



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

OWATONNA STATE SCHOOL

An Inventory of Its Superintendent's Correspondence

Access to or use of this collection is **RESTRICTED**.

For details, see **Administrative Information**.

OVERVIEW OF THE RECORDS

Agency: Owatonna State School.
Series Title: Superintendent's correspondence.
Dates: 1950-1969 (bulk 1954-1963).
Quantity: 8.0 cu. ft. (8 boxes).
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE RECORDS

Correspondence, circular letters and directives, reports, memos, and miscellany relating to school administration, programs, and personnel; affiliations with other social welfare groups; and activities of the American Association on Mental Deficiency.

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:

Children with mental disabilities—Education—Minnesota.
Children with mental disabilities—Institutional care—Minnesota—Officials and employees.
Children—Institutional care—Minnesota—Photographs.
Health services administrators—Minnesota—Records and correspondence.
School management and organization—Minnesota.
School superintendents—Minnesota—Records and correspondence.
Youth with mental disabilities—Education—Minnesota.

Places:

Owatonna (Minn.).

Organizations:

American Association on Mental Deficiency.

Types of Documents:

Clippings.
Photographs.
Scrapbooks.

ADMINISTRATIVE INFORMATION

Restrictions:

Some files may contain private data. Researchers may apply to use these records in accordance with the State Archives access statement.

Preferred Citation:

[Indicate the cited item and folder title here]. Owatonna State School. Superintendent's Correspondence. Minnesota Historical Society. State Archives.
See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number(s): 465; 2005-42

Processing Information:

MnPALS ID No.: 1704559
RLIN ID No.: MNHV2187-A

DETAILED DESCRIPTION OF THE RECORDS

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

Location	Box	
109.I.5.6F	1	Special units. Staff meeting minutes, 1961-1966. Personnel, 1950-1965. Reports. Cottage No. 12: Research, Coordinated Cottage-School Program, 1959-1963. Building survey, 1956. Camp, 1962-1964. Fire Marshall reports and recommendations, 1952-1962. Federal grants, 1964-1965. School planning and policies, 1962-1967. Manual for Welfare Workers, 1957-1958.

Location	Box	
109.I.5.6F	1	Child Care and Training Supervisor. 3 folders. Public information, 1957-1958. Task force, 1956. Travel regulations.
109.I.5.7B	2	Medical, 1954 - [1960]. Medical record, 1965-1969. Reports to Tuberculosis Control: Chest X-Ray Surveys. Hospital matters, 1962-1969. Sterilization, 1958. Speech therapy, 1961-1966. Dental program at OSS, 1954-1969. Sanitation reports, 1957-1959. Christmas, 1958-1968. 10 folders. Miscellaneous: Visitors; Requests for information, 1954 - January 1970. 4 folders. Gifts and entertainment. Clown Club, 1954-1964. Camps. Recreation Hall, 1958-1959.
109.I.5.8F	3	Chapel. Vacations, [1948?] - 1959. Merrill Hall dedication and new buildings, 1957-1959. Friendship Day, November 18, 1956. Driver training, 1955-1960. On-the-job training: Wenger's Music Manufacturing Co., 1958-1959. Admission to OSS, Criteria for, 1961-1962. Accreditation, Standards for, 1960. Burial, 1952-1953. Curriculum, 1957-1959. Kitchens and dining rooms, 1954-1959. Appreciation Tea, MARC, 1956. Employees' picnic, 1957. Buildings: Building Commission budgets, 1959-1961. Farm, 1954-1959. Dr. Cameron, 1955-1958. Safety Council. Safety Committee, 1954-1959. State-owned facilities, use of, 1955-1956. Power house, 1954-1958. MSC-OSS Cooperative Program, 1957-1958. Legislation, 1955-1959. Hennepin County, 1955-1958.

