



MINNESOTA HISTORICAL SOCIETY  
Minnesota State Archives

## FERGUS FALLS STATE HOSPITAL An Inventory of Its Financial Records

### OVERVIEW OF THE RECORDS

<b>Agency:</b>	Fergus Falls State Hospital.
<b>Series Title:</b>	Financial records,
<b>Dates:</b>	1889-1982.
<b>Quantity:</b>	12.3 cu. ft. (13 boxes, 5 partial boxes, 2 loose volumes).
<b>Location:</b>	See Detailed Description section for box locations.

### SCOPE AND CONTENTS OF THE RECORDS

Records documenting various financial transactions, including a classified statement of supplies, particularly food, medical, household, and building, received at the hospital, as well as, the cost/expense incurred in acquiring them (1889-1901), voucher and order register (1900-1901), daily record of groceries and provisions received and issued (1890-1897), data on wages and employee training (1891-1927), coal record (1898-1901), daily journal and ledger (1901-1905), quarterly estimates of salaries and expenses (1901-1916), payroll estimates (1908-1916), payroll records (1901-1955), service agreements (1919-1920), and patient's store record (1951-1982).

### INDEX TERMS

*These records are indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.*

#### **Topics:**

Accounting.  
Mental health personnel—Minnesota—Salaries, etc.  
Mentally handicapped—Institutional care—Minnesota —Accounting.  
Psychiatric hospitals—Minnesota—Accounting.  
Psychiatric hospitals—Minnesota—Employees.  
Psychiatric hospitals—Minnesota—Equipment and supplies.  
Psychiatric hospitals—Minnesota—Finance.

Psychiatric hospitals—Minnesota—Food service.  
State hospitals—Minnesota—Accounting.  
State hospitals—Minnesota—Equipment and supplies.  
State hospitals—Minnesota—Finance.  
State hospitals—Minnesota—Officials and employees.

**Types of Documents:**

Payrolls.

**ADMINISTRATIVE INFORMATION**

**Preferred Citation:**

*[Indicate the cited volume and page or item and folder title here].* Fergus Falls State Hospital. Financial Records. Minnesota Historical Society. State Archives.  
*See the Chicago Manual of Style for additional examples.*

**Accession Information:**

Accession number(s): None; 2000-57; 2008-43

**Processing Information:**

Processed by: Rich Arpi, January 2000; Jane Wong, February 2008.  
Catalog ID No.: 1704537

**DETAILED DESCRIPTION OF THE RECORDS**

*Note to Researchers: To request materials, please note the location shown below.*

**Location**

- |               |   |
|---------------|---|
| 118.G.10.6F-2 | Expense list - Classified statement of supplies, 1889-1901. 6 volumes.<br>Record of food, medical, household, and building supplies received at the hospital as well as the cost/expense incurred in acquiring those items.<br>Volume A, August 1889 - July 1892.<br>Volume 2, August 1892 - July 1894.<br>Volume 3, August 1894 - July 1896. |
| 118.G.10.7B-1 | Volume 4, August 1896 - July 1898.<br>Volume 5, August 1898 - July 1900.<br>Volume 6, August 1900 - July 1901.<br>The volume is only half-full.   |

