed information on the inmate's physical characteristics and background; statistical reports providing summary information on the number of inmates treated in the clinic or hospital; reports on immunizations and special diseases; injury reports; budget and maintenance reports; pharmacy reports; etc.

B0057. Physician's registers of inmates admitted, 1900-1938. R 6 cu. ft. (8 volumes)

These registers provide summary information on each inmate admitted including background, physical description, medical history, and present health condition.

B0051. Physician's register of inmates discharged, 1909-1948. R 41.5 cu. ft. (3 volumes)

These volumes provide information on discharged inmates including a summary of the condition of the inmate's health when admitted and upon discharge.

B0065. Psychological evaluation reports, 1935-1942. R 1.5 cu. ft.

Compiled by Auburn's Classification Clinic, these files relate to individual inmate mental aptitude and educational achievement. Included are reports summarizing the inmate's background, scores on intelligence and personality tests, and general academic interest and aptitude.

B0085. Psychological evaluation tests, 1938-1961. R 4.5 cu. ft.

This series contains instructions and materials for the psychological testing of inmates. Included are mechanical assembly tests, mazes, cards and blocks, completed written tests, personality inventories, and charts of inmates tested.

B0010. Psychological examination reports, 1955-1962. R 3 cu. ft.

The majority of this series consists of reports describing individual inmates' results on intelligence tests, ink blot tests, and in counseling sessions.

B0058. Hospital daily statistical summary, 1904-1919. .3 cu. ft. (1 volume)

This is a daily statistical report of numbers of inmates in institution; sick in hospital; excused from labor; in punishment; and admitted and discharged.

B0056. Register of deaths, 1888-1937. R .3 cu. ft. (1 volume)

This record of inmates who died in prison includes inmate name, place of birth, age, crime, race, and date and cause of death.

State Prison for Women at Auburn

B1235. General journal, 1893-1895. .5 cu. ft. (1 volume)

This journal is the principal accounting record of original entry for the women's prison, listing all financial transactions in chronological order. Entries cover all prison receipts and expenses incurred during the period.

B1233. Expenditure ledger, 1898-1910. 2 cu. ft. (3 volumes)

This ledger documents prison expenditures in categories such as salaries, rations, clothing and bedding, etc. For each expenditure, the ledger lists the date, name of individual receiving payment, description of the goods and services, and amount paid.

B0053. Registers of female inmates received, 1893-1933. 1 cu. ft. (2 volumes)

These registers contain summary information on female inmates including occupation, color, marital status, crime, sentence, etc.

B1273. Inmate record cards, 1921-1933. R 1 cu. ft.

This series consists of summary record cards for approximately 350 women released from the prison. Included is information on the inmate's family, background, crime and sentence, health, work assignments, behavior, and release.

B0054. Female inmate identification file, 1909-1933. R .5 cu. ft. (1 volume)

This volume, known as the "Bertillon Ledger," provides detailed descriptions of the physical characteristics of each inmate. Included are detailed measurements of each inmate's head, face and hands, descriptions of the inmate's color, hair, teeth and marks, and also information on the inmate's sentence and criminal history.

B0063. Daily reports of female population, 1893-1906. .3 cu. ft. (1 volume)

This is a daily statistical record of inmates that includes the number of women confined, received, and discharged.

B0055. Register of female inmates discharged, 1893-1919. 1.5 cu. ft. (1 volume)

This record of women discharged from Auburn includes basic summary information about the inmate's background, crime and sentencing, confinement, and release.

B0060. Register of commutations for female inmates, 1920-1930. .3 cu. ft. (1 volume)

This register provides summary information on women discharged from Auburn by commutation of sentence. It provides information on the crime and sentence, amount of commutation earned, and date of discharge.

B0050. Division of Parole. Auburn Prison female inmate case files, 1920-1930. R 2 cu. ft.

These records were maintained by the Board of Parole at Auburn. The files relate to the application, parole decision, and parole of several hundred women confined at Auburn.

Bedford Hills Correctional Facility

- Superintendent's Office
- Prison Division
- Reformatory Division

Bedford Hills Correctional Facility is located in Bedford Hills, Westchester County. It is classified as a maximum security correctional facility for females 16 years of age or older. It functions as a general confinement facility, a reception center, a detention center, and a diagnostic and treatment center. At present, approximately 800 inmates are confined at Bedford Hills.

The facility at Bedford Hills originated with an 1892 law (Chapter 637) providing for a reformatory for women. The reformatory opened in 1901 under the jurisdiction of the State Board of Charities. Admitted were women 16 to 30 years of age who were convicted of a misdemeanor. The reformatory was authorized to receive women from the 1st, 2nd, 3rd, and 9th judicial districts. Women were given indeterminate sentences with the eventual length of the sentence based on their progress at Bedford. The institution's program was centered on a system of rewards for good behavior and accomplishment in academic and vocational training. In 1910, the name of the institution was name changed to the New York State Reformatory.

In 1920 (Chapter 774), the legislature established at the reformatory a Division for Mentally Defective Women. A previous 1919 law authorized the examination, certification, and commitment of "mentally deficient" women (i.e., women who tested as having low intelligence). Women over 16 years of age who were arrested or convicted of a misdemeanor or felony thereafter could be committed to Bedford upon certification of the mental defect by two examiners. The law was based on the assumption that women of low intelligence were susceptible to criminal activity and needed segregation from the public and from other inmates. The Division carried on extensive psychiatric and psychological testing in other correctional institutions. Women who were found to be of low intelligence could be transferred to Bedford.

This Division was maintained at Bedford until it was transferred to Albion in 1932. In 1932, the name of the Bedford institution was changed to the Westfield State Farm. The reformatory program was continued. In 1933, a separate prison section was opened. The State Prison for Women at Auburn was closed and inmates were transferred to this new prison at Bedford. In 1970, name of the entire facility was changed to the Bedford Hills Correctional Facility.

14610-77B. Inmate case files, ca. 1915-1930, 1955-1965. R 12 cu. ft.

This consists of approximately 600 case files in two groups. The first group pertains to approximately 500 reformatory inmates confined at Bedford from about 1915 to 1930. These files include reports on approximately 50 women who were examined at Bedford's Laboratory of Social Hygiene. The second group of case files pertain to approximately 80 women confined at the State Prison from approximately 1955 to 1965.

14610-88E. Inmate case files, ca. 1940s-1960s. R 42 cu. ft.

These are medical case history files of inmates released from Westfield State Farm during the 1940s, 1950s, and 1960s.

14610-91. Inmate case files, 1957-1978. R 115 cu. ft.

These are case files of inmates release from Westfield State Farm and Bedford Hills Correctional Facility through 1978.

B1012. Daily ward log books, 1957-1968. R 3.5 cu. ft.

These log books document daily activities at Westfield State Farm. They include population counts, names of inmates not in cells, records of visitors, and names of officers on duty.

B1017. Ledger of miscellaneous expenses and appropriations, 1935-1945. .5 cu. ft. (1 volume)

This ledger includes balances for a number of accounts of Westfield State Farm including Prison Capital, Industry, Work in Process, Vouchers Payable, and Inter- Prison Account.

B1284. Daily journal, 1960-1964, 1972. R 1 cu. ft. (7 volumes)

This series consists of a daily journal that includes one or two pages summarizing each day's activity at the Westfield State Farm. The journal includes names of officers on duty, names of ill inmates, number of inmates at special activities, and a summary of disciplinary actions.

B1013. Daily inmate and officer log, 1960-1965. R 1 cu. ft. (6 volumes)

This series consists of a daily record used to track locations of officers and inmates. The log includes names of officers on duty, names of inmates at special locations, and a daily inmate count.

Superintendent's Office

B1018. Subject files, ca. 1962-1974. R 4 cu. ft.

These records include correspondence, memoranda, reports, minutes, and other material relating to Westfield's administration and supervision of inmates and staff. Topics include copies of policies and procedures, staff work schedules, staff training programs, daily and weekly activity schedules, meeting minutes, procedures, inspection and accident reports, staff reports, inmate classification reviews, and annual reports.

Prison Division

B1014. Receiving blotters, 1933-1952. R 2 cu. ft. (4 volumes)

These blotters record basic information on each inmate at the time of admission. Categories of information include the inmate's family and social background, educational and work history, physical characteristics, and criminal history.

B1016. Register of parole applicants, ca. 1945-1955. 1 cu. ft.

This series consists of records pertaining to the parole eligibility of Bedford inmates. Listed is the inmate's name and number, crime, date received, length of minimum and maximum sentence, number of punishment days lost, and amount of "good time" earned.

Reformatory Division

B1015. Receiving blotters, 1931-1952. R 4 cu. ft. (4 volumes)

These records contain summary information on each inmate received into the reformatory. Contained is information in categories such as the inmate's physical characteristics, family and social background, educational and work history, and criminal history.

B1022. Inmate record cards, ca. 1929-1940. R 1 cu. ft.

This series consists of 8" x 9" cards containing summary information on approximately 1,000 Bedford reformatory inmates. Included is information on the inmate's background, crime, psychological testing and classification, medical history, housing assignments at Bedford, and date of release.

B1011. Inmate misbehavior case files, ca. 1964-1974. R 6 cu. ft.

These individual files contain records relating to inmate infractions of Bedford's rules. Records include conduct and disciplinary reports, certificates of inmate search, Adjustment Committee reports, and inmate misbehavior reports.

B1010. Inmate work release case files, ca. 1973-1974. R 2 cu. ft.

These records relate to work release programs involving approximately 60 inmates. Included are work release agreements, reports on inmate work performance, request for funds, and correspondence and memoranda.

Clinton Correctional Facility

- Clinton Prison - Administration
- Clinton Prison - Finances and Industry
- Clinton Prison - Inmate Records
- Clinton Prison - Inmate Health Records
- Dannemora State Hospital
- Adirondack Correctional Treatment and Evaluation Center

Clinton Correctional Facility is located at Dannemora, Clinton County. It is classified principally as a maximum security correctional facility for males 21 years of age and older. Clinton functions as a general confinement facility, a reception center for inmates from the 4th and part of the 5th judicial districts, a detention center for males 16 years of age or older, and a diagnostic and treatment center. Clinton is the largest facility in the corrections system, presently confining approximately 2,700 inmates.

In 1844 (Chapter 245), the legislature authorized the construction of a prison to employ inmates in the mining and manufacturing of iron. Clinton Prison opened in 1845. While inmates were engaged in mining and smelting of iron ore during the 1800s, Clinton's inmate labor activity has consisted primarily of road work, forestry and the manufacture of iron, nails, fur hats, and clothing for State government. During its history, inmates transferred to Clinton have been those with lengthy sentences, discipline problems, or drug addictions. Also, inmates with tuberculosis were usually sent to Clinton to take advantage of its unique Adirondack climate and special hospital facilities. Executions were performed at Clinton from 1895 until 1914, when all executions were transferred to Sing Sing Prison. Inmate disturbances in 1929, resulting in several deaths and injuries, helped lead to extensive reconstruction of the prison during the 1930s and early 1940s.

