

The Greatest Reform School in the World
A Guide to the Records of the New York House of Refuge

New York State Archives
1989

Table of Contents

Introduction.....	3
A Brief History	4
Adjustment To Urban Growth	5
Twentieth Century Changes 1900-1935	6
Description of Records	7
Administrative Records	7
A2051. Minutes of the Board of Managers	7
A2053. Committee reports to the Board of Managers	7
A2091. Visiting Committee minutes	8
A2057. Ladies' Committee minutes.....	8
A2059. Building Committee minutes	8
A2058. School Committee minutes	9
A2092. Indenturing Committee minutes.....	9
A2071. Chaplain's reports to the Indenturing Committee	9
A2093. Special reports to the Executive Committee	10
A2060. Reception and Parole Committee minutes	10
A2061. Managers' facility inspection reports	10
A2052. Acting Committee minutes	11
A2063. Register of honorary members of the Society for the Reformation of Juvenile Delinquents	11
A2081. Proceedings relating to the dissolution of the Society for the Reformation of Juvenile Delinquents in the City of New York.	11
Operational Records.....	12
A2089. Published material relating to reformatories	12
Inmate Records	12
A2087. Register of inmates admitted and discharged	12
A2088. Inmate admission registers.....	13
A2064. Inmate case histories	13
A2084. Daily census of inmates	14
A2056. Girls' Division daily journals	14
A2086. Pupil record cards.....	14
A2067. Register of masters of indentured inmates	15
A2066. Indenture agreements	15
A2068. Register of deferred applications for parole.....	15
A2069. Parole registers	16
Summary List of Records Available on Microfilm	16

Introduction

The New York House of Refuge was the first juvenile reformatory in the United States. During its one hundred and ten year history, from 1825 to 1935, the House of Refuge pioneered the treatment of juvenile delinquents and served as the model for other reformatories. Its efforts in training and rehabilitating juveniles were praised by such social critics as Dorothea Dix and Jacob Riis.

The New York House of Refuge's records provide researchers with the opportunity to consider a range of historical and social issues. Records were produced reflecting all aspects of the institution's operation: government by the Board of Managers; policies and procedures implemented by the administration; and the life of inmates as they attended school, received training, and were paroled. Administrative records reflect the changing attitudes and practices in the treatment of juvenile crime. Innovative techniques for detention, education, and rehabilitation of juveniles were implemented at various times in the institution. Inmate records suggest the socio-economic nature of juvenile crime and delinquency. A very personal view of individual inmates is available, documenting the successes, strains, and failures of the institution's efforts to reform juvenile offenders.

The substantial records of this institution are preserved in the New York State Archives and described in this guide. The records include over 350 volumes (100 cubic feet) of meeting minutes, reports, inmate case histories, and other documents. Upon its closing, the New York House of Refuge's records were sent to the New York State Vocational School under the supervision of the State Department of Correction. In 1960 the records were placed on loan at the Syracuse University Library. The State Department of Correctional Services transferred them to the New York State Archives in 1977.

This guide is designed to assist researchers in identifying records of interest. A brief history of the New York House of Refuge provides background information on the historical and institutional context. This is followed by description of the documents in groups called record series. Series are records created together to accomplish or document a specific function of the organization. Finally, a list is provided of those record series which have been microfilmed and therefore are available on interlibrary loan or for purchase.

All of the records described in this guide are available for research use at the New York State Archives. Records less than 75 years old that contain personal information about inmate, family, social, education, and medical background are restricted. Researchers must apply for special permission to use these records.

Many of the records have been microfilmed and the microfilmed copies are available on interlibrary loan unless they contain restricted personal information. They are also available for purchase at cost of duplication. Microfilming of selected records and preparation of this guide were supported in part by a grant from the National Endowment for the Humanities.

The series descriptions for this guide were prepared by Elisabeth Golding; the guide was compiled by Kathleen Roe.

A Brief History

The New York House of Refuge was the first juvenile reformatory in the nation. It was the product of a philanthropic association, originally called the Society for the Prevention of Pauperism, organized in 1816. During its early years, the Society was dominated by Quaker merchants and influential political leaders, such as Cadwallader Colden and Stephen Allen. In 1820 and 1821, the Society conducted an extensive survey of United States prisons and then appointed a committee to study the returns. The committee's report criticized the prevailing spirit of revenge in the treatment of prisoners and deplored the imprisonment of individuals regardless of age or the severity of crime. Following adoption of the report in 1824, the Society reorganized for the purpose of establishing a reformatory.

