



Record Group: Department of Education
Subgroup: Manual Training and Industrial School for Colored Youth at Bordentown, NJ
Series: Unprocessed Records, 1890s-1950s
Accession #: 1981.021, 1983.021, 1983.030
Series #: SEDMA001
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Volume: 16.25 c.f. [23 boxes]

[Institutional History](#) | [Contents](#)

Content Note

Boxes 1-5 have been arranged roughly into subject files. Boxes 6-17 are completely unorganized. **ACCESS NOTE:** Student records are restricted from use for research by the public, with the exception of requests from former Bordentown students for their own individual student records.

Contents

Box 1

Board of Education regulations and legislative history of school
 Board of Education correspondence
 Curriculum -- beauty culture class register 1954-55 (wire-bound book)
 Enrollment and graduate statistics
 Financial:
 Auditor's report October 1, 1949-December 31, 1951
 Auditor's report January 1, 1952-June 30, 1954
 Fiscal reports and correspondence
 Miscellaneous
 16 mm film and video tape
 Printer's plates of school buildings
 Printer's plate of school song "Old Mother Ironsides"

Box 2

Publications:

Catalogs and information bulletins, 1900-1954

Commencement programs, 1945-1955

The Ironsides Echo (yearbook), 1953-1955

The Ironsides Echo (newspaper), 1898-1953

The Ironsides Echo - historical edition, 1955

Miscellaneous publications, 1920-1952

Newsclippings about the school

Physical plant:

School grounds improvements, 1927-1953

Vehicle accident reports, 1950-1954

Students:

Beauty Culture course gradbook, 1954-1955

Correspondence re: student transcripts and accounts, 1952-1955

Student aid and work scholarships, 1952

Student records, 1943-1955

Box 3

Address books (2)

Alphabetical card file of teachers' addresses

Correspondence re: personnel, 1940s

Employee accident reports, 1950-55 (2 files)

Miscellaneous personnel data, 1920s

Pension and Annuity Fund records, 1935-56 (2 files)

Personnel policies and regulations

Personnel records, 1940s (2 files)

Personnel payroll, 1949-55

Teacher attendance records, 1950-51

Box 4

Personnel files (A-Z, 100 files)

Special CS 21 forms: hiring temporary employees, changing maintenance rates,
overtime compensation, changing pay rates

Blank personnel data forms

Box 5

School Closure:

Legislation and commission reports on school closure

Closure appropriations

Closure

Employees retained, June - August 1955

Letters releasing teachers upon school closure, June 1955

Post-Closure:

Correspondence regarding beauty culture curriculum, 1955

Post-closure correspondence, 1955

Post-closure correspondence, 1956-59

Records dispensation

Segear correspondence

Correspondence re: transcripts, 1970s

Box 6

-physical plant, farm, financial and personnel files, 1950s

-vacation and sick-pay logs, 1952 [bound volumes]

-student special mail and delivery logs, 1950-55

-sick and vacation leave cards

Box 7

-requisitions and purchase orders, FY 1953

Box 8

-dairy herd books, 1950s

-school equipment correspondence and records, 1930s

-physical plant files, 1920s

Box 9

-ledger sheets recording student grades, 1940-1946 [bound volumes]

-farm, teacher and sundries records

Box 10

-student ledger sheets, 1950-1955 [loose]

-accordion files of temporary receipts from 1953-54

-accordion files of commencement and term ending information, 1950s

Box 11

-reports of daily deliveries of food to school, 1934-38 [bundled]

Box 12

- student registration cards, 1953-54
- records of the student bank, 1954-55
- student miscellaneous fees, 3x5 cards, 1954-55
- contracts for construction and physical repairs, 1952-54 [loose]

Box 13

- deposit and payment ledgers of student clubs, 1950
- inventories of supplies and equipment, 1946-1950
- purchase orders, FY 1950

Box 14

- student ledger sheets, 1951-53 [bundled]
- packaged payroll sheets, 1947-1951 [bundled]

Box 15

- requisitions and purchase orders, FY 1952

Box 16

- miscellaneous materials

Box 17

- absence/tardiness slips

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