

# *Register of Records of the WSVH*

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# Wisconsin Historical Society

## Register of the Records of the Wisconsin School for the Visually Handicapped, 1849-1949

### I. Summary Information

**Title:** Records of the Wisconsin School for the Visually Handicapped

**Inclusive Dates:** 1849-1949

**Creator:** Wisconsin School for the Visually Handicapped

**Extent:** 44 c.f.

**Repository:**

Wisconsin Historical Society Archives

**Abstract:**

Records documenting the administrative, organizational, functional, and internal history of Wisconsin's first state educational institution established in 1849 in Janesville for the intellectual, physical and moral education of blind students throughout the state. The documents as a whole provide a comprehensive portrait of the school, its pupils, and the blind more generally over a century of existence. Substantial records include chronological reports and proceedings of the Principal and Board of Trustees outlining organizational policy and lobbying efforts; voluminous superintendent correspondence spanning the history of the school and with a variety of institutions and individuals regarding administrative and educational policy, as well as student and family concerns; field workers correspondence documenting early 20<sup>th</sup> century outreach efforts; chronologically and alphabetically arranged pupil enrollment records and class and application files containing invaluable demographic data and personal histories; curriculum outlines, examination papers and original compositions reflecting early pedagogical policy; and a collection of papers and articles relating to Wiletta Huggins—a student who received widespread notoriety for her apparent unusual powers of sensation. Printed annual and biennial reports of the Board of Trustees and Superintendent, as well as self-published informational materials about the school are available in the government documents section of the SHSW library.

**Note:** There is a restriction on access to this material; see the Administrative/Restriction Information portion of this finding aid for details.

## II. Administrative/Restriction Information

### Access Restrictions:

Records which contain qualitative student data and medical information are confidential under Wis. Stats. 51.30 and 49.001. Access to these records is possible under certain circumstances however. Records more than 75 years old are open for research. Access to records less than 75 years old may be granted under the following conditions: 1) Prospective users submit to the Archives a written request describing the project to be undertaken, the records to be used, and their significance to the research; request for information about specific individuals or cases will not be permitted; 2) Prospective users sign a written agreement that there shall be no disclosure, either directly or deductively, of personally identifiable information taken from these files; and 3) Photocopies of material by researchers are prohibited.

## III. Agency History

Established by a contingent of committed Janesville citizens in August 1849, the school, one of the earliest such schools of its kind in the U.S., was created to provide blind children with the opportunity for education. Under the auspices of J.T. Axtell, a graduate of the Ohio Institute for the Blind, the school opened its doors the following month to an initial class of 8 boys and girls.

Under the direction of Mr. Axtell, the school's first superintendent and instructor, the school exhibited immediate success, impressing the legislature in February 1850 to draft legislation providing for the incorporation of the school under the title Wisconsin Institute for the Education of the Blind. The legislation provided tax support and created a Board of Trustees (A. Hyatt Smith, Hiram Foote, Ira Miltimore, Levi Aldem, James Fairchild, and William Barstow) to oversee its administration. This administration would later be transferred in 1881 to the charge of the State Board of Supervision of Wisconsin, Charitable, Reformatory and Penal Institutions, which oversaw the school until 1891, when it was transferred to the Board of Control. In 1885 the school took on the name of the Wisconsin School for the Blind. In March 1938, following legislation passed the previous year, the school was placed under the direction of the State Board of Public Instruction, who ran things until 1949 when administrative responsibility was finally passed on to the State Department of Education. In 1945, as a part of legislation passed for broadening the function of the school as part of the state school system, the school changed its name a second time to the Wisconsin School for the Visually Handicapped.

Perhaps the low point of the school's history occurred on April 13<sup>th</sup>, 1874, when the school was destroyed by a fire. Vowing to keep its operations going, the school moved its functions to rented rooms, and with \$56,000 pledged by Congress for a new wing, the school set about rebuilding. Reconstruction on the wing was completed in 1876. With an additional appropriation of \$90,000 in

1876, the school's main structure was rebuilt, forming upon completion in 1877 the basic structure of the school for years to come. As additional educational and housing needs arose, new facilities were created. As of 1938, there existed a separate Music Building (established 1909), power house, pump house, and green house to accommodate over 130 students' educational and vocational activities.