Although the New York 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. In 1824, the State Legislature incorporated the "Managers of the Society for the Reformation of Juvenile Delinquents in the City of New York" (Ch. 126, Laws of 1824). Next followed a statute authorizing courts state-wide to commit juveniles convicted of crimes or adjudicated as vagrants to the New York House of Refuge (Ch. 24, Laws of 1826).

The Society members elected a thirty-member Board of Managers. An Acting Committee, consisting initially of five and later seven Board members, met weekly as the policy-making organ. The Superintendent, appointed by the Acting Committee, was responsible for daily management. The matron supervised the Female Department.

Public funding was an early goal of the reformatory's sponsors. In 1825, the State Legislature began providing funds through both legislative appropriation and the use of revenue raised from surplus funds from a head tax on arriving transatlantic passengers and seamen, plus the proceeds from license fees for New York City's taverns, theatres, and circuses. These revenue sources were deemed appropriate, since the society's leaders and supporters blamed immigration, intemperance and commercial entertainment for juvenile crime.

A private subscription enabled the Society to purchase part of an old federal arsenal in Manhattan in July 1824. The reformatory occupied several other sites in New York City. Eventually the Society acquired \$125,000 from the State and Federal Government for a new site on Randalls Island in the East River, which was completed in 1854; housing for the Female Division was completed in 1860.

The reformatory opened January 1, 1825, with six boys and three girls. Within a decade 1,678 inmates were admitted. Two features distinguished the New York institution from its British antecedents. First, children were committed for vagrancy in addition to petty crimes. Second, children were sentenced or committed indefinitely; the House of Refuge exercised authority over inmates throughout their minority years. During the nineteenth century most inmates were committed for vagrancy or petty theft. Originally, the institution accepted inmates from across

the state, but after the establishment of the Western House of Refuge in 1849, inmates came only from the first, second and third judicial districts (Ch. 24, Laws of 1850).

A large part of an inmate's daily schedule was devoted to supervised labor, which was regarded as beneficial to education and discipline. Inmate labor also supported operating expenses for the reformatory. Typically, male inmates produced brushes, cane chairs, brass nails, and shoes. The female inmates made uniforms, worked in the laundry, and performed other domestic work. A badge system was used to segregate inmates according to their behavior. Students were instructed in basic literacy skills. There was also great emphasis on evangelical religious instruction, although non-Protestant clergy were excluded. The reformatory had the authority to bind out inmates through indenture agreements by which employers agreed to supervise them during their employment. Although initially several inmates were sent to sea, most male and female inmates were sent to work as farm and domestic laborers, respectively.

In the 1830s and 1840s, the House of Refuge was acclaimed by such visitors as Alexis De Tocqueville, Frances Trollope, and Charles Dickens. It served as a model for reformatories in other large American cities. In 1857 when it hosted a national convention of reformatory administrators, the New York House of Refuge had the largest reformatory population in the United States. In the same year the New York State Senate Committee on Social Agencies boasted, "The New York House of Refuge is now in the extent of its operations, the greatest reform school in the world" (1857 Senate Document No. 8).

Adjustment To Urban Growth

By the 1870s, the Society was on the defensive, reacting to criticism of the indenture system, religious instruction, and contract labor. To improve the supervision of inmates discharged from their indentures, the Protestant Chaplain was designated Parole Agent in 1863. His duties included inspecting homes of inmates eligible for discharge. However, due to reduced labor costs accompanying an increase in immigration, indenture placements declined in the 1870s and 1880s. At the same time the practice of using female labor to produce commercial products was increasingly criticized, along with similar practices in prisons. Finally in 1884, Governor Grover Cleveland signed a bill banning contract labor, despite the Society's strenuous objections (Ch. 470, Laws of 1884). In addition, in the 1870s there were several outbreaks of violence against the staff, along with repeated charges by former staff and others of inadequate care, exploitation of the inmates in the workshops, breakdown of the classification system, and religious intolerance.