Clinton was also the site of the Dannemora State Hospital for Insane Convicts which opened in 1900. Dannemora confined and cared for male inmates who were declared insane while serving sentences. Matteawan State Hospital transferred to Dannemora all male inmates who had at least six months left to serve on their sentences. Males serving sentences for felonies in State prisons, reformatories, or penitentiaries, and who were declared insane, were also transferred to Dannemora. In 1912, the name of the institution was changed to the Dannemora State Hospital. In 1972, Dannemora closed and all inmates were transferred to Matteawan.

When Dannemora State Hospital closed, the site became the Adirondack Correctional Treatment and Evaluation Center. This facility offered programs for the habilitation of persistent offenders and included a diagnostic team of specialists in psychiatry and psychology. In 1975, the Center closed and the site was converted into the Clinton Annex, a medium security facility for male inmates. Camp Adirondack, a medium security work camp, was also established at the site in 1975. The following year, Camp Adirondack was transferred to Ray Brook and was renamed the Adirondack Correctional Facility.

Clinton Prison - Administration

B0120. Correspondence and subject files of the warden, 1932-1951. R 1.5 cu. ft.

This series contains correspondence, memoranda, and printed forms concerning a variety of subjects relating to the prison including: accidents involving inmates; aliens (including lists of alien inmates); fires; inmate grievance procedures; lands owned by the prison; and medical reports from the prison hospital and clinic.

B0118. Outgoing correspondence of agent and warden, 1845-1912. .5 cu. ft. (3 volumes)

This series contains copies of letters from the agent and warden to State prison inspectors, other State officials, and members of the public concerning administration of the prison, maintenance of inmates, and the mining and manufacture of iron.

B0121. Deputy warden and deputy superintendent inmate supervision files, ca. 1964-1974. R 1.5 cu. ft.

This series contains various records relating to inmate supervision, including copies of weekly punishment reports; internal memoranda; roll calls for prison officers; reports of cases heard by the Board of Parole; minutes of the Adjustment Committee; and records relating to cases when inmates requested protective custody.

B0117. Warden's daily journal, 1904-1909, 1912-1913. .5 cu. ft. (3 volumes)

This journal contains daily entries that include the names and numbers of inmates admitted, discharged, or punished and notations on infractions of rules, punishments, and inmate complaints.

B0115. Diary of the principal keeper, 1868-1884. .3 cu. ft. (2 volumes)

Daily diary entries include information on numbers of inmates, inspection visits, disciplinary incidents, escapes, deaths, construction and repairs, and other prison events.

B0110. Book of general and special orders, 1873-1874. .3 cu. ft. (1 volume)

Contains copies of general and special orders from the agent and warden concerning the duties of keepers and guards, rules for inmates, and other administrative procedures.

B0116. Record book of prison inspectors, 1848-1864. .3 cu. ft. (2 volumes)

This series contains minutes of meetings of the Board of Prison Inspectors and monthly reports of the inspector in charge. The records concern all aspects of the administration of the prison, such as changes in personnel, manufacture of iron, and financial accounts.

B0119. Annual reports, 1922-1953. 1.3 cu. ft. (20 volumes)

These reports usually contain summary statistics on inmate population and prison finances and reports from various units of the prison including the commissary, school, library, hospital, chaplain, psychiatrist, and industries.

B0095. Photographs of Clinton Prison, ca. 1900-1969. R 4 cu. ft.

Approximately 1,500 photoprints and glassplate and film negatives, mostly dating from 1932 to 1945, include views of prison buildings and facilities and locations of accidents, assaults, suicides, and other special occurrences. Included are photographs of inmate art, inmate fingerprints, and tattoos used for identification purposes.

Clinton Prison - Finances and Industry

B0103. Ledger of appropriations and disbursements, 1844-1854, 1859-1873, 1876. .5 cu. ft. (1 volume)

This ledger records amounts received from the State, amounts received in sales from prison industry, and amounts disbursed for various expenses and special purposes.

B0104. Journal of receipts and disbursements, 1846-1854. .5 cu. ft. (1 volume)

This is a daily account of receipts and expenditures at the prison. Amounts paid out were primarily for payroll, expenses of prison inspectors, food, fuel, supplies, and materials for mining and manufacturing.

B1247. Voucher register, 1848-1873. 1 cu. ft. (2 volumes)

This is a chronological record of all vouchers paid by the prison agent in response to invoices received from contractors.

B0106. Keeper's time book for convict labor, 1849-1856. .3 cu. ft.

This book documents inmate labor at the prison's iron ore separator. The record provides names of inmates, daily attendance, and total number of days worked.

B0109. Agent's book of contracts, 1853-1864. .3 cu. ft. (1 volume)

This volume contains copies of contracts made by the prison agent with individuals and firms for the mining and manufacturing of iron, nails, and other products.

B1252. Profit and loss journal, 1870-1875. .5 cu. ft. (1 volume)

This journal contains information on approximately 150 accounts relating to the prison's production of iron and nails. The journal lists the name and amount of the account and a short description of the items supplied.

B1253. Prison inventory and financial accounts ledger, 1871-1873. .2 cu. ft. (1 volume)

This volume contains a 129-page inventory listing every item of furniture, equipment, and property at the prison in 1873. In addition, the volume contains information on several accounts of money owed to the prison that were considered to be bad debts.

B0108. Record of ores mined by prison labor, 1871-1877. .3 cu. ft. (1 volume)

This volume documents ores mined by prison labor under contract to several firms. Entries provide the date and amounts of ore mined with monthly totals.

B0112. Journal of expenditures for shirt industry, 1891-1892. .3 cu. ft. (1 volume)

This is a daily record of purchases of cloth relating to prison tailoring. Each entry provides the quantity, description, and price of article purchased.

B1246. General ledger, 1899-1910. 1 cu. ft. (1 volume)

This is the principal record documenting the prison's financial transactions. In particular, it records the production of iron and nails, textiles, woodenware, tinware, and other items and their sale to State and local government.

B1248. Cash book, 1910-1915. 1 cu. ft. (1 volume)

This journal records the prison's cash receipts, disbursements and balances during this five year period.

B0114. Manufacturing department inmate employees time book, 1910-1917. .3 cu. ft. (1 volume)

For inmates in the prison's manufacturing department, this record documents job titles, rate of pay, absences from work, and total days worked each month.

B0113. Travel expense account of prison employees, 1911-1915. .3 cu. ft. (1 volume)

This volume documents the expenses of prison employees who travelled extensively while escorting escapees or parolees to prison, investigating parolees' employment opportunities, etc.

Clinton Prison - Inmate Records

14610-77. Inmate case files, ca. 1930-1956. R 70 cu. ft.

Approximately 1,600 case files relate to inmates confined at Clinton from approximately 1930 to 1956. The case files relate to inmates with inmate numbers between #16755 and #27620.

14610-91B. Inmate case files, 1940-1954. R 38 cu. ft.

These are case files of inmates with inmate numbers ranging from #26656 to 34051.

B0122. Pre-parole case files, ca. 1967-1975. R 7 cu. ft.

These case files were generated at Clinton's Diagnostic and Treatment Center. They include inmate identification records, staff reports, parole evaluation reports, correspondence, certificates of parole, reports of violation of parole, and other materials relating to an inmate's progress during confinement and parole.

B0098. Inmate admission ledgers, 1846, 1851-1866, 1926-1948. R 2 cu. ft. (10 volumes)

These ledgers provide summary background information on each inmate including physical characteristics, family, education, religion, habits, residence, employment, and criminal history.

An online finding aid is available.

B0142. Alphabetical register of inmates, ca. 1905-1907, 1910. 1 cu. ft. (3 volumes)

These volumes contain inmate name and number, company and cell number, date received, county where convicted, crime, minimum sentence, and information on discharge or parole. For some inmates, the volumes also provide the inmate's grade, age, color, and occupation.

B0097. Inmate record cards, 1914-1975. R 28 cu. ft.

These cards summarize the inmate's background and prison disciplinary record. They provide basic information on the inmate's criminal history, present sentence, family, education, employment, etc. The cards also record disciplinary actions, meetings before the Board of Parole, and inmate work at the prison.

B0096. Daily inmate population census journals, 1920-1942. R 4 cu. ft. (16 volumes)

This record contains a morning and evening census of inmates providing total numbers of inmates located at particular areas of the prison when the census was taken. Notes in the

journals include additional information such as names of transfers to or from the prison, summaries of meetings, construction and repairs, escapes and captures, disciplinary action against officers, statistics of attendance at church services, observations of the weather, etc.

B0107. Hall keeper's daily record, 1929-1969. R .3 cu. ft. (1 volume).

This record is a statistical register of the inmate population for each day of the month. Each entry gives total count of prisoners and number of inmates discharged, received, paroled, at court, or on funeral or sick visit.

B0094. Daily disciplinary record, 1895-1896, 1929-1946, 1969-1976. R 2 cu. ft. (2 volumes)

This record contains information on daily punishments and assignments of inmates and officers including the names of inmates, description of infractions or complaints, and types of punishments given.

B0105. Chaplain's Office statistical register, ca. 1889-1897. .5 cu. ft. (1 volume)

This volume provides summary information on inmates including name and number, color, date of reception, crime, where born, family relations, religious life, habits, education, employment, and criminal history.

Clinton Prison - Inmate Health Records

B0123. Medical and psychiatric diagnostic files, 1934-1967. R 132 cu. ft.

These files contain inmate medical and psychiatric and other reports that were prepared by prison clinic staff to determine the physical and mental condition of inmates. The files include inmate blotters, extensive social and medical histories, psychological and psychiatric reports, pre-parole reports, and other detailed records relating to inmates. Many of these records duplicate those normally found in an inmate's case file.

B0100. Physician's register of inmates admitted, 1890-1918. 1 cu. ft. (2 volumes)

This register provides basic medical information on inmates as they were received into the prison. The register lists information in categories relating to the inmate's family, social, and criminal background, physical description, and physical health.

B0101. Register of surgical cases, 1897-1918. .3 cu. ft. (1 volume)

This volume contains a list of inmates admitted to the prison hospital and includes a description of surgery performed, postoperative treatments, and the patient's condition after surgery and treatment.

