

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

<b>Location</b>	<b>Box</b>	
109.F.16.8F	1	<p>Admissions, 1918-1941. 1 folder. Admissions and placement statistics.</p> <p>Adoption, undated and 1935. 1 folder. Application and reporting forms, informational material. A few case history descriptions (no surnames given).</p> <p>Articles Regarding Care of Children at State School(s)?, 1902, 1914. 1 folder. From newspapers and <i>Farm, Stock and Home</i>.</p> <p>Background Information on State School, undated. 1 folder. Includes data on its location, purpose, administration, and policies.</p> <p>Biennial Appropriations, 1930-1936. 1 folder. Recommendations, correspondence.</p> <p>Biennial Reports, 1914-1945. 2 folders. Statistics and typescript copies of reports.</p> <p>Boiler Inspection Reports, 1899-1928. 2 folders.</p> <p>Boarding Out Plan [Correspondence], 1931-1934. 1 folder.</p> <p>Children's Diets, undated. 1 folder. Information on foods to be fed, and frequency.</p> <p>Children's Family Histories, 1937. 1 folder. <b>RESTRICTED</b> Information on personal and family history of selected individual children.</p> <p>Committee on Children's Problems, 1935. 1 folder. Meeting minutes of this Children's Bureau committee.</p> <p>Conferences with State Agents, 1934-1935. 2 folders. Minutes or summaries of meetings of the school's home visitation and other field agents; summaries of children received and placed; and various reporting forms and instructions.</p> <p>Correspondence with the Children's Bureau, 1917-1918. 1 folder.</p> <p>Correspondence with the Child Welfare Commission, 1916-1917. 1 folder.</p> <p>Correspondence Relating to Legislative and Legal Matters, 1910-1915. 1 folder.</p> <p>Miscellaneous Correspondence, 1890s-1918. 1 folder.</p> <p>Cottage Staff, 1948-1950. 1 folder. Memoranda and letters regarding cottage staffing and management of children.</p> <p>Division of Public Institutions, 1939-1943. 1 folder. Correspondence regarding meetings, school management, and reporting requirements.</p>

Location	Box	
109.F.16.8F	1	Drainage Through State School Farm, 1919-1922. 1 folder. Division of Social Welfare, 1939-1945. 4 folders. Correspondence regarding meetings, general school administration, reporting requirements, and placement of children.
109.F.16.9B	2	Field Representatives Notices, 1939-1945. 1 folder. Mainly regarding personnel information. Fiftieth Anniversary program, October 28-30, 1936. 1 folder. Fire Prevention Inspections and Correspondence, 1917-1923. 1 folder. Furniture [and Furnishings], undated and 1919-1923. 1 folder. Miscellaneous correspondence, notes, and lists, with costs. Industrial Commission/Labor Department Inspections, 1920-1926. 1 folder. A few miscellaneous reports. Insurance Correspondence, 1910-1917. IQ Testing of Children, 1931, 1936-1937. 1 folder. Test statistics and reports. Letters from Children, 1889-1895. 1 folder. List of Crippled Children Received, undated. 1 page. Matrons' and Supervisors' Conferences, 1935, 1938. 1 folder. Summary reports and meeting minutes. Medical Survey of Children, 1943. 1 folder. <b>RESTRICTED</b> Reports and correspondence, mainly concerning health status and needs and habit disorders of individual children. Mental Health Reports, 1921-1944. 3 folders. <b>RESTRICTED</b> Reports of mental examinations of individual children, with some related correspondence. Minnesota Council on Adoptions, 1938-1942. 1 folder. Meeting minutes of this association of public and private adoption agencies. Miscellaneous, undated and 1920-1950. 1 folder. Assorted administrative notes, letters, statistics, and presentations, including a 1940 radio talk (no author given) on "The State and its Dependent Children." Moving Picture Machine, undated and 1921-1923. 2 folders. Correspondence and flyers. Newspaper Clippings, 1901-1909. 1 folder. A set selected by a clipping service. Newspaper Clippings, undated and 1902-1932. 1 folder. Newspaper Clippings: Education and Child Related Issues, undated and 1902-1932. 1 folder.

Location	Box	
109.F.16.9B	2	<p>Office History, 1918-1934. 1 volume.            Typewritten notes, mainly on dates of staff activities, oversight visits, and administrative meetings.</p> <p>Orders for Discharge, November 1917-July 1939. 3 folders.</p> <p>Other Institutions and Foster Homes, 1931-1938. 1 folder.            State Board of Control forms, and information on other public and private care and correctional institutions in Minnesota.</p> <p>Papers Given at State Conference and Institute of Social Work, 1933, 1936. 1 folder.</p> <p>Personnel, undated and 1935, 1938. 1 folder.            Salary and retirement information.</p> <p>Placement Information, 1907-1925. 1 folder. <b>RESTRICTED</b>            A few notes on children who were placed or moved out of state, and status of supervisory visits.</p> <p>Power Plant Inspection Reports, 1923-1926. 1 folder.</p> <p>Programs for Events at State Institutions, 1900s-1910s. 1 folder.</p> <p>Proposed Changes, 1937-1945. 2 folders.            Reports, plans, bills, and correspondence regarding children housed and services provided and concerning proposals to convert the school to an educational facility for the mentally retarded.</p>

Location	Box	
109.F.16.10F	3	<p>Record of Dairy Herd Testing, 1913-1914, 1920-1921. 4 volumes in folder.            Records of milk and butterfat production, feeds consumed and their cost, for individual cows.</p> <p>Reports on Interviews with Probate Court Judges, ca. 1916. 1 folder.            Regarding their juvenile case loads and their attitudes toward juvenile case work.</p> <p>Sample Forms, 1880s-1890s. 2 folders.            From Owatonna and from similar institutions in other states.</p> <p>Scenery for Auditorium, 1922. 1 folder.            A few letters regarding purchase.</p> <p>Shop Equipment, 1922. 1 folder.            Correspondence with and flyers from vendors.</p> <p>Social Legislation, 1937. 1 folder.            Copies of bills, correspondence.</p> <p>Staff Bulletins, 1936-1938. 1 folder.</p> <p>Staff Conferences, 1942-1943. 1 folder. <b>RESTRICTED</b>            Meeting minutes, including case studies of individual students.</p>

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109.F.16.10F	3	Staff Notices, 1938-1953. 1 folder. State Conferences and Quarterly Meetings, May 1914-August 1923. 5 folders. Correspondence regarding meetings of the State Conference of Charities and Corrections and quarterly conferences of superintendents of state institutions. Includes some programs. Statistical Information on Children, 1937-1946. 1 folder. A few group photographs, class lists, census reports, and lists of children of various religious preferences. Stock Correspondence, 1885-1934. 5 folders. Primarily correspondence, pedigrees, and registration certificates regarding the sale, purchase, and breeding of the school's herd of purebred Holstein dairy cattle. Vacations for Children, 1949-1950. 1 folder. Correspondence. Veterans' Children, 1949. 1 folder. Correspondence and lists. Well, 1915. 1 page. Notes on the physical dimensions of the school's well.