The first graduates of the school were M.A. McGalloway and Henry P. Kyberin in 1885. The following year produced 8 graduates. These numbers would gradually increase. By 1938 there were well over 125 graduates of the school. In 1891 superintendent Lynn S. Pease modeled the school on the graded bases of regular schools: kindergarten, primary, intermediate and high school. During the early 20<sup>th</sup> century the Junior High School model was adopted.

Turnover at the superintendent level was frequent during the school's history—resulting in ever-changing policy. Only three superintendents, Thomas H. Little (1861-75), Little's wife, Sarah (1875-91), and J.T. Hooper (1911-33—the longest term of any superintendent), held the position long enough to implement a consistent policy and vision for the school. The school's other administrators were: Alexander McDonald, 1851-2; Henry Dutton, 1852-3; C.B. Woodruff, 1853-5; W.H. Churchman, 1856-61; Lynn S. Pease, 1891-5; H.F. Bliss, 1895-1901; A. J. Hutton, 1901-3; C.R. Schowalter, 1903-5; Harvey Clark, 1905-9; J.F. Brown, 1909-11; and R.E. Long 1933-43+. Even given this change at the top, a continued emphasis on the expansion of the educational curriculum and vocational training did manage to find its way into successive educational curricula. These practices were particularly evident in the administrations of Howard Bliss and A.J. Hutton and their emphasis on increased industrial training, transforming the school away from its perception as an asylum and towards the establishment of the institution as a preparatory, vocational and placement service.

The general curriculum consisted of three parts: literary, musical and industrial. Regarding the first, subjects covered included reading, writing, arithmetic, geography, English, history, and natural philosophy. In 1853 spelling, composition, grammar, algebra and meteorology were added as subjects of study. Instruction was wholly oral, utilizing a variety of methods and tools to facilitate learning of such subjects as writing, arithmetic, algebra, geography and even natural philosophy. In 1867 the Braille point writing system was introduced, only later to be replaced by Waite's New York Point. In 1879, as a result of money appropriated by Congress, embossed textbooks were added to the curriculum. Not long after, the study of typewriting was introduced. Later, in 1936, thanks in large part to the WPA Braille Project instituted in the state, the school would add a Braille switchboard to its training methods. It was with these instruments and innovations, particularly the typewriter and the development of the alphabet and textbooks, that instruction significantly progressed at this and other institutions for the blind.

Music formed the second department of instruction. First taught in 1861, instruction was wholly oral until the introduction of the raised alphabet. Instruments taught included piano, melodeon, and violin. By 1938 there existed three branches of formal study: 1) piano, pipe organ, harmony, and music history; 2) vocal and choral instruction; and 3) instrumental and orchestral instruction.

Vocational or technical training, the third department, was incorporated in 1851 as a means of profitably employing students during their leisure. As early as 1853 the making of brooms, sewing and knitting were introduced into the vocational curriculum; the following year the manufacture of bead baskets. All in all, and along with a variety of other trades introduced during these early years, these practices would evolve into a complex business and later Workshop for the Blind (established in 1903) churning out a wide variety of manufactures, arts and crafts. Later in 1927, a separate business unit, the Wisconsin Blind Products, was organized and set up as a distributor of blind-made products.

1916 brought with it the provision for summer school attendance for both those wishing to supplement their education and those, particularly those who had become blind late in life, the means of obtaining an education, and, if possible, a livelihood. The mission of such classes was two-fold: 1) the social rehabilitation of the adult blind; and 2) creating a proving ground for finding many blind people who are capable of making themselves economically independent. 14 such individuals, all men, attended that first year. The summer school curriculum consisted of Braille, typing and Dictaphone, as well as handicrafts such as weaving, chair-caning, basketry, broom and brush making, piano tuning, cooking, and sewing. By 1936 over 450 students had attended summer school.