B1249. Physician's daily log of inmates received, treated, and discharged, 1898-1901. .2 cu. ft. (1 volume)

This log provides daily, monthly, and yearly totals of inmates treated by Clinton's physician. In addition, the log provides information on the type and number of meals served in the hospital.

B0102. Hospital admission and treatment registers, 1901-1911. 1 cu. ft. (2 volumes)

These volumes provide information on inmates admitted to the prison hospital and describes any treatments given during the hospital stay.

B0099. Register of hospital admissions (tubercular patients), ca. 1902-1903. .3 cu. ft. (1 volume)

This is a register of the hospital ward that cared for tuberculosis patients who had been transferred to Clinton from other institutions. The register contains information on the inmate's general health, nationality, family and social background, and source of infection.

B1250. Daily log of morning clinic, hospital, and tuberculosis treatments, 1914-1938. 1 cu. ft. (2 volumes)

These volumes provide basic information on numbers of inmates treated in the prison's clinic and hospital with separate listings of dates and nature of treatments of tuberculosis patients.

Dannemora State Hospital

A1505. Inmate data cards, 1900-1972. R 5.3 cu. ft.

This series consists of index cards providing basic biographical, criminal, and psychological histories of inmates housed at Dannemora. Included is information on the inmate's crime and sentence, criminal history, nativity and family background, previous institutionalization, use of drugs and alcohol, mental tendencies (suicidal, criminal, heredity, homicidal, etc.), and the date of release.

A1502. Inmate commitment files, ca. 1900-1961. R 5 cu. ft.

These records, maintained separately from an inmate's case files, relate to an inmate's commitment to Dannemora. They contain certificates of recovery from mental illness, statements of transfer, inventories of inmates' possessions, applications for writs of habeas corpus, inmate correspondence, newspaper clippings, and orders for withdrawal of writs of habeas corpus.

B0149. Psychiatric examination case files, ca. 1968-1971. R 1.5 cu. ft.

These are case files of inmates who received psychiatric examinations at Dannemora. After these examinations, inmates were transferred to a State mental health facility or back to a correctional institution. Each file contains a personal history form providing information on the inmate, his background, criminal history, and the results of the psychological testing.

A1503. Protestant Chaplain interview files from Dannemora State Hospital and State prisons, ca. 1940-1973. R .5 cu. ft.

These files primarily contain forms completed by Protestant chaplains during interviews conducted to determine the religious affiliations of inmates. Most were completed by chaplains at Dannemora although some were prepared by chaplains at other institutions. The records provide information on the inmate's crime and sentence, background, criminal history, and church affiliation. Some forms include additional information on religious beliefs and on church attendance and activities.

Adirondack Correctional Treatment and Evaluation Center

B0151. Executive office files, 1966-1975. R 24 cu. ft.

This series contains records generated in the administration of Adirondack as well as Dannemora and Clinton. Records include correspondence, memoranda, reports, conference materials, policies and procedures, rules and regulations, forms, manuals, admission requests, work rosters, transfer orders, punishment reports, and other records relating to various programs of these institutions.

B0150. Principal keeper's discipline summary card file, ca. 1966-1975. R 2 cu. ft.

This series consists of record cards providing basic information on Adirondack inmates transferred from other correctional institutions. These cards were maintained by the principal keeper at each of these institutions of previous confinement. Information is included on the inmate's crime and sentence, family, work and educational background, and criminal history. Included also is a disciplinary record detailing infractions and punishments given during the inmate's confinement.

Coxsackie Correctional Facility

Coxsackie Correctional Facility is located in West Coxsackie, Greene County. It is classified as a maximum security general confinement facility and detention center for males between the ages of 16 and 21. Coxsackie presently confines approximately 1,000 inmates.

The New York State Vocational Institution, established by the Laws of 1932, Chapter 538, opened in March 1935. The first inmates received at this institution, generally known as "Coxsackie," were older inmates from the New York House of Refuge which was being closed after serving as a juvenile reformatory since 1825. Coxsackie continued this reformatory function, providing inmates with a program of academic and vocational education. Industrial training is presently provided in mechanics, machine shop, printing, and other trades, as well as training in agriculture. For the first ten years of its operation, Coxsackie received inmates by direct commitment from the courts. Since 1945, with the opening of the Elmira Reception Center, Coxsackie has received nearly all its inmates from this Center.

14610-88C. Inmate case files, 1930-1965 (bulk 1935-1960). R 392 cu. ft.

Approximately 7,500 case files relate to inmates confined at the New York State Vocational Institution from 1935 to 1960. The case files relate to inmates with consecutive numbers between #1 and #10362. The earliest of these case files include records from the New York House of Refuge which transferred its inmates to Coxsackie when it closed in 1935. Reflecting the institution's function as a reformatory, the case files include a large number of records relating to inmate academic and vocational training. The records include extensive psychiatric and education reports and reports from the institution's adjustment/assignment committee.

Eastern New York Correctional Facility

- Eastern New York Reformatory
- New York State Institute for Male Defective Delinquents

Eastern New York Correctional Facility is located at Napanoch, Ulster County. It is classified as a maximum security correctional facility, to be used as a general confinement facility for males 16 years of age or older. Many of the inmates are from the New York City area and have sentences of less than one year. Eastern presently confines approximately 1,100 inmates.

The Laws of 1892, Chapter 336, established the Eastern New York Reformatory. The institution opened on October 1, 1900. Administered by the Superintendent of State Prisons, Eastern received prisoners from any State prison or reformatory. Most of its inmates were transferred from the New York State Reformatory at Elmira. In 1906, the State Board of Managers of Reformatories was established and given authority over both the Elmira and Eastern reformatories. They appointed a superintendent for each institution.

The Laws of 1921, Chapter 483, changed Eastern from a reformatory into the Institution for Male Defective Delinquents at Napanoch. The control of Napanoch was taken from the Board of Managers of State reformatories and placed under the State Commission for Mental Defectives. The institution was similar to Bedford's division for defective delinquent women. The new institution had the function of caring for, training, and treating defective delinquent inmates over the age of 16. Sent to Napanoch were individuals charged with committing a crime who were judged to be mentally defective by a board of examiners. Usually admitted were individuals who

were judged to have IQs under 70. In addition, inmates at other institutions could be examined and subsequently transferred to Napanoch. All sentences at Napanoch were indefinite. The Napanoch program focused principally on discipline and military drill. There was a large farming program as well.

In 1927, the institution was placed under the Department of Mental Hygiene and the following year put under the Department of Correction. In 1958 (Chapter 370), Napanoch was renamed the Eastern Correctional Institution. Part of the institution was for regular inmates while another part continued for inmates of below-normal or borderline intelligence. In 1966 (Chapter 819), the institution was renamed the Catskill Reformatory. Inmates considered defective delinquent were sent to the Institution for Mental Defective Delinquents at Beacon. In 1970, the institution was given its present name.

Eastern New York Reformatory

A0636. Annual reports and handbooks, ca. 1880-1920. 2 cu. ft.

This series contains printed annual reports and handbooks prepared by Elmira Reformatory's Board of Managers. Included are annual reports by the Board of Managers of Reformatories which had jurisdiction over both Elmira and the Eastern New York Reformatory. The reports include information on both institutions.

B0133. Admission register, 1900-1908. .3 cu. ft. (1 volume)

This register contains summary information on inmates received at the reformatory from October 1, 1900 to August 29, 1909. The majority of the inmates were received from Elmira. This includes information on the inmate's family background, criminal history, present crime and sentence, and a physical description of the inmate.

B0132. Discharge register, 1900-1909. .3 cu. ft. (1 volume)

This register contains summary information on inmates discharged from the reformatory from November 14, 1900 to September 30, 1909. Included is information on the inmate's background, crime and sentence, health when convicted and at discharge, and type of discharge.

B0127. Biographical register of men returned for parole violations, 1916-1920. 1 cu. ft. (1 volume)

For each inmate returned to the reformatory for violating parole, this register contains two pages of information on the inmate and his violation. Included is information on previous criminal history; the crime; the trade taught at the reformatory; situation during parole; the employment and criminal history of family members; and a prognosis on the ability of the inmate to reform. Included is a statement by the inmate regarding the

violation, a report by the parole officer, and a report by the prison physician on the inmate's physical and mental health and moral character.

New York State Institution for Male Defective Delinquents

14610-88B. Inmate case files, 1920-1956. R 251 cu. ft.

Approximately 7,000 case files relate to inmates confined at the Institution for Male Defective Delinquents at Napanoch from 1921 through 1956. The case files relate to inmates with Napanoch inmate numbers between #1 and #7893. Many of the inmates were transferred to Napanoch from other institutions and case files contain many records from these previous confinements. Most of the records in these case files are similar to records in case files from other corrections institutions documenting the arrest, sentencing, confinement, and release/parole of the inmate. In addition, the Napanoch case files contain a number of psychological and psychiatric records used to test, evaluate, and classify its unique defective delinquent population. These special records include certificates of mental defect, extensive staff reports, medical histories, correspondence relating to previous confinements, results of academic achievement and intelligence examinations, psychological and psychiatric examination reports, and habeas corpus petitions.

Elmira Correctional and Reception Center

Elmira Correctional and Reception Center is a maximum security facility located in Elmira, Chemung County. It occupies the land and buildings formerly occupied by the Elmira Correctional Facility and the Elmira Reception Center. The facility serves as a reception facility for every male between the ages of 16 and 21 committed to the Department of Correctional Services under an indeterminate or reformatory sentence from all judicial districts of the State. It serves also as a general confinement facility for males between the ages of 16 years of age or older and as a diagnostic and treatment center. Elmira maintains a varied program in vocational and academic training and operates a large printing shop. Presently there are approximately 1,300 inmates in general confinement and 400 inmates confined in the reception center.

Construction of the institution was approved by the legislature in 1871 (Chapter 715) and it opened in 1876 as the New York State Reformatory at Elmira. Elmira was one of the most important penal institutions in the country at the end of the 19th century. The philosophy of the institution, unique at the time, was that inmates should be reformed and that this reform was to be obtained through individualized treatment aimed at physical, intellectual, industrial, and moral training. Important segments of Elmira's program included indeterminate sentencing, vocational education, military squads, a detailed mark system, and the first broad use of parole in the country. Despite the apparent early success of the Elmira program and its emulation by other states, subsequent investigations uncovered serious abuses in the program and eventually led to changes in the administration and program at Elmira by the turn of the century.

Elmira was under the general supervision of the State Board of Charities from 1876 to 1894 when it was placed under the jurisdiction of the State Commission of Prisons. Elmira was directed by a Board of Managers appointed by the governor. In 1906, the legislature created a State Board of Managers of Reformatories to manage both Elmira and the Eastern New York Reformatory at Napanoch. When the Napanoch reformatory went out of existence in 1921, this Board continued to govern Elmira. In 1926, the legislature created a Department of Correction and placed the management of Elmira under the Commissioner of Correction. In 1933, the institution was renamed the Elmira Reformatory. It was renamed the Elmira Correctional Facility when the new Department of Correctional Services was established in 1970.

