

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

Location	Box	
104.I.18.5B	1	Administrative Study Group, 1969-1971. Advocacy, 1974. Affirmative Action Committee, 1968-1975. Allied Health Professions Personnel, 1967. American Hospital Association: Advisory Committee, 1966-1968. American Hospital Association: [Questionnaires]. American Medical Hospital Association: Salary Survey Committee, 1972. Architectural Design, 1968. Architectural Environment, 1968. Beyers, James: Hearing, 1968. <b>RESTRICTED</b> Bomb Threats, 1975. Building Problems, 1970-1976. Business Office, 1969-1976. [Salaries] Chaplains, [ca. 1970]. Chemical Dependency, 1971-1975. Clothing Project, 1969[?]. Comprehensive State Survey, NIMH, 1968. Conference on Cost Accounting: Memo, 1968 Constitution, Minnesota State Hospitals. Consultant Contracts, 1976. Cost Reporting, 1969. Dangerous Patients, 1976. Dental Survey, 1977. Developmental Disabilities Council, 1973-1974. Diet Manual, 1964. Employee Orientation, 1962-1968. Energy, 1973-1977. Fire Plan, 1967. Food Service Survey, 1966. Forensic Psychiatry, [undated]. Policy regarding criminal responsibility of insane persons. Geriatric Patient Study, 1967. Geriatric Subcommittee Report, 1975. Health, Minnesota Dept. of, 1963-1976. Licensing and regulations. Health, Minnesota Dept. of: Quality Assurance and Review Program, 1975-1977. HEW: Medicare, 1971-1977. Homemakers International, 1976. Hospital Cost Study, 1967.

**HASTINGS STATE HOSPITAL.****Administrative Files.****Box contents list**

<b>Location</b>	<b>Box</b>	
104.I.18.5B	1	HIP (Hospital Improvement Projects) Grant Program, 1963-1971. 2 folders. Hospital Services Assistant, 1967-1969. Human Relations Lab, 1963-1964. Humane Practices Committee, 1971-1976. Information Retrieval System, 1969. Institutional Closings, 1974-1975. Intermediate Care Facilities, 1972-1975. 2 folders. Job Descriptions. Joint Conference Meetings, 1967-1972. Laundry, 1969-1976. Laundry Positions, 1969. Legal Aid, 1976. Legislature, 1969-1976. 2 folders. Legislative Building Commission, ca. 1961-1975. 3 folders. HSH reports, requests, memos, correspondence.

<b>Location</b>	<b>Box</b>	
104.I.18.6F	2	Legislative Reports, 1971-1976. Maximum Security Unit at HSH, 1970. Medicaid, 1975. Medicare: Physician Waiver Agreement, 1975-1976. Medicare: DPW Provider Agreement for Title 19, 1975. Medical Records, 1975-1976. Meetings, Statewide, 1975-1976. Mental Health Advisory Committee: Minutes and Miscellaneous, 1974-1975. Mental Health Medical Policy Committee: Minutes, 1973-1974. Mental Retardation, 1965-1969. Metropolitan Council: Health Board, 1975-1977. Metropolitan Hospital Planning Council/Agency, 1969. MI Units: Reorganization, 1976. Midwest Institutions for the Mentally Retarded, Study of, 1975. Minnesota Association of Human Services Technologies, 1970-1971. Minnesota Hospitalization and Commitment Laws. Nursing: Master Schedule, 1975. Nursing Affiliations, 1963-1972. Nursing Job Descriptions. Nursing Services, 1969-1975. Open Hospital Comments, 1974-1975. Patients, 1974-1977. Patients Access to Files, 1974-1976. Patients' Earnings and Savings Committee, 1967-1968. POIS (Patient Oriented Information System), 1975-1976.

<b>Location</b>	<b>Box</b>	
104.I.18.6F	2	Peace Officer Training Academy, 1971. Personal Allowance Expenditures, 1974. Personnel, 1974-1976. Physical Therapy, 1963-1969; Program Budgeting, 1969. Psychiatric Technician Training, 1967. Psychiatric Utilization Review. Psychology, 1971. ROC Advisory Committee, 1972-1975. 2 folders. Regionalization, 1968-1969. Rehabilitation Department, 1970-1976. Residential Environmental Survey, 1970-1975. Residential Program Advisory Committee (MI), 1975. Restraint and Seclusion, 1974, 1976. Safety Committee Minutes, 1976-1977. Sewage Facilities, 1969-1976. SLIC (Sharing Life in the Community), 1975. Social Service Department, 1970. Space Study, 1968, 1970. Staff Development, 1964-1970. Staff Development Plan, FY 1975/1976. Staff Housing, 1973-1974. Staffing Plans, 1961-1962. Staffing Problems, 1969-1975. Staffing Study, 1969. State Hospital Governing Board, 1976-1977. Statistics, 1957-1968. "Straitjacket Justice," 1975. Time Study, 1963. Training Coordinators Meetings, 1970-1971. Union, 1971-1975. Unit System, 1966. United Fund, 1969-1970. Utilization Committee, 1966. Utilization Review, 1974-1975. Vocational Rehabilitation, 1966-1968. Volunteer Coordinator, 1970s. Ward Living Conditions Survey, 1970.