Later years saw the expansion of outreach efforts aimed at educating and providing employment and health services for the blind. In 1917 the legislature provided aid for students attending university or college. In 1919 the Agency for the Blind was created to facilitate circulation of books amongst the blind; provide outreach to individuals in their homes; arrange for placement of the indigent; find and provide employment; and to provide other such duties as designated by the Board of Control. Its first field agent, Elizabeth McCarty, did much to advance the cause of the blind and provide adequate resources for their educational and social mobilization. Around this same general classes for the blind were created in a variety of Wisconsin cities, including Antigo, Bloomington, Eau Claire, Madison, Oshkosh, Racine and Milwaukee. In 1939 legislation was adopted that created the Bureau for Handicapped Children within the State Department of Public Instruction. Much like the Agency for the Blind, the Bureau functioned to address problems and concerns of the school and other such organizations under its aegis.

Since these early days of the 20<sup>th</sup> century, the school has grown by leaps and bounds, making every effort to keep its curriculum, teaching methods and technology up-to-date in its service and stewardship of the blind.

For further information see also:

Odegard, Bennett and George M. Keith, "School for Blind," in *A History of the State Board of Wisconsin and the State Institutions*, (Madison, no date), pp. 77-100.  
*Wisconsin Blue Book*  
 Wisconsin School for the Visually Handicapped. *Wisconsin School for the Blind*,  
 Janesville, Wisconsin. 1938.

#### IV. Scope and Content Note

The records of the WSVH span the years 1849-1949 and document many intriguing aspects of the school's evolving administrative, organizational and policy and planning apparatus, as well as provide detailed demographic data and personal histories of the school's pupils. Substantial in both their evidential and informational import over the full history of the institution, the records reveal the actions, policy and personality of many of the school's superintendents; funding, budgeting, lobbying, and communication with the Board; the early development and expansion of communication and links with other similar institutions; communication between superintendents, students, parents and civic institutions concerning a variety of educational and/or health issues; curriculum development and educational materials utilized—both here and at other similar institutions during the period in question; day-to-day administrative activities; outreach efforts to document the blind population, its needs and employment opportunities; and finally, and perhaps most intimately, the makeup and experience of the blind in Wisconsin more generally.

Missing from the records as a whole are documents relating to teachers—e.g. their background and personality; legal records and files; activities and meeting files; pre-organizational records; and early publicity or promotional materials of the school.

All of the WSVH files are textual files, with the vast majority consisting of correspondence, both handwritten and typewritten. The rest include bound volumes and a variety of individual pamphlets, brochures and postcards.

The records are arranged according to organizational hierarchy with the following 4 subgroups: administrative records, operational records, student records and special records. Within the subgroups, records are arranged in series by type of file, with a few topics subdivided into more specific categories and usually in order of priority. The file organization established by the creating office has been maintained. Within the series the records are arranged in either alphabetic or chronological order.

The **ADMINISTRATIVE RECORDS**, comprising 23 series—the bulk of WSVH materials, reflect administrative initiative, organization and function, chronicling the institutional development, structure, policy and planning apparatus, and general conduct of the institution at its highest levels over a 100 year span. Providing clear evidential value for the researcher, such series as the "Reports of the Principal and Board of Trustees," "Proceedings of the Board of Trustees," Superintendent's Correspondence with the State Board of Control, Superintendent's Letter Books, and the Superintendent's "Official Letters" communicate the inner workings of the institution; lobbying efforts

effecting local educational and administrative policy; and routine dealings with a variety of state, local and national bodies, as well as individuals and businesses concerning matters pertaining to the education of the blind. As a whole, the materials document a hierarchy of administrative function centering upon the actions and dealings between the Superintendent and Board of Trustees concerning the implementation and transformation of educational policy, as well as the staffing, running and maintenance of the school over its 100 years of existence. Much of the correspondence contained herein has been weeded to remove redundant or useless information, both reducing volume and facilitating access.