14610-88A. Inmate case files, 1920-1956. R 200 cu. ft.

Approximately 22,000 partial inmate case files relate to inmates confined at Elmira from about 1920 to 1956. These files reflect the practice of filing inmate medical records separately from the general case files. 18,000 of the files contain medical records of inmates (with consecutive numbers between #30,100 and #49,226) confined from about 1920 to 1950. The remaining 4,000 files are general inmate case files for inmates (with consecutive numbers between #42,785 and #55,193) confined from 1937 to 1956. These files do not include any classification records normally found in inmate case files. The classification records were also filed separately from the general case files and may be contained in the separate accession of classification files described below. (14610-88A)

14610-81. Inmate case files (Classification Clinic), 1916- 1939. R 208 cu. ft.

Approximately 19,000 partial case files relate to inmates confined at Elmira from 1916 to 1939. These files relate to inmates with consecutive numbers between #26,190 and #44,163. Most of these files were prepared by Elmira's Classification Clinic or earlier research or psychiatry departments. They consist principally of staff progress reports, psychiatric and psychological reports, reports of intelligence and achievement tests, and various correspondence and memoranda. These classification files were filed separately from the general and medical case files (see description above).

B0131. Admission registers, 1877-1950. R 6 cu. ft. (11 volumes)

These registers contain summary information on each inmate at the time of their admission to Elmira. They contain information on the inmate's crime, length of sentence, physical features, nationality, and religion. Early volumes also contain information on the inmate's occupation and any physical peculiarities.

An online finding aid is available.

B0141. Biographical registers and receiving blotters, 1879-1957. R 210 cu. ft. (169 volumes)

These registers contain two-page summaries on inmates admitted to Elmira. The majority of the information was recorded at the time of admission with only minor notations relating to inmate conduct during confinement and discharge. Included is information on

the inmate including family background, nativity and residence, the crime and sentencing, physical characteristics, previous criminal record, date and type of discharge, and subsequent arrests or sentences.

B0125. Daily register of inmates received, transferred, paroled, and discharged, 1877-1883. .3 cu. ft. (1 volume)

This is a daily record of changes in Elmira's inmate population. For each day that a change occurs, the register lists names of inmates that were received, transferred, discharged, paroled, pardoned, escaped, deceased, or returned. The register also includes monthly cumulative totals.

B1270. Inmate receiving register (Classification Clinic), 1936-1949. R .3 cu. ft. (1 volume)

Maintained by Elmira's Classification Clinic, this register contains basic information on each inmate such as name, date received, room number, nativity, religion, and color.

B1111. Inmate receiving register, 1940-1948. .3 cu. ft. (1 volume)

This register provides name of inmate and date received.

B0139. Index to inmate consecutive numbers, 1877-1947. 16 cu. ft. (21 volumes)

This index provides name and consecutive number for each inmate, arranged roughly by inmate name.

B1110. Registers of new inmates received by county of sentencing, 1935-1940. .5 cu. ft. (2 volumes)

This register records a new inmate's name, sentencing date, date received, and consecutive number.

B0130. Register of men returned for violation of parole, 1907-1948. R 2 cu. ft. (2 volumes)

For inmates returned for parole violations, this register provides information such as dates of admission and return, date of maximum sentence, crime and county of sentencing, occupation, color, and educational level.

B0136. Biographical register of men returned for parole violations, 1913-1937. R 10 cu. ft. (10 volumes)

For each inmate returned, this register provides two pages of information including the inmate's crime; date paroled and length of parole; the inmate's situation during parole; employment and criminal history of family members; inmate statement on the violation; parole officer's report; and a prognosis on the ability of the inmate to reform.

B0129. Biographical register of federal prisoners, 1902-1934. R 2 cu. ft. (2 volumes)

This register includes information on inmates who were sent to Elmira from federal courts. Included is information on the inmate's crime, sentence, criminal history, family history, program at Elmira, and discharge.

B1000. Inmate nationality register, ca. 1908-1915. .3 cu. ft. (1 volume)

For inmates born in foreign countries, this register lists the inmate's receiving date and nationality. The register provides cumulative totals for numbers of inmates of each nationality. Additional information on the inmate's crime is provided for inmate's of Italian birth.

B0126. Register of new inmates of Italian citizenry, 1915-1930. R .2 cu. ft. (1 volume)

This register lists information on new inmates who were born in Italy. The register contains information such as: year and month received; nature of crime; sentence; city or region in Italy where inmate was born; names of parents; date of birth; and number of years in the United States.

B0128. Inmate nickname register, ca. 1940. 1 cu. ft. (1 volume)

This register contains a record of special nicknames used to identify certain inmates.

B0135. Ledger of monthly and cumulative statistics on the inmate population, 1915-1923. .3 cu. ft. (1 volume)

This ledger contains a monthly and yearly statistical profile of Elmira inmates. The ledger lists the total number of inmates under the following categories: type of offense; length of maximum sentence; county of sentencing; occupation; personal characteristics (e.g., age, marital status, education, mental level, color and ethnicity, and use of alcohol). There are also general statistics containing numbers of inmates admitted, discharged, paroled, returned, etc.

B0140. Ledgers relating to inmate education, labor, and conduct, 1886-1905. 21 cu. ft. (40 volumes)

This series records each inmate's performance in Elmira's elaborate marking system. For each inmate, there is a ledger page that includes information on the inmate's crime, proposed trade, work assignment, names of classes taken, and military squad. For each category, there are totals of "debits" and "credits" earned by the inmate. The ledger was maintained until the inmate was paroled or released.

B0134. Examining physicians' memoranda file, 1918-1928. 1 cu. ft. (1 volume)

This consists of copies of approximately 3,000 short memoranda from physicians to Elmira officials usually recommending care or ending of care for an inmate patient.

B0137. Daily log of morning and afternoon inmate counts, 1928-1952. 12 cu. ft. (12 volumes)

This is a record of the twice daily count of Elmira's inmate population. The log lists approximately 100 work areas, education classes, and other areas with the total number of inmates at each.

B0138. Daily log relating to evening and night guard duty, 1945-1957. R 4 cu. ft. (4 volumes)

This log records daily activities of guards. It lists the date, name of officer, temperature, and remarks regarding any unusual events, incidents, inmate sickness, disciplinary measures, etc.

A0636. Annual reports and handbooks, ca. 1880-1920. 2 cu. ft.

This series contains printed annual reports and handbooks prepared by Elmira's Board of Managers. Included are annual reports by the Board of Managers of Reformatories which had jurisdiction over both Elmira and the Eastern New York Reformatory at Napanoch. These reports include information on both institutions.

B1001. Inmate newspaper (The Summary), 1956-1958. .2 cu. ft.

This consists of copies of the newspaper, The Summary, printed by and for Elmira inmates.

Fishkill Correctional Facility

- Matteawan State Hospital
- Fishkill Correctional Facility

Fishkill Correctional Facility is located at Beacon, Dutchess County. It presently functions as a medium security general confinement and work release facility for males 16 years of age and older. Presently, Fishkill confines approximately 1,600 inmates.

Matteawan State Hospital was the earliest institution to occupy the Fishkill site. Officially established by an 1893 law (Chapter 81), Matteawan functioned as a hospital for insane criminals. The new hospital confined and treated individuals committed to it by criminal courts and inmates who were declared insane while serving their sentences at State institutions. The Superintendent of State Prisons had control over the hospital. In 1904 Matteawan's inmate

population increased to include those committed by criminal courts or transferred there by the State Commission in Lunacy, those declared insane while serving sentences of one year or less for a misdemeanor, and all female inmates declared insane while serving a sentence. In 1926, Matteawan was assigned to the Department of Mental Hygiene; the following year the hospital was placed under the jurisdiction of the Department of Correction. In 1961, an amendment to the law allowed the commitment of youthful offenders, juvenile delinquents, or wayward minors declared insane while serving sentences. In 1976 (Chapter 766), Matteawan was again assigned to the Department of Mental Hygiene.

In 1966 (Chapter 819), the Beacon Institution for Defective Delinquents was created on the grounds of the Matteawan State Hospital. This was for the care, treatment, and training of mental defectives 16 years of age and older. Inmates used the same facilities as Matteawan. Beacon was under the jurisdiction of the Department of Correction, subject to inspection by the Department of Mental Hygiene. In 1967, this institution was renamed the Beacon State Institution.

In 1970, Glenham Correctional Facility was established and the Beacon State Institution was gradually phased out. Glenham's function was to confine defective delinquents who were sentenced by the courts. Defective delinquents who had been confined at Matteawan but who had not been sentenced were subsequently transferred to Department of Mental Hygiene facilities.

In 1973, the Glenham Correctional Facility and the remaining portions of the Beacon State Institution were renamed the Correctional Center for Medical Services at Beacon. In 1974, the Center was renamed the Fishkill Correctional Facility. Matteawan operated separately until 1977, when it was transferred to the Department of Mental Hygiene. The patients at Matteawan were then moved to other Mental Hygiene facilities, and the grounds were combined with those of the Fishkill Correctional Facility.

Matteawan State Hospital

A1504. Inmate identification cards, ca. 1938-1956. R 2 cu. ft.

This series consists of 8" x 8" cards containing basic physical and biographical information on Matteawan inmates. The cards contain information on the inmate's crime and sentence, physical makeup, nativity, and occupation. The card sometimes also contains an inmate's photograph and set of fingerprints.

A1500. Inmate case files from Matteawan and Dannemora State hospitals, ca. 1880-1960. R 273 cu. ft.

This series contains case files documenting the commitment, diagnosis, and treatment of inmates at Matteawan. Case files are also included for inmates transferred from Dannemora State Hospital. The files primarily contain legal papers documenting the commitment process, admissions forms containing basic information on the inmate, physical examination records, and criminal identification records. Some of the case files

also contain inmate correspondence, dental records, autopsy reports, and reports regarding the inmate's early life compiled by a relative.

A1524. Inmate medical prescription registers, 1964-1967. R .3 cu. ft. (2 volumes)

This series records the types and amounts of medicines prescribed daily to inmates at Matteawan (Ward A).

A1522. Commissary register, 1963-1965. R .1 cu. ft. (1 volume)

This volume contains a daily record of items either purchased by or issued to inmates.

Fishkill Correctional Facility

A1525. Admission and discharge registers, 1949-1977. R .3 cu. ft. (2 volumes)

This series records the name of each Matteawan inmate admitted, with inmate number, ward or institution assigned, and date of discharge.