Location	Box	
109.I.5.8F	3	Four-County Project, 1958-1959. Fire Marshall reports/fire precaution and rules. MARC Drive, November 1958. Teachers' matters, 1957-1961. Suggestion Committee, 1956-1957. Holidays: Employees, 1936-1957. Miscellaneous meetings and speeches, 1957-1960. Laundry Central Committee, 1957. State Fair, 1953-1958. Public Welfare Educational Council, 1956-1958. Governor's Conference on Children and Youth, 1958. Centennial Youth Committee, 1958. Commission on Juvenile Delinquency, 1956. Interim Commission to Study State Building Needs, [1956-1957]. Institute on Mental Deficiency, 1957-1958. Membership Committee: Minnesota Council for Special Education, 1956. Public Welfare Educational Council, 1955-1956. Inter-Department Conferences, 1958.
109.I.5.9B	4	AAMD [American Association on Mental Deficiency] files, 1954-1966. Channel 8, 1954-1964. National Committee on Education, 1960-1962. Membership Qualifications Committee, 1959-1960. Constitution, North Central Region. Nominating Committee, Region 8, 1959. Executive Committee meeting, March 23, 1959. Nominating Committee, Region 8, 1956. Convention, Atlantic City, New Jersey, 1954. Region 8 Conference, Minneapolis, 1966. 1955 Convention, Detroit. 1956 North Central Region Conference and National Convention. 1957 Convention, Hartford, Connecticut. 1957 North Central Region file. 1958 Convention, Dallas, Texas. 1959 Convention, Milwaukee, Wisconsin. Membership Committee, [1957-1959]. 1960 Regional meeting, Iowa City, Iowa. 1961 National Convention, Cincinnati, Ohio. 1962 Regional and national meetings. 1963 Regional and national meetings. 1964 Regional and national meetings. 2 folders. 1965 Regional and national meetings and affairs. 4 folders.

Location	Box	
109.I.5.10F	5	Social workers meetings, 1956-1957. Workshop for teachers and houseparents, 1956. Teachers' workshop, 1958. Food Service Supervisor, 1956. Housekeeper and cook, 1955-1958. Houseparents, 1954-1960. Grievance procedure and employee communications, 1956, 1961. Employee maintenance, 1955-1957. Policies, 1954-1960. Retirement, 1956-1959. Superintendents' meetings, minutes, 1957-1958. Dr. Cameron meetings: Mentally retarded institutes, 1956-1958. National Rehabilitation Association, 1957. Conference Committee on Mental Deficiency, 1954. Minnesota Association of Child-Caring Institutions [MACCI], 1955-1957. Child-Caring Institute, 1956. MACCI, 1958. Minutes Superintendents' meetings, 1955-1957. University of Minnesota workshop, 1955-1956. ICEC, 1958. Child-Caring Institutions Committee of the Governor's Advisory Council on Children and Youth, 1956. Interim Commission on Handicapped Children, 1955-1957. Governor's Conference on Exceptional Children, 1957. Gifts and entertainment, 1961-1962. Boy Scouts, 1961-1964. Personnel, 1955-1960. Correspondence from DPW [circular letters], 1960-1964. Research, 1963-1967. State Residential School Teachers Association, 1964. Teachers workshop, 1964-1965. Teacher meetings, 1961-1963. Teacher exchange/practice teaching, 1960-1961.
109.I.5.11B	6	Staff minutes: Business Office, 1963-1964. Laundry, 1954-1962. Kitchen: Dietary Department, 1961-1966. Housing, 1964. Farm: Garden, 1961-1964. Building requests, 1965-1966. Buildings, 1961. Music therapy, 1963.

Location	Box	
109.I.5.11B	6	School: Halliday [Instructional Supervisor], 1961-1962. Statistical report, 1950. Also includes institutional profile [article reprint] and 1950 biennial report. Child Care Department: Miscellaneous, 1963-1964 Budgets: Legislative Building Commission, 1960-1963. Teacher file: General, 1962-1964. Inter-institutional meetings, 1961-1964. 3 folders. Inter-agency, 1961-1964. 2 folders. Superintendents' meetings, 1961-1964. 4 folders. National Association for Retarded Children, 1961-1962. Minnesota Council for Special Education, 1963-1964. Minnesota Association for Retarded Children, Steele-Waseca Chapter, 1960-1965. Trainees: Reformatory for Women, High School Students, 1963-1964. Disaster plans [Civil Defense], 1959-1963. Institutional Assembly, 1962-1965. Open house, 1961-1964. 2 folders. Training: Hospital Administrative Program, 1960-1962. Legislative proposals, 1961. Mental Health Policy Committee minutes, 1961-1963. Hammer School, 1961-1965. In-service training meeting, July 1964. Gustavus Adolphus Program, 1961-1963. Visitors. Owatonna State School, [ca. 1956]. 1 folder. Article reprint from <i>Minnesota Welfare Magazine</i> . Scrapbook of clippings and photographs, 1958-1969. 1 folder. Dismantled and partially photocopied. Clippings, 1955, 1959, 1967, 1969. 1 folder.
109.I.5.13B	7	Volunteer Services, 1950-1970. Unarranged.
109.I.5.14F	8	Volunteer Services, 1950-1970. Unarranged.