The second subgroup, **OPERATIONAL RECORDS**, document the implementation of policy and the general business of the school, revealing particular knowledge of the organization's operational functioning, vocational training, outreach efforts, and general demographic canvassing of the state's blind population as it pertains to the education and health of the blind. Comprising five series, the Property Inventories, Field Worker's Correspondence, "Cash Book" Regarding Manufactures, Schedule of Blind Persons in Wisconsin, and Record of Blind Children provide a keen window into the general nature and evolution of blind education and the associated curriculum materials available for instruction, as well as into the demographic makeup of Wisconsin's blind population during the late 19<sup>th</sup> century. As such, both the historian of education and the genealogist will find these materials useful. The Property Inventories have been sampled according to ten year spans to reduce volume and facilitate access.

The third major grouping of records, **STUDENT RECORDS**, document the demographic makeup and academic and personal histories of the school's pupils. Totalling seven series, the Pupil Record Books, Pupil Enrollment Record, Student Class Record, Summer School Register, Pupil Enrollment Record, the Student Applications File, and the Materials Relating to Wiletta Huggins, the materials offer the researcher an amazingly detailed portrait of the student body, as well as the blind population more generally, over a full century. The data contained herein offer two distinct types of valuable historical information: (1) enrollment data, including classes taken, terms attended, grades, graduation dates, and certificates awarded; and (2) demographic data consisting of name, residence, age, parent's info, age of onset, cause of blindness and other interesting information relating to personal character and behavior. As a whole, the series offer the researcher considerable informational import not only regarding the particular student body, its background and academic history, but also concerning the lives, health and status of the blind more generally. As a result, these series provide key access points for research into and linkage amongst the education and livelihood of the blind during the mid to late 19<sup>th</sup> and early 20<sup>th</sup> centuries.

The **SPECIAL RECORDS** subgroup, consisting of two series, miscellaneous Historical Documents and miscellaneous Papers Relating to the Acquisition of Library Materials, provide an early historical glimpse into the organizational structure, significant administrative actions and status of library and educational materials available for the blind during the late 19<sup>th</sup> century. Of particular note within the historical documents are the original subscription list for the school, acts of appropriation, memoranda, oaths of

office, and applications for superintendent that provide key evidential information regarding formative administrative operations and functions. In the library materials, on the other hand, one finds many lists of books, maps, appliances and apparatus available from a variety of businesses that serve to depict not only the general curriculum and materials available at the time, but also the advanced degree to which such was implemented at the WSVH and other similar institutions. To facilitate access and reduce volume, the Papers Relating to the Acquisition of Library Materials have been weeded to remove routine or redundant letters and invoices.

As a result of the appraisal of the WSVH records, a large volume of housekeeping and other routine records were destroyed. These records included daily population reports, a visitor's registry, budget papers, bids and quotations, a construction ledger and virtually all of the financial records. These records contained largely superfluous, unimportant and generally repeated information found within the published Reports of the Superintendent and Board of Trustees. Other series have been considerably weeded to reduce volume and allow the researcher easier access to important and representative documents. These include much of the Superintendent Correspondence, Field Worker Correspondence and Materials Relating to the Acquisition of Library Materials.

## V. Arrangement

The records of the WSVH were arranged into subgroups by the staff of the Department of Manuscripts during the processing of the collection. The series represent the groupings of files created by the WSVH, unless noted otherwise. The subgroups are:

- A. Administrative Records, 1850-1949
- B. Operational Records, 1881-1941
- C. Student Records, 1850-1939
- D. Special Records, 1849-1946

### A. ADMINISTRATIVE RECORDS, 1850-1941

#### I. Policy Records

- a. "REPORTS OF THE PRINCIPAL AND BOARD OF TRUSTEES OF THE WISCONSIN INSTITUTION FOR THE EDUCATION OF THE BLIND"  
1851-1857  
1 bound volume  
Arranged chronologically  
Annual reports, financial statements of receipts and disbursements, listings of students, organizational documents, and legislative appropriations.
- b. "PROCEEDINGS OF THE BOARD OF TRUSTEES OF THE WISCONSIN INSTITUTION FOR THE EDUCATION OF THE BLIND"  
1850-1863  
1 bound volume  
Arranged chronologically  
Minutes reflecting general policy decisions, legislative appropriations, personnel, and building projects.