Such accusations led to an investigation and report in 1879 by the State Board of Charities, which had oversight over all social welfare institutions receiving state funds (1880 Senate Document No. 58). The Board's recommendations led to the elimination of contract labor and several other reforms. In 1887, the reformatory adopted a system of industrial education patterned after the program of the State Industrial School (Western House of Refuge) in Rochester. Within three years, classes for boys were held in hosiery, printing, carpentry, painting, tailoring, horticulture, baking, gas and steam-fitting. Girls attended classes in washing, ironing, sewing and domestic work. After 1890, military drill for boys became an important daily routine.

Two years after the State guaranteed freedom of religious worship to reformatories and to prison inmates (Ch. 396, laws of 1892), the reformatory began hiring non-sectarian parole agents. These parole agents began a system of post-admission home visits as well as inspections before and after discharge. Commitment of inmates under twelve years old was restricted to those convicted of committing a felony offense (Ch. 216, Laws of 1891). There were also several measures to reduce corporal punishment.

Twentieth Century Changes 1900-1935

In the new century efforts increased to individualize inmate treatment. The Female Division was transferred to the new House of Refuge for Women in Bedford. The vocational education program was expanded and more parole agents were hired. A staff psychologist conducted intelligence and psychological tests, especially to identify inmates needing remedial education. Nevertheless, continuing complaints about vocational training and discipline procedures resulted in investigations by the Board of Charities in 1903-1904 and again in 1908-1909. Despite increasing state regulation, criticism continued, focusing on the institution's outdated physical plant, urban location, and concentrated facilities.

The urban reformatory, a product of nineteenth century philanthropic reform, was being replaced by new state institutions in rural areas where there was more opportunity to follow the "cottage plan" first initiated in Lancaster, Ohio in 1857 and influential after the Civil War. As early as 1906, the Society was authorized to exchange its property for a new rural location, but no suitable site was found. Successive legislative measures designated the State Training School for Boys at Warwick for inmates under sixteen, and the State Vocational School at Coxsackie for those sixteen to nineteen as the successor state institutions for the New York House of Refuge (Ch. 412, Laws of 1929; Ch. 538, Laws of 1932). Finally in 1935, the Society for the Reformation of Juvenile Delinquents in New York City dissolved and the institution on Randalls Island closed.

Description of Records

These records are described in groups called record series. This reflects the way they were created, organized, and used by officials and employees of the House of Refuge. Each description provides a summary of the type of information found in a record series. This is designed to give researchers a general idea of the subjects, forms of material, and reason records were created. Each description also gives basic information on arrangement, quantity, dates of coverage, and availability of indexes, finding aids, or microfilm copies. Researchers interested in finding out more about a record series should contact the State Archives and identify the series by citing the series number (e.g. A2051) and series title (e.g. Minutes of the Board of Managers.)

- Administrative Records
- Operational Records
- Inmate Records

Administrative Records

A2051. Minutes of the Board of Managers, 1857-1935. 4 cubic feet. (13 volumes)

Arrangement: Chronological.

These are minutes of monthly, annual, and special meetings of the Managers of the Society for the Reformation of Juvenile Delinquents. Typical of contents are: resolutions of the Board; lists of bills audited by the Executive Committee; lists of committee appointments; amendments to bylaws; summaries of financial reports; appointments of officers and employees; and reports and resolutions of committees.

Indexes: The last volume is a name and subject index of volumes 3 to 5.

Available on microfilm.

A2053. Committee reports to the Board of Managers, 1857- 1889. .3 cubic foot. (2 volumes)

Arrangement: Chronological.

These are reports of standing and special committees appointed by the Board of Managers. The Committees and their responsibilities included: Indenturing Committee - concerned with inmate indenturing procedures; Insurance Committee - prepared reports on insurance contracts for facilities; Theatre Committee - concerned with revenues collected from municipal theater license

fees; School Committee - hired and determined compensation for teachers and other personnel; Classification Committee - concerned with policies for segregation of inmates according to behavior; and Special Committees - such as a committee to recommend purchase of fire apparatus and a Building Committee concerned with improved facilities.

Indexes: Alphabetical by name and by subject of reports and correspondence.

Available on microfilm.

A2091. Visiting Committee minutes, 1844-1893. .3 cubic foot. (1 volume)

Arrangement: Chronological by date of visit.

