

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 307

PAGE NO. 1.

1. Requesting Agency DEPARTMENT OF MENTAL HYGIENE	2. Division or Bureau of Requesting Agency ROSEWOOD STATE TRAINING SCHOOL
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3. Authorization Requested (Check only one of the squares below).

<input checked="" type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<input type="checkbox"/> B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.	<input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. VOUCHER CHECKS (CHECK STUB BOOKS)

Size: 14" x 14" x 1"
 Dates: 1897-1931
 Quantity: Approximately 63 volumes (8 cubic feet)
 File Arrangement: By bank and numerical by voucher number therein
 Disposable Amount: 8 cubic feet
 Audit: State

Rosewood Training School disbursed funds direct until 1931. After that date, the disbursing activity (for all payments except petty cash) was assumed by the Comptroller. The Check Stub Books were created while Rosewood disbursed its own funds direct. The books show the voucher number, the date, the name of the payee, and the account to which the expenditure was chargeable (maintenance, administrative, repairs, etc.). A record of payments listed by voucher number or check number appears in other record books maintained by the school:

- Accounts Approved, 1899-1916
- Voucher Register, 1901-1921
- Cash Books, 1894-1923
- Disbursements Control, 1924-1934
- Cash Disbursements Detail, 1923-1933
- Treasurer's Cash Book, 1904-1909

These books listed above are to be retained permanently. The recom-

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7. Agency, Division or Bureau Representative

George C. Melvin
Signature

Supt
Title

8/29/57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

SEP 13 57

Date

Morris S. Odell
Archivist

Archivist

16 1957

Date

[Signature]
Secretary

Secretary

EST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Recommendation below applies only to the Check Stub Books.

RECOMMENDATION: DESTROY ACCUMULATION.

2. REGISTER OF VISITORS

Size: 15" x 15" x 2"
Dates: 1898-1951
Quantity: 6 volumes (3 cubic feet)
File Arrangement: Chronological

Persons visiting inmates at Rosewood were required to sign the Register of Visitors. Each register shows the date of the visit, the name of the visitor and his residence, and the names of the inmates being visited. A record of visits is currently kept in card form, showing for each inmate the date and the names of the persons visiting. As each visiting card is filled, it is filed in the Patient's Medical Record folder (Schedule 276, Item 1). The recommendation below applies only to the records which have been maintained through 1951.

RECOMMENDATION: DESTROY ACCUMULATION.

3. SUMMARY OF REQUISITIONS TO SUPERINTENDENT FOR SUPPLIES

Size: 18" x 12" x 1"
Dates: 1902-1908
Quantity: 1 volume
File Arrangement: Chronological
Audit: State

Various departments at Rosewood submitted requisitions for supplies to the Superintendent. This is a summary of the requisitions and shows the date, the article requisitioned, its purpose, the last supply received (date, quantity, and by whom), and the present stock on hand.

RECOMMENDATION: DESTROY ACCUMULATION

4. STOCK LEDGER

Size: 15" x 15" x 1"
Dates: 1907-1909
Quantity: 1 volume
File Arrangement: Chronological within each item
Audit: State
Index: At front of volume

The Stock Ledger records the receipt and issue of items stocked. The "debit" side of the record shows the date of receipt, from whom

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	<p>received, the amount received, and the price. The "credit" side shows to whom the item was issued, the quantity, and the price.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
5.	<p><u>CERTIFICATION OF EXPENDITURES (STORES AND SUPPLIES)</u></p> <p>Size: 15" x 10" x 2" Dates: 1902-1909 Quantity: 1 volume File Arrangement: Chronological Audit: State</p> <p>This record shows the date of the expenditure, the name of the person for whom the expenditure is made, and the amount expended for various stores and supplies.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
6.	<p><u>DAILY RECORD OF PRODUCTS RECEIVED FROM FARM AND GARDEN</u></p> <p>Size: 15" x 10" x 1/2" Dates: 1902-1911 Quantity: 1 volume File Arrangement: Chronological within each month Audit: State</p> <p>Farm products and the amount of each type received are entered for each monthly period.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION</p>	
7.	<p><u>POSTAGE AND TELEGRAM ACCOUNT BOOKS</u></p> <p>Size: 11" x 10" x 1" Dates: 1902-1922 Quantity: 7 volumes (1/2 cubic foot) File Arrangement: Chronological Audit: State</p> <p>This record contains a daily breakdown of the expenditures for the cost of outgoing letters and telegrams. Specifically, the entries show the total cash received from the Superintendent, the date of the receipt, the name and address of the recipient of the outgoing letter or telegram, and the cost of the postage.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION</p>	
8.	<p><u>BOYS AND GIRLS CLOTHING RECORD</u></p> <p>Size: 12" x 8" x 1" Dates: 1906-1914</p>	

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TEST FOR RECORDS RETENTION SCHEDULE
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Quantity: 4 volumes (1/2 cubic foot)
Index: In each volume

Separate record books for boys and girls record for each individual the date of the clothing issue, the type of item and the quantity of each item.

RECOMMENDATION: DESTROY ACCUMULATION

9. REGISTER OF ABSENCE (EMPLOYEES)

Size: 18" x 12" x 1"
Dates: 1901-1916
Quantity: 1 volume
File Arrangement: Chronological

The Register of Absence contains a record of the absences of Rosewood employees. Specifically, the record includes information such as the date of the absence, the name of the officer or employee absent, the type of service being rendered, the amount of time off, the cause of the absence, and remarks.

RECOMMENDATION: DESTROY ACCUMULATION

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