- c. "OUTLINES OF WORK, EXAMINATIONS PAPERS, ORIGINAL COMPOSITIONS, ETC."  
 1904  
 1 bound volume (typescript)  
 Topically Arranged  
 Plan book of course lists, outlines for instruction, examination papers and original compositions in a variety of subjects.

## ***II. Executive Records.***

- a. SUPERINTENDENT'S INCOMING CORRESPONDENCE ("OFFICIAL LETTERS")  
 1856-1864  
 2 boxes  
 Arranged chronologically  
 Correspondence received by Wm. Churchman (1856-61) and Thomas Little (1861-75) concerning day-to-day business operations, applications for admission, and letters about students. Significant are records documenting early links with other institutions in the U.S. regarding supplies and means of instruction.
- b. SUPERINTENDENT'S LETTER BOOKS  
 1874-1877; 1891-1903  
 11 volumes  
 Arranged chronologically  
 Letter press copies of outgoing correspondence relating to institutional operations, budgeting and funding, and student applications and behavior.
- c. SUPERINTENDENT'S GENERAL CORRESPONDENCE  
 1891-1919  
 42 boxes  
 Arranged chronologically and alphabetically thereunder by name of correspondent.  
 Incoming and outgoing correspondence dealing with business affairs, pupils and former pupils, teachers and employees, state agencies, and with individuals pertaining to the education of the blind.

Box 1	1891-1892
Box 2	1891-1892
Box 2A	Late 1892
Box 3	1893-May 1894
Box 4	1892-1893
Box 5	Sep-Dec 1893
Box 6	Jan-Jun 1894
Box 7	Jun 1894-Aug 1895
Box 8	1895-1896
Box 9	1896-1897
Box 10	Jan 1897-Oct 1898
Box 11	Oct 1898-Nov 1899
Box 12	Nov 1899-Nov 1901
Box 13	Nov 1901-Aug 1902

Box 14	Aug 1902-Jan 1904
Box 15	Jan 1904-Oct 1904
Box 16	Oct 1904-Jul 1905
Box 17	Jul 1905-Jan 1906
Box 18	Jan 1906-Jun 1906
Box 19	Jul 1906-Feb 1907
Box 20	Feb 1907-Nov 1907
Box 21	Nov 1907-Mar 1908
Box 22	Mar 1908-Sept 1908
Box 23	Sept 1908-Jan 1909
Box 24	Jan 1909-Jun 1909
Box 25	Jun 1909-Dec 1909
Box 26	Jan 1910-Jan 1911
Box 27	Jan 1911-Sept 1911
Box 28	Sept 1911-Mar 1914
Box 29	Apr 1912-Oct 1912
Box 30	Oct 1912-Apr 1913
Box 31	Apr 1913-Sept 1913
Box 32	Sept 1913-Mar 1914
Box 33	Apr 1914-Dec 1914
Box 34	Jan 1915-Aug 1915
Box 35	Aug 1915-Jan 1916
Box 36	Jan 1916-Aug 1916
Box 37	Aug 1916-Feb 1917
Box 38	Feb 1917-Sept 1917
Box 39	Sep 1917-Feb 1918
Box 40	Feb 1918-Aug 1918
Box 41	Aug 1918-Jan 1919

d. SUPERINTENDENT'S GENERAL CORRESPONDENCE

1938-1949

24 boxes

Arranged chronologically and alphabetically thereunder by name of correspondent.