These are reports of weekly inspection visits to the reformatory. The Visiting Committee functioned as a liaison between the Acting Committee of the Society for the Reformation of Juvenile Delinquents and the institution's officers. The reports mention such matters as: illnesses and deaths of inmates; presence of staff; facility conditions, especially cleanliness; and discipline or disorder in workshops.

Available on microfilm.

A2057. Ladies' Committee minutes, 1825-1831 and 1855-1893. 1 cubic foot. (2 volumes)

Arrangement: Chronological.

These are minutes of committee meetings and reports of committee visits to the Girl's Division. Committee reports usually discuss the following: conditions of facilities, clothing, and food; discipline and relations between matron and inmates; education and recitation of Biblical verses; and health of inmates and staff.

Available on microfilm.

A2059. Building Committee minutes, 1851-1861. .1 cubic foot. (1 volume)

Arrangement: Chronological.

These are meeting minutes of the committee charged with constructing, equipping and maintaining the new Randalls Island facility which opened in 1854. The minutes provide such information as estimates for construction; abstracts of bids; bills for expenses; awarding of contracts; names of supply and construction contractors; approval of bills; and progress of construction, based on reports from the architect.

Available on microfilm.

A2058. School Committee minutes, 1855-1916. 1 cubic foot. (3 volumes)

Arrangement: Chronological.

These are minutes of meetings and reports of weekly committee visits to the school. Responsibilities of the committee as revealed in these records included: hiring and compensation of staff; ordering of supplies; provision of religious instruction; and record-keeping, especially of pupil punishment by staff.

Indexes: Alphabetical by name of school staff for 1855-1897 (volumes 1 and 2).

Available on microfilm.

A2092. Indenturing Committee minutes, 1827-1839 and 1861- 1913. 4 cubic feet. (12 volumes)

Arrangement: Chronological by committee meeting dates.

This committee met periodically with the Superintendent to review matters concerning inmate apprenticeships. The minutes document committee actions on the following matters: review of applications from prospective masters, including the applicant's name and relationship, if any, to the inmate, the inmate's name and case number and the committee's decision, including reasons for applications denied; review of the master's conduct reports for apprenticed inmates; requests by masters to absolve indentures; attempts to recover runaway inmates; rules governing apprenticeships; and review of parole requests beginning in 1911.

Indexes: Each volume contains an alphabetical index by inmate name.

Finding aids: Volume list.

Available on microfilm.

A2071. Chaplain's reports to the Indenturing Committee, 1863-1874. 1892. .3 cubic foot. (1 volume)

Arrangement: Chronological.

These are brief narrative reports made by the reformatory's Protestant chaplains, who functioned also as "home visitation agents" or parole agents from 1863 until 1894. The chaplain made visits to evaluate an inmate's former home, the master's home of an indentured inmate, or the home of a paroled inmate. Depending on the reason for a visit, each report contains information about

some of the following: master's name, residence, and occupation; master's treatment of inmate; inmate's habits of school and church attendance; residence, occupation, and economic status of inmate's family; conditions of inmate's house; whether inmate's family will take back inmate; and recommendations whether to return inmate to family on parole.

Indexes: Alphabetical by inmate's last name.

Available on microfilm.

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

Arrangement: Chronological by date of meeting at which materials were reviewed.

These volumes contain correspondence and related items submitted by the Superintendent to the Executive Committee. The documents were reviewed at the Committee's weekly meetings and were the basis for many of their actions and decisions. The records include letters written by the Superintendent, letters referred by the Superintendent to the Committee, and related materials such as news clippings. Materials were submitted to the Committee to report on such administrative matters as: employee salaries and salary classification issues; legislation affecting the institution, such as appropriations bills; progress of construction, repair, or maintenance work; estimates and summaries of expenditures; hiring, firing, and resignation of employees; and special disciplinary cases (e.g. inmate assaults on employees).

A2060. Reception and Parole Committee minutes, 1921-1929. .3 cubic foot. (3 volumes)

Arrangement: Chronological by date of meeting.

These minutes summarize the committee's consideration of parole in regard to new inmates, inmates eligible for parole according to institution rules, inmates who applied for parole, and inmates returned to the institution for violating parole. The minutes list inmates' names and numbers and the action to earn parole; investigation to be made; father applied in prison; denied; and S.W.P. (parole approved; meaning of initials is unclear).

