



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

SAUK CENTRE HOME SCHOOL FOR GIRLS An Inventory of Its Inmate Records

RESTRICTED

For details, see Administrative Information.

OVERVIEW OF THE RECORDS

Agency: Minnesota Home School for Girls.
Series Title: Inmate records,
Dates: 1937-1998.
Quantity: 4.2 cu. ft. (5 boxes and 1 partial box).
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE RECORDS

Records containing information on individual inmates, including Pioneer Cottage isolation reports (1937-1946); Youth Conservation Commission numerical admission record (1948-1966); runaway activity log (1965-1997); resident grievances (1981-1984) and discipline hearing appeals (1991-1998) files; weekly administrative duty officer reports on resident behavior and status of the cottages (1981-1984, 1992-1996); discipline and Sullivan Cottage (security/isolation) treatment program log book (1981-1998); time-out journal (1982-1993); and special incident reports.

The latter, which cover 1965-1984 and 1993-1998, are detailed reports of daily occurrences and how the staff dealt with the situation. They cover everything from minor events such as a cut finger or sprained ankle to serious psychological, emotional or sexual behavioral problems.

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:

Admitting.
Escapes--Minnesota.
Female juvenile delinquents--Minnesota--Registers.
Grievance procedures for prisoners--Minnesota.
Juvenile corrections--Minnesota.
Juvenile delinquents--Institutional care--Minnesota--Registers.
Juvenile delinquents--Minnesota--Discipline.
Juvenile detention homes--Minnesota--Admission and discharge.
Punishing.
Schools--Minnesota.
Timeout method.

Places:

Sauk Centre (Minn.).

Organizations:

Minnesota Correctional Facility--Sauk Centre.
Minnesota Home School.
Minnesota. Youth Conservation Commission.

ADMINISTRATIVE INFORMATION

Restrictions:

Data on inmates admitted more than 75 years ago is unrestricted. Researchers may apply to use these records in accordance with the State Archives access statement.

Preferred Citation:

[Indicate the cited volume and page or item and folder title here]. Minnesota Home School for Girls. Inmate records. Minnesota Historical Society. State Archives.
See the Chicago Manual of Style for additional examples.

Accession Information:

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Processing Information:

Processed by: Cheri Thies, June 1989; Jennifer Johnson, December 1999; Rich Arpi, August 2000.
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DETAILED DESCRIPTION OF THE RECORDS

Note to Researchers: To request materials, please note both the location and box numbers shown below. Each file consists of one folder unless specified otherwise.

Location	Box	
109.H.6.7B	1	Reports of Pioneer Cottage (isolation), 1937-1946.
Location	Box	

126.J.7.10F	2	Youth Conservation Commission numerical record of admissions, 1948-1966. Special incidents reports, 1965-1998. 82 folders. Incident reports about daily occurrences at Sauk Centre and how the staff dealt with the situation. Everything from minor events such as a cut finger to a sprained ankle to more serious behavioral problems of a psychological, emotional, and sexual nature are documented. Staff often dealt with issues by confronting the individual and explaining that the behavior was not appropriate, having a group session with some or all of the individuals of a particular cottage, or by sending the individual to isolation (The Sullivan Cottage). 1965-1970. 1972-1973. 1974-1980. 7 folders. 1981. 2 folders. 1982. 2 folders. 1983. 2 folders. 1984. 2 folders. [missing 1985-1992] 1993. 4 folders. 1994 January–April. 4 folders.
Location	Box	
126.J.8.1B	3	1994 May–December. 8 folders. 1994. 13 folders.
Location	Box	
126.J.8.2F	4	1996. 12 folders. 1997. 12 folders. 1998 January–March. 3 folders.
Location	Box	
126.J.8.3B	5	1998 April–December. 9 folders.
Location	Box	
118.D.19.8F-2	6	Runaway activity log, 1965-1997. 1 volume.
Location	Box	
126.J.8.3B	5(cont.)	Resident grievances, 1981-1984. 2 folders Administrative Duty Officer reports, 1981-1984, 1992-1996. 4 folders. The Administrative Duty Officer provided weekly reports on resident behavior and status of the cottages.
Location	Box	
109.H.6.7B	1(cont.)	Discipline and Sullivan [Cottage] Treatment Program Log Book, November 1981-March 1988. 1 volume.

Security Unit log book for numbers 844 – 3314. Includes name, cottage, staff who referred, reason for referral, date, time in and time out, and comments.

Discipline and Sullivan [Cottage] Treatment Program Log Book, January 29, 1988 -December 29, 1998. 1 volume.

Similar to the above volume, except entries are not numbered.

Location **Box**

109.H.6.7B

1(cont.) Time-Out Journal, August 1982 – May 1993. 1 volume.

Entries on pages 1-37; include name of resident, cottage, date in, review date, reason for time-out, type (24 to 48 hours etc.).

Location **Box**

126.J.8.3B

5(cont.) Discipline Hearing Appeals, 1991 – 1998. 5 folders.