Incoming and outgoing correspondence with State Board, Dept. of Public Instruction and legislators; pupils, graduates and families; state, county and federal agencies; civic institutions; employers; applicants; suppliers; and the public.

e. CORRESPONDENCE WITH INSTITUTIONS FOR THE BLIND

1905, 1910-1916

1 box

Arranged chronologically and alphabetically thereunder by name of correspondent.

Incoming and outgoing correspondence, pamphlets, brochures and other informational documents regarding the education, health and care of the blind.

f. SUPERINTENDENT'S CORRESPONDENCE WITH THE STATE BOARD OF CONTROL

1909-1919

6 boxes

Arranged chronologically and alphabetically thereunder by name of correspondent.

Incoming and outgoing correspondence regarding authorization of payments, purchases and repairs, as well as personnel matters.

Box 1	1909-1911
Box 2	1912-1913
Box 3	1914-1915
Box 4	1915-1916
Box 5	1917
Box 6	1918

g. SUPERINTENDENT'S CORRESPONDENCE RELATING TO CIVIL SERVICE MATTERS

1905-1920

1 box

Arranged chronologically

Correspondence with Board, prospective employees and others regarding the classification of positions, appointments and other organizational matters as a result of implementation of State's civil service law.

h. SUPERINTENDENT'S CORRESPONDENCE RELATING TO PUPILS

1904-1918

8 boxes

Arranged chronologically

Incoming and outgoing letters between superintendent, parents and other parties concerning application procedures and inquires into the well-being of pupils.

Box 1	1904-1906
Box 2	1906-1908
Box 3	1909-1910
Box 4	1912-1913
Box 5	1914-1915
Box 6	1915-1916
Box 7	1916-1917
Box 8	1917-1918

i. APPLICATION CORRESPONDENCE

1916-1919

1 box

Arranged chronologically

Correspondence pertaining to applications, usually discussing evaluations of potential students.

## B. OPERATIONAL RECORDS, 1881-1941

### I. Transactional Records

#### a. PROPERTY INVENTORIES

1881-1941

7 bound volumes, sampled in 10 year increments

Arranged chronologically

Complete listings of all school property, including yearly summaries and totals.

Vol 1	1881
Vol 2	1891
Vol 3	1901
Vol 4	1911
Vol 5	1921
Vol 6	1931
Vol 7	1941

#### b. FIELD WORKER'S CORRESPONDENCE

1911-1917

1 box

Arranged alphabetically

Correspondence of Ada Turner dealing with outreach efforts concerning admission requirements and educational programs.

#### c. SCHEDULE OF BLIND PERSONS IN WISCONSIN FOR THE SUPERINTENDENT OF THE INSTITUTION FOR BLIND

1861, 1865

2 items

Arranged alphabetically by county and town

An accounting of blind persons listing name, county and town of residence, age, color, sex, occupation, place of birth, name of father and mother, education, affinity of blood, and general remarks.

#### d. RECORD OF BLIND CHILDREN REPORTED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION ("BLIND CHILDREN REPORTED")

1904

1 volume

1<sup>st</sup> section arranged alphabetically by county; 2<sup>nd</sup> by town.

County by county listing of blind children including name, name of parents or guardians, post office address, date of birth, and degree of blindness.

#### e. "CASH BOOK" RECORDING INCOME FROM MANUFACTURES

1903-1914

1 bound volume

Arranged chronologically

Record of cash received from sales of crafts, arts and manufactures produced at school.

## C. STUDENT RECORDS, 1849-1946

### *I. Application Records*

#### a. STUDENT APPLICATIONS FILE

1886-1918

3 boxes

Arranged chronologically by date of application submission.

Completed applications for admission and correspondence regarding acceptance, recommendations, and correspondence with parents, guardians and physicians.

Box 1	1886-1894
Box 2	1894-1903
Box 3	1906-1918

### *II. Enrollment Records*

#### a. PUPIL RECORD BOOKS

1850-1892

3 bound volumes

Arranged chronologically by date of admission.

Record of pupils admitted listing name, parent's name, age, date of admission, residence, place of birth, age of onset, and cause of blindness, as well as remarks concerning personality, aptitude, behavior, character, and personal history.