A2061. Managers' facility inspection reports, 1897-1902. .2 cubic foot. (2 volumes)

Arrangement: Chronological by date of inspection.

These reports concern the condition of shops, dormitories, hospital facilities, and other buildings and of the inmates at the institution. Different managers stressed different aspects of the institution, but all reported on condition of the facilities such as: needs painting; in good order;

panes of glass out; freshly painted and in good order; floor need repairing; recover steam pipes with asbestos and canvas.

In the margins of the reports or on the right hand page opposite the report are comments, apparently by the Superintendent or Assistant Superintendent, regarding needed actions taken or to be taken.

A2052. Acting Committee minutes, 1824-1935. 4 cubic feet. (13 volumes)

Arrangement: Chronological.

The minutes relate to the institution's maintenance, finances, education, employment, and other matters and contain: resolutions of the committee; list of bills presented for approval; and reports of committees of the Managers. Routine inmate census data include: number of male/female, white/black; number in each division; number discharged and indentured (starting at mid-19th century); and number in hospital (starting at mid-19th century).

Finding aids: Volume list.

A2063. Register of honorary members of the Society for the Reformation of Juvenile Delinquents, 1874-1884. .1 cubic foot. (1 volume)

Arrangement: Chronological by nomination date.

This volume lists 34 persons elected by the Society's Board of Managers as honorary members of the Society. For each honorary member, the register provides: name; address; occupation (sometimes); by whom nominated (name of Manager); date nominated; date elected (same as date nominated); date accepted nomination (sometimes); date accepted election (sometimes) (same as date accepted nomination); date died or resigned (sometimes); and remarks; date elected Manager, date resigned as Manager (sometimes).

Indexes: Alphabetical name index at front of volume.

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

Arrangement: Chronological by date of meeting.

Meeting minutes and related records document the dissolution of the Society following the closing of the New York House of Refuge and the transfer of inmates to the New York State Vocational Institution in West Coxsackie. The series contains: minutes of special meetings held June 27, October 10, and December 12, 1935 to discuss return of the site to New York City,

disposition of unexpended funds, and other matters related to dissolution of the Society; certificates of notification of Society members of each special meeting scheduled; copies of meeting notices sent to members; proxies sent in for June 27 meeting; copy of certificate of dissolution (original recorded and filed in Secretary of State's office); and balance sheets itemizing expenditure of some remaining funds.

Operational Records

A2089. Published material relating to reformatories, 1826- 1921. 17 cubic feet. (109 volumes)

Arrangement: Arranged by institution, conference, or journal, then chronological.

Printed reports of juvenile reformatories in the U.S., Great Britain, and France and copies of printed proceedings of national conference on prisons and reformatories, which were part of a reference library at the House of Refuge. There are 64 volumes of reports of various juvenile reformatories in the U.S., 1826-1887; 5 volumes of reports of reformatories in Great Britain, 1854-1857; 5 volumes of "Pamphlets" or "Miscellaneous Pamphlets"; 5 volumes of the Proceedings of the New York State Conference of Charities and Correction, 1908, 1910, 1914, 1918, 1927; 1 volume of laws and decisions relating to charitable institutions in the state of New York; 7 volumes of the Proceedings of the National Conference of Charities and Correction, 1887, 1889-1890, 1892 (3 copies); 11 volumes of the Proceedings of the Annual Conference of the American Prison Association, 1909-1910, 1912-1915, 1917, 1919-1921; 1 volume of the Transactions of the International Penitentiary Congress, 1872; 5 volumes of the Reformation and Refuge Journal (British), 1861-1866, 1870-1875, 1879-1881; 1 volume of the annual report of the Reformation and Refuge Union, 1884; and 4 volumes of reports on French reformatories, 1879, 1882.

Inmate Records

A2087. Register of inmates admitted and discharged, 1859- 1882. .2 cubic foot. (1 volume)

Organization: Numeric by case history number, except that discharges for 1873-1882 are arranged chronologically by discharge date.