A1523. Inmate transfer register, 1973-1977. R 1 cu. ft. (2 volumes)

This series records information on Matteawan inmates who were transferred to different wards or institutions or who were discharged. The register includes name of inmate and the dates and places where the inmate was transferred.

A1501. Inmate identification files, 1934-1974. R 36 cu. ft.

These records relate to Matteawan inmate physical identity and criminal record. The records include several sets of fingerprints, a negative photograph, copies of criminal record, and Bertillon records for earlier inmates.

A1526. Correction officers' observation log, 1975-1976. R .2 cu. ft. (1 volume)

This consists of notes made by Matteawan staff regarding the behavior of inmates. The notes record the date and time of infraction, description of infraction, and any disciplinary action taken.

A1527. Security check registers, 1974-1977. R .3 cu. ft. (3 volumes)

These volumes record guard checks of the various wards at Matteawan. They record names of officers on duty, time of the check, number of patients in each ward, and names of any visitors to the ward.

A1506. Daily ward log report books, 1972-1977. R 2 cu. ft. (18 volumes)

These volumes contain daily entries made by officers detailed to watch traffic entering and leaving each Matteawan ward during a watch period. Included is the names of officers on duty, names of patients placed on the suicide observation watch, names of visitors, census counts of the ward, and results of any inmate searches.

A1514. Physical examination and ward transfer registers, 1957-1977. R .2 cu. ft. (2 volumes)

This series contains information pertaining to physical examinations and transfer of Matteawan inmates to wards. Inmate information includes date of physical examination, inmate physical data, age, marital status, and name of ward or other institution transferred to.

A1511. Nurse's register, 1975-1977. R .2 cu. ft. (2 volumes)

These volumes record information pertaining to nurses' visits to Matteawan inmates. Entries give the name of inmate, description of symptom, and names of drugs administered.

A1513. Log of inmate visits to physicians, 1974. R .1 cu. ft. (1 volume)

This log records information on inmate visits to physicians. Entries provide name of inmate, date of visit, and name of physician.

A1508. Assault registers, 1965-1977. R .2 cu. ft. (3 volumes)

These volumes contain brief descriptions of assaults made by Matteawan patients. Descriptions include names of patients involved, date of incident, and name of officer making report.

A1515. Search logs, 1977. R .4 cu. ft. (4 volumes)

This series contains entries describing searches of inmates in several Matteawan wards including name of inmate and officer and results of the search.

A1518. Special watch logs, 1976-1977. R .2 cu. ft. (11 volumes)

This series contains guard's observations of Matteawan inmates having suicidal tendencies. Observations every half hour are recorded and include names of officer and inmates, ward numbers, and names of any visitors.

A1509. Suicide attempt register, 1967-1976. R .2 cu. ft. (1 volume)

This volume includes brief descriptions of suicide attempts made by Matteawan inmates including name of inmate, description of the attempt, and disposition of the case.

A1507. Visitor log books, 1959-1977. R 1 cu. ft. (6 volumes)

This series contains the dates of visits and the names of individuals, usually professional staff, visiting Matteawan patients.

A1510. Yard visitor log, 1976-1977. R .2 cu. ft. (1 volume)

This volume records the name and address of individuals visiting Matteawan inmates in the outside prison yard, usually on weekends or special holidays.

A1519. Requisition log, 1976. .2 cu. ft. (1 volume)

This volume is a partial record of the date and quantity of supplies received at a Matteawan ward during the summer of 1976.

A1516. Inmate clothing registers, 1964-1977. .6 cu. ft. (6 volumes)

This series includes a log of the clothing issued to Matteawan inmates as well as an inventory of unused clothing for one Matteawan ward.

A1520. Clothing room log, 1975. .1 cu. ft. (1 volume)

This is a partial listing of clothing supplies available at one Matteawan ward.

A1517. Packages received registers, 1969-1976. R .3 cu. ft. (3 volumes)

This series contains the date of receipt, name of inmate, and content of packages received by Matteawan inmates.

A1528. Inmate trip register, 1975-1976. R .1 cu. ft. (1 volume)

This series records the dates, destinations, name of inmates and officers on trips taken from Matteawan for non-medical reasons.

A1512. Certificates of search, 1971-1975. R .1 cu. ft.

These are copies of forms stating that a Matteawan patient had been searched by an officer prior to transfer to another institution.

Fulton Correctional Facility

Fulton Correctional Facility is located in the Bronx, Bronx County. Fulton was opened in 1976 as a minimum security work release facility for male and female inmates with less than 12 months to serve until release eligibility, and a general confinement facility for female inmates with less than 18 months to serve until release eligibility. The facility has a capacity of about 405 inmates and provides vocational and high school level academic programs.

14610-91A. Inmate case files, 1957-1978. R 8 cu. ft.

These are case files of female inmates release from Fulton between 1976 and 1978. The files include records from other facilities in which inmates had previously been incarcerated.

Great Meadow Correctional Facility

Great Meadow Correctional Facility is located at Comstock, Washington County. It is classified as a maximum security general confinement facility for males 18 years of age and older and as a detention center for males 16 years of age and older. Inmates assigned to Great Meadow usually are faced with a long period of confinement. Great Meadow presently maintains a population of approximately 1500 inmates.

Opened in 1911, Great Meadow had an early emphasis on habilitation. The institution was designated as an institution for confinement of "young and promising" first-offenders from other prisons, offering opportunities in agricultural and forestry training. The institution represented a dramatic departure from existing correctional concepts, being built without a wall and classified as medium security. Other innovations included the absence of the silent system and other harsher prison practices.

Shortly after its inception, however, Great Meadow's goals and functions began to change. Within a few years, the institution began to receive more serious offenders to relieve overcrowding at other institutions, particularly Sing Sing. Older felons soon became its main population. Discipline was tightened, the rule of silence was imposed, and finally in 1928 a wall was constructed around the institution to transform Great Meadow into another maximum security institution.

Great Meadow's function was changed again in 1954, when it was designated an intermediate reformatory for young adults 18 to 26 years of age who posed disciplinary problems at Elmira and Coxsackie. A major inmate disturbance at Great Meadow in 1955, the first riot in a New York correctional institution in 26 years, led to stricter policies and procedures at the facility.

Great Meadow served as a reformatory until 1970, when it was returned to a maximum security status. In the 1960s and 1970s, the facility developed one of the first narcotics units to assist with

inmate problems. As in the case of other State correctional facilities, Great Meadow offers inmates a range of vocational and academic training as part of their program.

14610-88. Inmate case files, ca. 1915-1956. R 320 cu. ft.

Approximately 6,200 case files relate to inmates confined at Great Meadow from approximately 1915 to 1956. Most relate to inmates received after 1925. The case files relate to inmates with consecutive numbers between #7764 and #20540. Because Great Meadow has functioned solely as a transfer institution, case files include records from a number of institutions where inmates were previously confined.

Green Haven Correctional Facility

Green Haven Correctional Facility is located at Stormville, Dutchess County. It is classified as a maximum security correctional facility for males 21 years of age and older. It is a transfer facility, receiving inmates by transfer from other facilities. It also serves as a detention center for males 16 years of age or older. Presently Green Haven confines a population of approximately 2,100 inmates.

Construction of the prison was approved by the Laws of 1938 (Chapter 523) to help relieve overcrowding at other facilities. It was ready for occupancy in 1942 but a decrease in the prison population during the Second World War delayed the opening. During 1942, it was leased to the federal government for use as a military disciplinary barracks. It was turned back to the State on January 1, 1948 and received its first inmates in October 1949. In 1969, Green Haven was designated to perform all legal executions in New York, although no execution has taken place since 1963. Green Haven has programs in academic and vocational training. Industries include upholstery and furniture manufacturing and auto repair and restoration.

14610-89. Inmate case files, 1930-1964 (bulk 1949-1956). R 10 cu. ft.

Approximately 450 case files relate to inmates confined at Green Haven Prison from its opening in 1949 to 1956. Also included is a small amount of earlier records relating to previous confinements of inmates subsequently transferred to Green Haven and later records relating to inmates after their release from Green Haven. The case files relate to inmates with Green Haven consecutive numbers between #7 and #5961. Because Green Haven has functioned as a transfer prison, these case files include records from institutions where inmates were previously confined.

New York House of Refuge

- Administrative Records
- Operational Records
- Inmate Records

The New York House of Refuge was the first juvenile reformatory in the nation. It was operated by the Society for the Reformation of Juvenile Delinquents in the City of New York. Although the House of Refuge was privately managed, the State of New York was involved from the beginning in organizing, funding, establishing inmate commitment procedures, and developing treatment programs. The reformatory opened January 1, 1825. The Laws of 1826, Chapter 24, authorized courts statewide to commit juveniles convicted of crimes or adjudicated as vagrants to the reformatory. Originally, the institution accepted inmates from across the State, but after establishment of the Western House of Refuge in 1849, inmates came only from the first, second, and third judicial districts. The reformatory had the authority to bind out inmates through indenture agreements by which employers agreed to supervise them during their employment. Most male and female inmates were sent to work as farm or domestic laborers. This indenture work was stopped during the 1890s.

At the turn of the century, the Female Division was transferred to the new House of Refuge for Women in Bedford. In 1929, boys under sixteen were authorized to be sent to the State Training School for Boys at Warwick and, in 1932, inmates 16 to 19 years of age were authorized to be sent to the New York State Vocational Institution at Coxsackie. In 1935, the Society for the Reformation of Juvenile Delinquents dissolved and the institution closed.

Administrative Records

A2051. Minutes of the Board of Managers, 1857-1935. 4 cu. ft. (13 volumes) (4 microfilm reels)

These are minutes of monthly, annual, and special meetings of the Managers of the Society for the Reformation of Juvenile Delinquents. Typical contents are resolutions, lists of audited bills, financial summaries, reports, and resolutions.

A2053. Committee reports to the Board of Managers, 1857-1889. .3 cu. ft. (2 volumes) (1 microfilm reel)

These reports to the Board of Managers contain summary information from various institution committees including Indenturing, Theatre, School, Building, and Classification.

A2091. Minutes of the Visiting Committee, 1844-1893. .3 cu. ft. (1 volume) (1 microfilm reel)

These are reports of weekly inspection tours by the Visiting Committee and include information on inmate illness and death, staff activities, conditions of facilities, and the condition of discipline.

A2057. Ladies' Committee minutes, 1825-1831 and 1855-1893. 1 cu. ft. (2 volumes) (1 microfilm reel)

These minutes usually discuss the Committee's visits and its observations on the conditions of facilities, clothing, food, discipline, and inmate education and health.