**HASTINGS STATE HOSPITAL.****Administrative Files.****Box contents list**

<b>Location</b>	<b>Box</b>	
104.I.18.7B	3	Manpower Development and Training, 1964-1968. 2 folders. Neighborhood Youth Corps, 1966-1968. Work Study Program, 1964-1967. Regulations and Policy Memos, 1960s-1970s. Department of Public Welfare: Commissioner [memos re HSH], 1971-1976. Assistant Commissioner, Residential Services, 1973-1976. Assistant Commissioner, Residential Services: Memos, 1973-1976. 4 folders. Comparison of Standards for Residential Care Facilities, 1971. Comprehensive Community Mental Health, 1964-1969. Licensure of Residential Facilities, 1971, 1975. Medical Director, 1971-1978. Miscellaneous, 1972-1975. Informational Bulletins, 1971-1976. 4 folders. Policy Bulletins, 1970-1974. 4 folders. Request Bulletins, 1974-1975. Joint Commission on Accreditation of Hospitals: Standards for Hospital Accreditation. Accreditation Surveys of HSH, 1963, 1966, 1969, 1970, 1973, 1974, 1975 (proposed).

<b>Location</b>	<b>Box</b>	
104.I.18.8F	4	Appraisal Reports, 1970, 1974-1977. Correspondence, DPW, 1954-1968. Correspondence, Miscellaneous, 1950-1964. Correspondence, Inter-Office, 1964-1966. Correspondence outside of Hospital, 1964-1965. Directors, 1964-1967. Employee Orientation Program, 1967. Farm Equipment, 1963-1969. Farm Miscellaneous, 1960-1964. Feedback Report, 1975. Governing Board Bylaws, 1975-1977. HSH Statistics, 1967. Help Save Hastings, 1967-1974. Battle of Hastings #2, 1971. Legislative Auditor, 1964-1966. Medical Staff Bylaws. Memos, 1969-1974. Metropolitan Health Board, 1977. Nursing Department Policies, 1969-1970. Nursing Director Memos, 1968-1973.

<b>Location</b>	<b>Box</b>	
104.I.18.8F	4	Organizational Meetings, 1975-1976. Organizational Chart. Patient Correspondence, 1968-1969. <b>RESTRICTED</b> Psychology Department: Annual Report, 1966. Psychology Department: Summaries, 1966. Psychology Department: Reprints and References, 1966.
<b>Location</b>	<b>Box</b>	
104.I.18.9B	5	Research Section: Annual Report, 1964-1965. Research Committee, 1950s-1960s. Research Council, 1950s-1960s. Review Board, 1968-1972. <b>RESTRICTED</b> Dr. Soon Duk Koh, 1963-1967. Training. Weekly Report, 1958.
<b>Location</b>	<b>Box</b>	
104.I.18.10F	6	<b>Committee Minutes:</b> Miscellaneous Meetings, 1963-1965. Administrative Study Group, 1967-1968. Advisory Committee, 1975-1976. All Patient Council, 1970-1971. Business Manager's Meetings, 1962-1974. CHAFFs Committee, 1967-1968. Charge Aide Meetings, 1963-1970. Combined Conference Meetings, 1965-1970. Combined Medical Staff Meetings, 1969-1975. Dakota County Coordinating Committee, 1969-1972. Dakota County Public Health Nursing Service, 1969-1970. Department Heads, 1963-1974. Director of Nursing Meetings, 1970-1971. Disaster Committee, 1969-1971.

Location	Box	
104.I.18.11B	7	<b>Committee Minutes (cont)</b> Education Committee, 1965. Employee Orientation Committee, 1961-1966. Environmental Health (Infectious Disease), 1970-1975. Executive Staff, 1965-1978. Facilities, 1964. Goals Seminar, 1969-1970. Goals Workshop, 1963-1968. Hospital Planning (Clinical Planning), 1963-1973. Hospital Staff Development, 1966-1973. Humane Practices, 1966-1968, 1970-1976. Industrial Group, 1963-1965. Joint Conference, 1965-1971. Medical Directors, 1973-1977. Medical Policy Directional Committee on Mental Health, 1974-1977.
104.I.18.12F	8	Medical Records, 1963-1977. <b>RESTRICTED</b> Medical Staff, 1963-1977. Medical Illness Advisory Committee, 1971-1973. Nursing Supervisors, 1963. Patient Care Improvement, 1963-1964. Peer Standards Review Committee, 1973-1977. Personnel, 1972. Pharmacy, 1963-1968. Procedures Committee, 1964-1972. Program Coordinators, 1971. Program Planners, 1973. Psychology Department, 1967.
104.I.18.13B	9	Research Committee, 1960-1973. Review Board, 1968-1978. <b>RESTRICTED</b> Safety Committee, 1966-1967. Serious Psychiatric Management, 1967. Staff Development Needs, 1966-1973. State Medical Records, 1971. Supervisors Meetings, 1969-1970. Unit Supervisors Meetings, 1971. Utilization Review Committee, 1967-1973. <b>RESTRICTED</b> Washington County Coordinating Committee, 1971.