New Jersey State Archives Collection Guide

Record Group: Department of Institutions and Agencies
Subgroup: New Jersey State Village for Epileptics at Skillman
Series: Personnel Registers, ca. 1899-1940
Accession #: 1996.038
Series #: SINEP005
Guide Date: 11/1996 (EC)
Volume: 2.0 c.f. [15 vols.]

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Content Note

This series consists of personnel registers of State Village employees for the period ca. 1899- 1940. The registers (post-binders) contain pre-printed forms arranged alphabetically, which include the following information for each employee: name, address, date of first employment, department assigned to, occupation, wages, date employee quit or was dismissed, and an evaluation of the quality of his or her work. An employee's marital status, number of children, and nationality are also occasionally recorded. The registers appear to have been used for professional and support staff as well as tradesmen and laborers; however, some senior administrative staff members (e.g., head physicians, stewards, education directors) are not always included.

ACCESS NOTE: Personnel records are restricted from use for research by the public with the exception of requests from former employees for their own personnel records.

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