A2059. Building Committee minutes, 1851-1861. .1 cu. ft. (1 volume) (1 microfilm reel)

These committee minutes provide such information as estimates for construction, abstracts of bids, bills for expenses, and construction progress reports.

A2058. School Committee minutes, 1855-1916. .1 cu. ft. (3 volumes) (1 microfilm reel)

These minutes of meetings and reports of weekly visits include information on hiring and compensation of staff, provision for religious instruction, and recording of pupil punishment.

A2092. Indenturing Committee meeting minutes, 1827-1839 and 1861-1913. 4 cu. ft. (12 volumes) (3 microfilm reels)

These minutes document activity of the committee that reviewed matters concerning inmate apprenticeships. They include information on rules of apprenticeships, review of applications from prospective masters, reasons for approving or denying applications, and review of apprentice conduct reports.

A2071. Chaplain's reports to the Indenturing Committee, 1863-1874, 1892. 3 cu. ft. (1 volume) (1 microfilm reel)

These brief reports were made by Protestant chaplains who served for many years as parole agents for the reformatory. They summarize visits made to apprentices and document the activities of the master and the apprentice.

A2093. Special reports to the Executive Committee, 1901-1909. 2 cu. ft. (5 volumes)

These reports were submitted by the superintendent to the Committee and contain information on reformatory employees, new legislation affecting the House of Refuge, progress of construction and repairs, and discipline of inmates.

A2060. Minutes of Reception and Parole Committee, 1921-1929. .3 cu. ft. (3 volumes)

These minutes summarize the committee's consideration of parole in regard to new inmates, inmates eligible for parole, inmates applying for parole, and inmates violating parole.

A2061. Managers' facility inspection reports, 1897-1902. .2 cu. ft. (2 volumes)

These reports concern the condition of shops, dormitories, hospital facilities, other buildings, and of the inmates at the institution.

A2052. Minutes of the Acting Committee, 1824-1935. 4 cu. ft. (13 volumes)

These minutes relate to the institution's maintenance, finances, and employment. Included are routine inmate census data including numbers of males, females, whites, African-Americans, and those in different divisions.

A2063. Register of honorary members of the Society for the Reformation of Juvenile Delinquents, 1874-1885. .1 cu. ft. (1 volume)

This is a list of several dozen persons elected by the Board of Managers as honorary members of the Society.

A2081. Proceedings relating to the dissolution of the Society for the Reformation of Juvenile Delinquents in the City of New York, 1935. .1 cu. ft.

These are meeting minutes and related records documenting the dissolution of the Society following the closing of the House of Refuge and the transfer of inmates to the New York State Vocational Institution.

Operational Records

A2054. Superintendent's daily journals, 1825-1935. 9 cu. ft. (29 volumes) (12 microfilm reels)

These journals include information on admission, indenture, and discharge of inmates, on inmate deaths and escapes, and on special meetings and events.

A2055. Daily journal of the city office, 1876-1880. .3 cu. ft. (1 volume) (1 microfilm reel)

Daily journal entries from the Manhattan office of the Society for the Reformation of Juvenile Delinquents include names of persons visiting, corresponding with, or requesting information about inmates.

A2075. Visitors' registers, 1864-1883, 1901-1935. 1 cu. ft. (2 volumes)

These registers contain the name and city, state or country of residence of each visitor to the House of Refuge. Visitors included members of the State legislature and State agencies, corrections officials, educators, and others interested in the institution's program.

A2076. Testimony and reports relating to special investigations, 1902-1911. 1 cu. ft.

This series contains testimony and supporting documentation pertaining to investigations into conditions at the institution held in 1902, 1903, 1908, and 1911.

A2078. Scrapbooks, 1892-1925. 1 cu. ft. (5 volumes)

These scrapbooks consist mostly of clippings concerning conditions at the House of Refuge and at prisons throughout the United States.

A2062. Register of employees, 1851-1918. .1 cu. ft. (1 volume)

This register tracks the hiring, salary, performance, and departure of officials and employees of the institution. For each employee, the register provides name, position, salary, character, and reason for leaving.

A2079. Receipt book for employees' wages, 1844-1869. .1 cu. ft. (1 volume)

This volume, kept for the institution's accounting purposes, documents the payment of wages to institution employees.

A3188. Payroll register, 1905-1917. .2 cu. ft. (1 volume)

This contains date, employee name and position, and the amount paid.

A3186. Registers of audited bills, 1909-1933. .7 cu. ft. (3 volumes)

These volumes document the institution's expenses. Entries provide bill number, name of payee, amount of bill, date, and total amount of bills for each month.

A2083. Instructions for inmates working in offices, 1908. .1 cu. ft. (1 volume)

This volume contains instructions for inmates working as clerks regarding their duties and responsibilities.

A3187. Hospital admission registers, 1855-1865, 1911-1935. 2 cu. ft. (7 volumes)

These registers track the health and medical treatment of inmates and were the source for compiling the physician's monthly and annual reports. The volumes provide admission date, inmate number and age, physical condition, treatment, name of physician, and discharge date.

A2073. Industrial Department cash book, 1888-1900. .2 cu. ft. (1 volume)

This volume records payments made by the Industrial Department and receipts generated by its industries. Information concerning receipts includes balance at beginning of each

week, from whom payment was received, goods or services for which payment was made, and total payments for each type of service. Information concerning disbursements includes the date, number of warrant for payment, amount paid and balance.

A2072. Registers of Industrial Department audited bills, 1888-1900. .4 cu. ft. (2 volumes)

These volumes, kept for auditing purposes, document expenses of the Industrial Department.

A2080. Dispensary record, 1915-1934. 1.3 cu. ft. (8 volumes)

This record, tracking the health and medical treatment of inmates, was a source for compiling the physician's monthly and annual reports. The volumes provide the inmate name and number, date admitted to dispensary, physical condition, treatment, name of physician, and remarks.

A2074. Steward's record of receipts and disbursements of supplies, 1920-1931. 1 cu. ft. (1 volume)

The institution's steward kept these records to track the receipt and distribution of the institution's equipment and supplies.

A2070. Parole agents' daily reports, 1894-1915. ca. 4 cu. ft. (22 volumes)

These volumes track the progress of paroled inmates and contain daily entries summarizing contacts with parolees and their families and employers. These provide name of parolee, address, names of persons interviewed, relatives' comments, name of employer, and the employer's comments relating to the parole.

A2085. Contracts for labor, goods, and services, 1826-1895. .2 cu. ft. (1 volume)

This volume contains contracts for inmate labor or for supplying goods or services to the institution. For inmate labor, the contracts include name of employer, type of work, number of inmates to be employed, and amount of payment. For goods and services, the contracts provides name of provider, position or service, and amount of payment.

A2077. Annual inventories of property, 1911-1934. .7 cu. ft. (13 volumes)

The institution's steward compiled these inventories of all types of moveable property and their values in offices, shops, and other areas of the institution. Each inventory lists the building, hall or room, type of property, quantity on hand, value, and total value of property.

A2082. Receipt book for construction of new House of Refuge on Randall's Island, 1852-1855. .1 cu. ft. (1 volume)

These receipts document expenses for the construction of new buildings and related facilities of the institution. Expenditures documented include plans, surveys, grading and excavating, brick and stone work, etc.

A3254. Audited accounts for new construction, 1861-1862. .1 cu. ft. (1 volume)

This volume tracks expenditures for construction of new buildings at the House of Refuge. For each building, information provided includes date of payment, to whom payment was paid, and amount of payment.

A2090. Annual reports and miscellaneous publications, 1829, 1831, 1834-1932. 2 cu. ft. (35 volumes)

In addition to annual reports to the State legislature, these publications relating to the House of Refuge include rules and regulations, laws, bylaws, proceedings of conventions, and pamphlets on a variety of issues.

A2089. Miscellaneous published material, 1826-1921. 17 cu. ft. (109 volumes)

This material includes printed reports of juvenile reformatories in the U.S., Great Britain, and France and copies of printed proceedings of national conferences on prisons and reformatories.

Inmate Records

A2087. Register of inmates admitted and discharged, 1859-1882. .2 cu. ft. (1 volume) (1 microfilm reel)

This volume provides summary information concerning each inmate's background, offense, and manner of discharge. The admission information includes inmate name, date of admission, class, age, nature of offense, nativity, and ethnic/racial heritage of parents. Discharge information includes name and occupation of person indentured or discharged to, date of discharge, and additional remarks on the nature of the discharge.

A2088. Inmate admission registers, 1882-1932. 1 cu. ft. (3 volumes) (1 microfilm reel)

These volumes contain summary inmate admission information including county of residence, whether parents are living or dead, date of admission, division assigned to, race, nationality or ethnic group, and age. Some volumes also have notation of previous offenses and the physical size and religion of the inmate.

A2064. Inmate case histories, 1824-1935. 70 cu. ft. (106 volumes) (47 microfilm reels)

This is the main record for information about each male or female inmate admitted to the institution. Each case history is two to four pages long and contains information on each inmate such as age and place of birth; education; habits; criminal history; parents' names and addresses; description of home; parents' occupations; conduct after discharge; physical description; and circumstances of parole and recommittal.

An online finding aid is available.

A2084. Daily census of inmates, 1860-1935. 2 cu. ft. (9 volumes)

Information in these volumes generally includes date, name of division, number of boys, number of girls, and total number of inmates admitted and discharged in each division.

A2056. Girls' Division daily journals, 1861-1866, 1873-1896. 1.3 cu. ft. (4 volumes) (1 microfilm reel)

Kept by the Matron of the Girl's Division, these journals provide the names of inmates admitted, notes on inmate's background, crime, indenture, and discharge, and names of visitors.

A2065. School admission and discharge registers, 1882-1925. 1 cu. ft. (6 volumes)

These registers track the arrival, departure, and academic level of students in the institution's schools. Registers generally include admission date, schools previously attended, class, academic ability, and date discharged.

A2086. Pupils' record cards, 1928-1935. 1.7 cu. ft. (1,890 cards)

These cards document the school conduct and progress of inmates. They contain information on each inmate's previous education, length of time out of school, absences from classes, grades, etc.

A2067. Register of masters of indentured inmates, 1825-1845, 1860-1903. .4 cu. ft. (3 volumes) (1 microfilm reel)

These volumes list information about persons to whom reformatory inmates were bound out. Entries include master's name and address, occupation, and date of indenture agreement.

A2066. Indenture agreements, 1825-1904. 15 cu. ft. (39 volumes) (14 microfilm reels)

These volumes contain copies of contractual agreements between the reformatory managers, inmates, and masters to bind out inmates for fixed periods of indentured labor or apprenticeship.