This volume provides summary information concerning inmate's background, offense, and the manner of discharge. The register is divided into two parts, each with a different format. Admission entries provide the following information: inmate name and case number; book number; date of admission; division and class number; age; where from (either inmate's previous residence or court which committed inmate); offense; nativity (place of birth, by city for New York State, by state for other American-born, and by nation for foreign-born); and ethnic/racial heritage of parents (not entered during the years 1869 to 1872). Discharge entries provide the following information: inmate name and case number (entered after 1872 only); to whom

indentured or discharged; occupation; date of discharge; division and class number; and remarks, which may include additional information on the inmate's discharge, such as the place of a master's residence or a statement that an inmate was released for Civil War military service.

Available on microfilm.

A2088. Inmate admission registers, 1882-1932. 1 cubic foot. (3 volumes)

Arrangement: Numeric by case history numbers assigned consecutively upon admission.

These volumes consist of printed standard forms containing summary inmate admission information. Entries contain the following information: inmate name and case number; annual entry number (for the year beginning in October in the first volume and beginning in July in the other two volumes); date of admission; division to which the inmate was assigned (boys or girls and a number); race (either "white" or "col'd" or, after 1911, "negro"); percentage (i.e., ethnicity or nationality); and age. Until 1895, the first volume also contains an entry for "size" rated on a scale from one to six. Other information found only in the first volume is the inmate's county of residence and whether the inmate's parents were living or dead. The second and third volumes contain the following additional information: religion, designated as "C", "H", or "P" for Catholic, Hebrew, or Protestant; whether a new commitment or a returnee; offense; date of original commitment (for returnees); and dates of previous commitments.

Available on microfilm.

A2064. Inmate case histories, 1824-1935. 70 cubic feet. (105 volumes)

Arrangement: Chronological by admission date. Case histories are numbered consecutively.

This is the main record series for information about each male or female inmate admitted to the institution. Black inmates are specifically identified, usually by the label "colored" next to their names. Each case history is two to four pages long and all the entries are handwritten. Originally, the entire case history was in narrative form. The format and contents of the case histories changed significantly in 1878, when a printed standard form was first used for part of the history, and changed again in 1907 when the printed form was substantially revised. Each case history generally contains information on:

- age and place of birth
- education
- habits
- criminal history
- parents names & addresses
- description of home (after 1878)
- parents' occupations (after 1878)
- conduct after discharge (after 1878)

- physical description (after 1907)
- parole and recommitment (after 1907)

Indexes: Name indexes in each volume. Cumulative indexes for volumes 1-14 (1824-1845) and volumes 1-31 (1824-1869).

Online finding aid available.

Available on microfilm.

A2084. Daily census of inmates, 1860-1935. 2 cubic feet. (9 volumes)

Arrangement: Chronological.

These volumes track the movement of the institution's inmate population from 1860 until its closing in 1935. Information provided varies slightly from volume to volume but generally includes: date; division; number of boys in each of six size categories (until 1900); number of boys in each division; total number of boys; number of girls in each division; total number of girls (no girls in institution after June 1905); number of inmates in each category admitted and discharged; and total number of inmates.

A2056. Girls' Division daily journals, 1861-1866, 1873-1896. 1.3 cubic feet. (4 volumes)

Arrangement: Chronological.

The Matron of the Girls' Division kept this journal of daily entries, usually including information on the following: admission of inmates, providing the inmate's name and identification number and notes on her background and crime; indenture and discharge of inmates, providing the same information as an admission; visits of officials and other dignitaries; and absence of staff.

Available on microfilm.

A2086. Pupil record cards, 1928-1935. 1.7 cubic feet. (1890 cards)

Arrangement: Chronological by inmate number.

These cards document the school conduct and ability of inmates. The amount of information recorded varies, but cards generally provide: inmate name and number; date of birth; name and location of school(s) previously attended; how long out of school (e.g. "just left", "out 6 months"); date entered class at House of Refuge; days present, absent and late each term; letter grades for conduct and for work; subjects not proficient in (e.g. reading, arithmetic); and date of parole, transfer to another school, or other discharge information.

A2067. Register of masters of indentured inmates, 1825-1845, 1860-1903. .4 cubic foot. (3 volumes)

Arrangement: Volumes 1 and 3: alphabetical by master's last name, then chronological by date of indenture. Volume 2: by state and county of master's residence.

These volumes list information about persons to whom reformatory inmates were bound out. Entries in all three volumes list the following information: master's name and address; inmate's number; and date of indenture agreement. In addition, the first volume (1825-1845) lists the master's occupation, the second volume (1860-1873) lists the inmate's name, and the third volume (1869-1903) lists the inmate's name and a reference to the master's prior experience with indentured inmates.