**Location**

- 139.D.6 Voucher and order register, August 2, 1900 - August 22, 1901. 1 volume, loose on shelf.  
Includes date issued, voucher and order number, employee or company name, amount paid, date voucher returned. Items were paid against the following accounts: current expense, green house, cold storage, vegetable cellar, and revolving fund.
- 126.I.3.2 Daily record of groceries and provisions received and issued, 1890-1897. 1 oversize folder.  
Includes entries for July 1890 - February 1895, March 1896 - April 1897, and August 1897.
- 105.G.3.3B Wages, training class, etc., 1891-1927. 1 volume.  
Includes employee name, date of hire/date of increase, wages, position, time-off, occasional remarks on conduct, and date of termination (January 21, 1891 - December 1893, pages 1-55), date employee received training in anatomy, physiology, chemistry, biology, medication, surgery, gynecology and obstetrics, diseases, and cooking (1900-1910, pages 60-78), appropriations for the replacement and maintenance of equipment (1907-1910, pages 98-99), and repairs and betterment (1907-1927, pages 100-236).
- Coal record, August 1, 1898 - November 12, 1901. 1 folder.  
Records date received, company received, type of coal, railroad company, train number, net weight, billed weight, net weight gain or loss. Pages removed from volume.
- 108.J.8.7B-1 Journal, 1901-1905. 1 volume.
- 108.J.8.7B-2 Ledger, 1901-1905. 1 volume.
- 126.I.17.3B Quarterly estimates of salaries and expenses, 1901-1916. 15 folders.  
Includes names, sex, title, boarding status, date of appointment, and monthly salary of each employee, arranged by department. Also included are estimates for various types of provisions, supplies, equipment, and special provisions for repairs. Submitted to the Board of Control.
- August-October 1901.  
November 1901 - January 1902.  
February-April 1902.  
May-July 1902.  
August-October 1902.  
November 1902 - January 1903.

**Location**

- 126.I.17.3B February-April 1903.  
May-July 1903.  
August-October 1911.  
November 1911 - January 1912.  
February-April 1912.  
May-July 1912.  
Extraordinary repairs, September 1902 - July 1903.  
Miscellaneous repairs, 1911-1912.
- 118.G.10.8F-2 Payroll estimates, August 1908 - July 1916. 1 oversize folder.  
Incomplete.
- 106.G.1.1B-1 Payroll records, 1901-1955.  
Variously titled: Pay Roll Abstract and Warrant Registers, Pay Roll of the Officers and Employees, Pay-Roll of the Officers and Employees, and Pay Roll. Lists employees by department; information may include employee name, position, beginning date with institution, grade, beginning date in this grade, present rate, days required, days employed, earnings, deductions, net amount, signature of employee, estimate numbers or possibly voucher number, and remarks.  
A, August 1901 - July 1905. 1 volume.  
[B], August 1905 - November 1908. 1 volume.
- 139.D.6 D, June 1913 - November 1915. 1 volume, loose on shelf.
- 106.G.1.1B-2 December 1915 - July 1917. 1 volume.  
August 1917 - June 1922. 1 volume.
- 106.G.1.2F-1 July 1922 - March 1925. 1 volume.  
April 1925 - June 1927. 1 volume.
- 106.G.1.2F-2 July 1927 - August 1930. 1 volume.  
September 1930 - July 1933. 1 volume.
- 106.G.1.3B-1 August 1933 - December 1936. 1 volume.  
January 1937 - December 1939. 1 volume.
- 106.G.1.3B-2 January 1940 - December 1941. 1 volume.  
Includes payroll, January-September 1940, and payroll, abstract, and warrant register, October 1940 - December 1941.  
January 15, 1942 - December 31, 1943. 1 volume.
- 106.G.1.4F-1 January 15, 1944 - December 31, 1945. 1 volume.  
January 15, 1946 - June 30, 1947. 1 volume.

**Location**

- 106.G.1.4F-2                      July 15, 1947 - December 31, 1948. 1 volume.  
    January 15, 1949 - June 30, 1950. 1 volume.
- 106.G.1.5B-1                      July 15, 1950 - September 30, 1951. 1 volume.
- 106.G.1.5B-2                      December 31, 1953 - June 30, 1955. 1 volume.  
    In reverse chronological order.
- 105.G.3.3B                      Service agreements, July 2, 1919 - June 28, 1920. 1 folder.  
    Signed agreement between the employee and the institution to  
    faithfully perform duties in return for a stated wage.
- Patient's store inventory and profit and loss statements, June 30, 1951 -  
    June 30, 1982. 3 folders.  
    In reverse chronological order; includes income statements and  
    annual inventory.