A2068. Register of deferred applications for parole, 1860-1891. .3 cu. ft. (1 volume) (1 microfilm reel)

This volume contains summary information about parole applications that were denied by the Parole Committee. Each entry lists the inmates's name, date parole requested, date eligible to reapply, and committee determination.

A2069. Parole registers, 1882-1933. 1 cu. ft. (3 volumes) (2 microfilm reels)

These volumes contain summary information concerning inmates' discharge and parole/indenture history. The information includes inmate name, school division, class, religion, race, reason for discharge, to whom discharged, occupation during previous indenture, and length of time at the House of Refuge.

A3255. Intercepted letters to an inmate, 1924. .1 cu. ft.

These are carbon typescript transcripts of one inmate's incoming correspondence, almost all written by one person. In the letters, a friend of the inmate discusses criminal behavior, arrests, and social activities.

Sing Sing Correctional Facility

Sing Sing Correctional Facility is located at Ossining, Westchester County. It is classified as a maximum security confinement facility for males 21 years of age and older. It also serves as a detention center for males 16 years of age or older and a diagnostic and treatment center. Presently there are approximately 2,200 inmates confined at Sing Sing.

Sing Prison opened in 1826 to replace Newgate Prison in New York City. Newgate, the first State prison, was established in 1797. In addition to felons, the first individuals sent to Sing Sing included mentally incompetent and insane inmates who, by 1848, were all transferred to the Utica State Hospital. In 1839, the Mount Pleasant Female Prison opened at Sing Sing with women being transferred there from Bellevue and Auburn. In 1877, this prison closed and women were sent to county penitentiaries until the new women's prison at Auburn was opened in 1893. All executions in the State were performed at Sing Sing from 1914 to 1963 when the last execution was performed in New York. In 1969, the location for all executions was moved to Green Haven Prison.

In 1970, the name of the facility was changed to Ossining Correctional Facility and, in 1985, it received its present name. There is a full range of programs operating at Sing Sing including academic, vocational, college, and graduate work.

B0143. Inmate admission registers, 1865-1971. R 76 cu. ft. (148 volumes)

These volumes record basic information on inmates received into the prison. The format of the registers changed over time and slightly different information was recorded for different periods. Basically the registers contain information on such subjects as the inmate's family background, criminal history, arrest and sentencing for present crime, physical characteristics, education, religion, and work history.

B0148. Inmate admission register for federal prisoners, 1896-1908. .2 cu. ft. (2 volumes)

These registers provide information on inmates received from federal courts. The registers include inmate name, sentencing information, place of birth, ability to read and write, physical description, and possible release date.

B1238. Principal keeper's daily journal, 1917-1918, 1938. 1 cu. ft. (2 volumes)

This journal includes the date, morning and evening inmate count by institution location and grade, number of inmates received and discharged, and number of officers on duty.

B1239. Daily inmate census report, 1927-1928. .3 cu. ft. (1 volume)

This census provides a daily count of inmates at each prison location.

B1241. Night watch journal, 1931, 1952-1953. .3 cu. ft. (2 volumes)

These volumes provide the date, location, name of officers on duty, and remarks on any special occurrences.

B1240. Log of inmate escapes, 1911-1919. .3 cu. ft. (1 volume)

This volume logs each inmate escape and includes name of inmate, date received, crime, length of prison term, date escaped, date if captured, and remarks.

B0146. List of foreign born prisoners, 1944. R .1 cu. ft.

Arranged by country, this list provides inmate name, age, date of admittance, country of birth, crime, and sentence.

B0144. Inmate newspaper (Star of Hope), 1901-1902, 1905-1906. .4 cu. ft. (2 volumes)

These are issues of the bi-weekly publication printed by and for inmates. The issues contain short articles on work, health, sports, editorials, fiction, poetry, etc.

B1243. File of governor's commutations of sentence, 1917-1923. .3 cu. ft. (1 volume)

This consists of approximately fifty original commutations of sentences signed by the governor.

B0147. Admission registers for prisoners to be executed, 1891-1946. R .5 cu. ft. (2 volumes)

These volumes contain summary information on inmates who were sentenced to be executed. They include inmate name, sentencing information, place of birth, age, occupation, marital status, physical description, and information on family and background.

B0145. Case files of inmates sentenced to electrocution, 1939-1963. R 15 cu. ft.

These files contain a significant number of records relating to each inmate sentenced to death at Sing Sing. Among other records these files include: warrant of execution; investigation report; notice of appeal; correspondence relating to the inmate; record of past offenses; Sing Sing admission form; receiving blotter; medical examination report; psychologist report; certification of execution; and a post-mortem report.

B1244. Log of actions relating to inmates scheduled for execution, 1915-1967. R .4 cu. ft. (2 volumes)

This log tracks events relating to inmates scheduled for execution at Sing Sing. The volume provides name and inmate number, date received, county of sentencing, the week the execution was scheduled, name and address of family, and name of attorney. The log notes date of actions such as: receipt of appeals; receipt of respite or commutation by the governor; notice received from Court of Appeals affirming execution decision; discharge by reversal of judgement; and time execution was performed.

B1242. Log of actions relating to inmates awaiting execution, 1892-1907. .3 cu. ft. (1 volume)

This volume includes names of inmates under a death sentence and dates of actions relating to them. Actions include commutation to life sentence; grant of new trial; died while awaiting execution; escaped; awaiting execution; and disposition of case on reversal of judgement.

State Prison of the City of New York (Newgate)

On November 28, 1797, the first State prison opened in New York City. While the official name of the new prison was the State Prison of the City of New York, it was commonly known as Newgate Prison. The prison was authorized by the legislature in 1796 (Chapter 30). This legislation also called for another prison to be built at Albany, but this second prison was never built. A board of inspectors and the justices of the State supreme court had general authority over

Newgate Prison. In addition, several New York City officials and the State's attorney general also had a role in the prison's internal management. The prison was administered by an agent and a principal keeper.

Newgate was founded on many of the concepts used in prisons in Pennsylvania, a pioneering state in penal reform. There were several areas where Newgate deviated from Pennsylvania models, in particular the reduced use of solitary confinement and use of the prison solely for felons rather than including vagrants, suspects, or debtors. Newgate soon established an elaborate prison labor system where inmates were engaged in production of shoes, barrels, woodenware, woven goods, and other items. For a number of years, these industries turned a profit, but overall the prison industry was not as successful as intended.

From its opening, Newgate was plagued with overcrowded conditions. Built in 1797 to house 450 inmates, by 1820 Newgate housed well over 800 inmates. The prison used a controversial pardon system to help alleviate overcrowding that resulted in many inmates being released before serving their appropriate sentence. Adding to the prison's problems was the fact that Newgate was built solely for male felons and was not equipped to handle female criminals, juvenile delinquents and criminally insane inmates sent there.

The legislature soon recognized the need for changes in the State's prison. In 1816, it authorized construction of a new prison at Auburn. To increase discipline, flogging was soon introduced at State prisons. In 1824, the New York House of Refuge for juvenile delinquents was established and younger inmates were removed from Newgate. In 1825 insane convicts were transferred from Newgate to the Bloomingdale Asylum in New York City.

Conditions at Newgate continued to deteriorate, however, and in 1825 (Chapter 25) the legislature authorized construction of Sing Sing Prison to replace Newgate. In 1828, Sing Sing opened and male inmates were transferred there from Newgate. Until a women's prison opened later at Sing Sing, women inmates from Newgate were temporarily transferred to Bellevue Penitentiary in New York City. In 1828, Newgate Prison closed and was sold to New York City for use as a city prison.

A0775. Register of prisoners received, 1797-1810. .3 cu. ft. (1 volume)

This volume contains summary information on inmates received annually into Newgate. Within each year, the register is divided into four sections: White Men, White Women, Black Men, and Black Women. For each inmate, the register provides name, birthplace, crime, county of conviction, sentence, and date of sentence. In addition, before 1803 the register includes information on place of residence, occupation, skin complexion, hair color, height, and distinguishing characteristics. Statistical summaries are included after each annual register and include a breakdown of inmates received by crime, race, sex, place of birth, county of conviction, and length of sentence.

Wallkill Correctional Facility

Wallkill Correctional Facility is located at Wallkill, Ulster County. It functions as a medium security general confinement facility for males 21 years of age and older. At present, approximately 550 inmates are confined at Wallkill. When it opened in 1932, Wallkill Prison represented an experiment as the only medium security prison for males in the State's correction system. Its establishment was recommended by the Commission to Investigate Prison Administration and Construction, and construction funds were authorized by legislation in 1931 and 1932. Wallkill was built without a surrounding wall and designed for inmates who could benefit from a relatively open environment and from special habilitation programs in vocational and academic education. Inmates are transferred to Wallkill from maximum security prisons or from the Elmira Reception Center. Transfers are usually at least 18 years of age and most are within three years of scheduled release. Extensive educational programs are offered at Wallkill, especially in vocational training.

14610-87. Inmate case files, 1920-1965 (bulk 1932-1956). R 254 cu. ft.

Approximately 4,500 case files relate to inmates confined at Wallkill Prison from 1932 through 1956. Case files relate to inmates with consecutive numbers between #2 and #6079. The records closely reflect the function of Wallkill as a medium security institution. Because of shorter sentences, lack of discipline problems, and less serious crimes, these case files are usually less voluminous than those from maximum security institutions. Case files may, however, include detailed reports from the institution's Service Unit which closely planned the inmate's vocational and educational program and prepared him for eventual parole.

Woodbourne Correctional Facility

Woodbourne Correctional Facility is located at Woodbourne, Sullivan County. It functions as a medium security correctional facility for males 16 years of age and older. At present, approximately 800 inmates are confined at Woodbourne. The Woodbourne Institution for Defective Delinquents was established in 1934 (Chapter 150) as a medium security transfer prison for male defective delinquents. It was established largely to relieve overcrowding at the Institution for Male Defective Delinquents at Napanoch. Inmates sent to Woodbourne were those who had the greater chance for parole, while Napanoch retained inmates with longer prison terms and who needed closer supervision. Woodbourne received its first inmates from Napanoch when it opened on November 21, 1935.

Despite its creation as an institution for defective delinquents, overcrowding within the corrections system soon forced Woodbourne to accept inmates of normal intelligence and of all ages. Inmates of normal intelligence and defective delinquent inmates were housed in separate sections within the prison. From its beginning, Woodbourne offered relatively few programs for its special inmate population. There was little in the way of education, and as late as 1950, there was no teacher on the staff. There was no industrial equipment at the institution and vocational

training consisted principally of routine maintenance work. In part, the lack of training programs was due to the fact that most inmates were confined at Woodbourne for a short period of time. More extensive education and vocational training programs were established instead at Napanoch which held defective delinquents for longer periods of confinement.