Available on microfilm.

A2066. Indenture agreements, 1825-1904. 15 cubic feet. (39 volumes)

Arrangement: Chronological by date of agreement.

These volumes contain copies of contractual agreements between the reformatory managers, inmates, and employers (or "masters") to bind out inmates for fixed periods of indentured labor or apprenticeship. Binding out inmates was authorized in the institution's original charter of incorporation and was an integral part of its vocational rehabilitation program. The agreements are printed standard forms.

Contracts specified that the master assume the following obligations: to teach a trade; to provide food, clothing, and shelter; to make available instruction in literacy and arithmetic; to provide, on expiration of the term of apprenticeship, a new set of clothing and, in many cases, a sum of money; and not to assign or hire out the inmate or to cancel the agreement without the reformatory's written consent.

A complete agreement contained the following handwritten information that was entered on the printed form: date of agreement; master's name, address, and occupation; inmate's name, age, and case number; the type of trade to be taught; and the duration of the apprenticeship.

Available on microfilm.

A2068. Register of deferred applications for parole, 1860- 1891. .3 cubic foot. (1 volume)

Arrangement: Alphabetical by first letter in inmate's last name, then chronological by requested parole discharge date.

This volume contains summary information about parole applications that were denied by the Parole Committee. Each entry lists the following information: inmate's case number; inmate's name; date requested for parole; date when eligible to reapply (entered only during 1860-1865); and committee determination. Committee determinations were entered and annotated as follows: deferred decision - usually either "referred to Board" or "to superintendent to examine" or "to superintendent with power to grant parole"; conditional deferral, such as "superintendent with power when grade is right"; declined with explanation, such as "declined on account of grade"; or declined without reason, usually "declined for present".

Available on microfilm.

A2069. Parole registers, 1882-1933. 1 cubic foot. (3 volumes)

Arrangement: Chronological by discharge date.

Summary information concerns manner of inmate's present discharge and parole/indentureship history. These volumes consist of printed standard forms containing the following information about paroled inmates: name and case number; date of discharge; school division, class, and until 1895, the class size (approximate number of students in the class); religion; race; reason for or manner of discharge, such as "to friends", "by court", "escaped", "transferred", "deported", etc.; to whom discharged, including the person's name or relationship to the inmate and address; occupation during previous indentureships; and length of time served at the House of Refuge. The second (1910-1922) and third (1922-1933) volumes contain the following additional information: date of original commitment; and dates of previous paroles.

Available on microfilm.

Summary List of Records Available on Microfilm

Some of the most significant records from the House of Refuge have been microfilmed. Copies are available through interlibrary loan or by purchase.

Inter-library loan copies may be obtained by providing the requesting library with the following information:

Request copies from:
New York State Archives Cultural
Education Center Albany, NY 12230

Corporate author: New York House of Refuge

Item requested: Cite title exactly as given in Section III, including dates, series number, and reels requested. Use following reel guide to determine relevant numbers.

To purchase copies, contact the New York State Archives directly, citing the same information needed for interlibrary loan.

Series Microfilm Number	Series Title	Reel Number(s)
A2051	Minutes of the Board of Managers	A2051-1 to A2051-4
A2053	Committee reports to the Board of Managers	A2053-1
A2091	Visiting Committee minutes	A2091-1
A2057	Ladies' Committee minutes	A2057-1
A2059	Building Committee Minutes	A2059-1
A2058	School Committee minutes	A2058-1
A2092	Indenturing Committee minutes	A2092-1 to A2092-3
A2071	Chaplain's reports to the Indenturing Committee	A2071-1
A2054	Superintendent's daily journals	A2054-1 to A2054-12
A2055	Daily journal of the city office	A2055-1
A2087	Register of inmates admitted and Discharged	A2087-1
A2088	Inmate admission registers	A2088-1
A2064	Inmate case histories *Restricted	A2064-1 to A2064-47
A2056	Girls' Division daily journals	A2056-1
A2067	Register of masters of indentured inmates	A2067-1
A2066	Indenture agreements	A2066-1 to A2066-14
A2068	Register of deferred applications for parole	A2068-1
A2069	Parole registers	A2069-1 to A2069-2

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