#### b. PUPIL ENROLLMENT RECORD

1891-1939

5 volumes

Arranged chronologically by school semester and alphabetically thereunder by last name of student.

Listing of enrollment giving name, age, years in school, name of parent, and residence, with some later records (Fall 1895-1914) specifying degree and cause of blindness, student health, and conduct. Volume 1 contains statistics concerning the blind drawn from reports submitted between 1875-8 by town clerks and county superintendents.

#### c. STUDENT CLASS RECORD

1893-1928

1 bound volume

Arranged chronologically by school term and alphabetically thereunder by name.

Listing of pupils by grade level and course taken by each; after 1901, record lists quarterly and final grades. Record also lists graduates for 1902-3 and 1903-4, honor roll students for 1899, and grade level and grade averages for pupils with marks under 70% for 1898-9.

- d. "LIST OF NON-GRADUATES"  
1850-1925  
Typescript, 86 pages  
Arranged by name according to year of attendance.  
List of non-graduates who attended listing date of birth, years of attendance, occupation, and degree of sight.
- e. SUMMER SCHOOL REGISTER  
1918-1939  
1 volume  
Arranged chronologically  
Listing of students attending part or all of the summer term, including name, address, and dates or terms of attendance.

### ***III. Records of Individual or Noteworthy Students***

- a. PAPERS RELATING TO WILLETTA HUGGINS  
1919-1927  
1 box & 1 folder  
Arranged by subject and/or type of material.  
Correspondence, articles, reports, and a family history pertaining to Miss Huggin's and her unique perceptive abilities and amazing recovery.

## **D. SPECIAL RECORDS, 1849-1946**

### ***I. Miscellaneous Historical Documents***

- a. HISTORICAL DOCUMENTS FILE  
1849-1877  
1 box  
Arranged numerically. See original box list in folder #1  
182 early documents reflecting the early administrative, organizational and financial operations of the school, including Acts of Appropriation, lists of regulations, correspondence, applications for Superintendent, oaths of office, proposals, and related information.

### ***II. Miscellaneous Library Materials***

- a. PAPERS RELATING TO THE ACQUISITION OF LIBRARY MATERIALS  
1881-1946  
1 box, weeded extensively  
Arranged chronologically  
Book catalogues and selection lists, correspondence, orders, and other papers relating to the acquisition of library materials from a variety of vendors and publishers.

## **VI. Series to be Destroyed**

BIDS AND QUOTATIONS. 1912-1915. 1 box.

Extraneous information, unimportant for understanding the school and its historical context or organizational development.

GENERAL JOURNALS. 1933-1950. 10 volumes.

Unoriginal, repeated info; available in more appropriate form in published Reports.

- CHECK STUB BOOKS. 1851-1873. 9 volumes.  
Useless in and of itself; info summarized more usefully in published Reports.
- ANALYZED ACCOUNTS. 1890-1914. 7 volumes.  
Repeated, extraneous info; more usable form exists in Reports.
- TRIAL BALANCE. 1891-1900. 1 volume.  
Repeated info; summarized in published Reports.
- STEWARD'S CASHBOOKS. 1853-1865, 1869-1935. 8 bound volumes.  
Repeated, extraneous info; more usable form exists in Reports.
- LEDGER FOR STUDENT PETTY EXPENSES. 1909-1911. 1 bound volume.  
Useless info; superfluous to research and historical record.
- PURCHASE JOURNALS. 1893-1900. 3 volumes.  
Repeated info; available in published Reports.
- STEWARD'S MONTHLY ESTIMATES OF EXPENDITURES. 1890-1895, 1919-1924.  
2 file boxes.  
Repeated, superfluous info; summarized more appropriately in Reports.
- CONSTRUCTION LEDGER. 1854-1855. 1 volume.  
Repeated information; costs summarized more usefully in published Reports.
- JOURNAL. 1868-1870. 1 volume.  
Information contained herein more succinctly and contextually bound elsewhere—i.e. published Reports.