Beginning in 1947, Woodbourne no longer received inmates of normal intelligence. Instead, it was designated as a medium security reformatory for inmates from 16 to 21 years of age deemed to be of borderline or dull normal intelligence (i.e. those having an IQ of 71 to 85). Defective delinquent inmates were gradually transferred to other institutions. By 1950, the defective delinquent inmates had been transferred and the institution was renamed the Woodbourne Correctional Institution. In 1967, the Narcotics Addiction Control Commission received control of the facility to use as a residential treatment center for court-convicted drug addicts. The Department of Correctional Services regained custody of Woodbourne in 1975 and made it into a minimum-medium security facility for offenders of all ages and all IQ levels. The institution was renamed the Woodbourne Correctional Facility.

14610-89A. Inmate case files, 1930-1970 (bulk 1935-1968). R 315 cu. ft.

Approximately 4,900 case files relate to inmates confined at Woodbourne from 1935 to 1968. They reflect Woodbourne's function in handling both defective delinquent and normal/borderline inmates. Because it has served as a transfer institution, Woodbourne's case files contain inmate records from several different institutions within the corrections system. The files are divided into two portions. 3,700 case files relate to either normal inmates confined from 1935 to 1947 or borderline inmates confined from 1947 to 1968. These 3,700 case files relate to inmates with numbers between #52 and #8232. The other 1,200 case files relate to defective delinquent inmates confined from 1935 to 1950, with inmate numbers between #4 and #2560. Case files for these defective delinquent inmates contain a number of detailed records used in the process of psychiatric and intelligence level classifications and vocational education. Many of the classification records were prepared at the Institution for Male Defective Delinquents at Napanoch where most of Woodbourne's defective delinquent inmates were initially confined.

Records of the New York State Agricultural and Industrial School

In addition to the records of facilities maintained by the Department of Correctional Services, the State Archives also has a large amount of records from the New York State Agricultural and Industrial School and its predecessor, the Western House of Refuge. This institution is presently administered by the New York State Division for Youth. When the Western House of Refuge opened in 1849, it was the first state managed reformatory in the country. The institution confined males under the age of eighteen who had been convicted of felonies in courts located in the central and western part of the State. In 1876, a Female Department was established at the reformatory. In 1886, the name of the institution was changed to the State Industrial School and, in 1907, the reformatory received its present name. Administered by a Board of Managers from its beginning, the reformatory in 1927 was placed under the control of the Department of Charities. In 1929, this Department was renamed the Department of Social Welfare and in 1967

renamed again as the present Department of Social Services. In 1971, all training schools and facilities for juveniles, including the State Agricultural and Industrial School, were transferred to the administration of the Division for Youth in the Executive Department.

The following is a list of the records in the State Archives from the New York State Agricultural and Industrial School. Full descriptions of all of these records are available from the State Archives.

- Administrative Records
- Admission, Parole, and Discharge Records
- Inmate Case and Behavior Records
- Photographs and Printed Material

Administrative Records

A1972. Administrative correspondence, 1870-1913. 6 cu. ft. (11 microfilm reels)

A1976. Parole agent's correspondence regarding paroled, transferred or escaped inmates, 1898-1911. .3 cu. ft.

A3069. Directives to the superintendent, 1903-1940. .6 cu. ft. (2 volumes)

A1904. Superintendent's orders to staff, 1891-1943. 2.5 cu. ft. (5 volumes) (1 microfilm reel)

A1996. Register of outgoing mail, 1896-1897. .1 cu. ft. (1 volume)

A3117. Memoranda concerning orders, requests, or actions of institution officials, 1894-1904. .3 cu. ft. (1 volume)

A3129. Financial records of the institution, 1884-1893, bulk 1890-1893. .3 cu. ft. A3130. Superintendent's record of officers' attendance, 1895-1912. .3 cu. ft. (1 volume)

A3061. Register of employee leave time used and accumulated, 1917-1941. .5 cu. ft. (1 volume)

A1967. Daily population summaries, 1876-1944. 2 cu. ft. (8 volumes) (2 microfilm reels)

A1963. Inmate questionnaires concerning institution facilities, 1894. .3 cu. ft. (1 volume)

A3126. Registers of points and prizes awarded at annual exhibitions, 1911-1937. .1 cu. ft.

A1900. Minutes of the Board of Managers and Board of Visitors, 1849-1940. 3 cu. ft. (12 volumes) (2 microfilm reels)

A1901. Minutes of the Acting Committee (Executive Committee) of the Board of Managers, 1849-1898. 1.5 cu. ft. (3 volumes) (1 microfilm reel)

- A1964. Minutes of the Board of Classification, 1893-1909. 1 cu. ft. (3 volumes)
- A3128. Superintendent's monthly reports to the Board of Visitors, 1926-1936. .3 cu. ft.
- A3060. Monthly reports of the Board of Visitors, 1902-1936. .5 cu. ft.
- A3056. Inspector's reports on conditions at the State Industrial School, 1902-1906. .3 cu. ft. (1 volume)
- A3057. Minutes of meetings of a special committee of the Board of Visitors, 1938. .1 cu. ft.
- A3058. Transcript of testimony taken by a special committee of the Board of Social Welfare investigating conditions at the school, 1938. .1 cu. ft. (1 volume)
- A3064. Minutes of the Benefit Association of the Civil Service Employees of Industry, N.Y., 1910-1914. .1 cu. ft. (1 volume)
- A1903. Superintendent's daily journal, 1849-1889. 1 cu. ft. (7 volumes) (2 microfilm reels)
- A1905. Matron's daily journals for the female department, 1887-1896. .5 cu. ft. (6 volumes) (1 microfilm reel)

Admission, Parole, and Discharge Records

- A1970. Admission registers, 1876-1960. 3 cu. ft. (6 volumes) (2 microfilm reels)
- A1965. Boys receiving books, 1896-1911. .5 cu. ft. (2 volumes) (1 microfilm reel)
- A1962. Lists of inmates returned to the institution, 1898-1904. .3 cu. ft. (1 volume) (1 microfilm reel)
- A3053. Registers of commitments, 1896-1942. .5 cu. ft. (2 volumes)
- A3127. Orders assigning inmates to religious divisions, 1899-1912. .5 cu. ft. (1 volume, 2 folders)
- A1966. Inmate rosters, 1896-1907. 1 cu. ft. (3 volumes) (1 microfilm reel)
- A1969. Roster of male inmates in the institution, 1869-1873. .1 cu. ft.
- A1902. Indenture agreements, 1851-1860. .3 cu. ft. (1 volume) (1 microfilm reel)
- A3145. Registers of inmates approved for parole, 1897-1912. .1 cu. ft. (2 volumes)

A3119. Register of new and paroled inmates, 1919-1924. .1 cu. ft. (1 volume)

A3150. Lists of paroled inmates compiled by chaplains, 1888-1895. .1 cu. ft. A3141. Chaplain's rough notes on parole and religious instruction of inmates, 1890-1905. .1 cu. ft. (1 volume)

A3142. Catholic parole agent's record of employment and conduct of paroled inmates, 1887-1906. .1 cu. ft. (1 volume)

A3144. Parole agents' registers of occupation and conduct of paroled inmates, 1888-1908. 1 cu. ft. (5 volumes) A3147. Protestant parole officer's directory of contacts in various cities and rough notes on visits to paroled inmates, 1893-1902. .1 cu. ft. (1 volume)

A3149. Register of inmates approved for discharge, 1874-1876. .1 cu. ft. (1 volume)

A3067. Registers of outgoing inmates, 1901-1945. 1 cu. ft. (9 volumes)

A3250. Parole badge book, 1889-1897. .1 cu. ft. (1 volume)

A3148. Register of addresses of discharged female inmates, 1899-1904. .1 cu. ft. (1 volume)

A3137. Unidentified indexes to institution records, ca. 1870-1890. .5 cu. ft. (3 volumes)

Inmate Case and Behavior Records

A1906. Male inmate case history books, 1849-1939. R 16 cu. ft. (48 volumes) (25 microfilm reels)

A3063. Name index to male inmate case history books, 1849-1867, 1891-1949. 2 cu. ft. (5 volumes) (1 microfilm reel)

A1907. Female inmate case history books, 1876-1904. 2 cu. ft. (4 volumes) (2 microfilm reels)

A3118. Index to case files of female inmates, 1876-1904. .2 cu. ft. (1 volume)

A1960. Supplementary case files for male inmates, 1876-1913. 44 cu. ft. (36 microfilm reels)

A1961. Supplementary case files for paroled female inmates, 1879-1905. 4 cu. ft. (6 microfilm reels)

A3139. Brief case histories of male inmates, 1853-1860. .3 cu. ft. (3 volumes)

A3140. Rough notes for Chaplains' registers of inmate case histories, 1886-1898. .1 cu. ft. (1 volume)

A3143. Catholic parole agent's records of interviews with and institutional histories of inmates, 1887-1891. .1 cu. ft. (1 volume)

A3146. Chaplains' registers of inmate case histories, 1881-1907. 6 cu. ft. (16 volumes)

A3153. Indexes to Chaplains' registers of inmate case histories and parole agents' registers of occupation and conduct of paroled inmates, 1881-1904. .3 cu. ft. (3 volumes)

A3073. Inmate misconduct book, 1876-1880. .3 cu. ft. (1 volume) (1 microfilm reel)

A3136. Reports of inmate conduct and punishments for offenses, 1882-1897. 2.5 cu. ft. (7 volumes)

A3116. Weekly record of female inmates' behavior and badges earned, 1889-1900, bulk 1889-1895. .2 cu. ft. (1 volume)

A3059. Daily record of escapes, 1919-1930. .1 cu. ft. (1 volume)

A3054. Registers of escapes from farm colonies, 1908-1940, bulk 1908-1935. .6 cu. ft. (2 volumes)

A1968. Registers of male inmates' educational level, 1849-1893. 1 cu. ft. (3 volumes) (1 microfilm reel)

A3012. Male inmate school records, 1890-1892. 1 cu. ft. (2 volumes) (1 microfilm reel)

Photographs and Printed Material

1975. Photographs of inmates, staff, and facilities, ca. 1904-1930. 2.5 cu. ft. (1 microfilm reel)

A3120. Glass plate negatives of new facility, 1905-1920. 7 cu. ft. (71 negatives) (1 microfilm reel)

A3138. Newspapers published by inmates, 1917-1948. .3 cu. ft.

A3163. Printed items concerning school operations, ca. 1875- 1939. .2 cu. ft. (4 items)

A3125. Scrapbook of printed material concerning the State Industrial School, 1888-1905, bulk 1893-1894. .3 cu. ft. (1 volume)