



**Record Group:** State Board of Control/Board of Institutional Trustees  
**Series:** Administrative Orders, 1956-1974  
**Accession #:** Unknown  
**Series #:** SZCTR004  
**Guide Date:** Pre-1989 (DJ)  
**Volume:** 0.5 c.f. [1 box]

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**Content Note**

On February 17, 1956, the State Board instituted a uniform set of procedures known as "Administrative Orders." This system replaced the mixture of correspondence used until 1956 with a codified policy handbook, in which the orders were organized into nine subjects, each assigned an arabic numeral. For some unknown reason, no filings were ever made in a subject series number 4, "Reports." In 1967, the administrative orders were reorganized into seven subject categories and renumbered accordingly.

The archives' holdings consist of three groups. The first six folders contain correspondence between the commissioner, who proposed the regulations, and the State Board, which approved them. Of particular interest is a memorandum (Commissioner John Tramburg to the State Board, February 6, 1956) initiating the administrative orders system. The files also contain an index and a guide to revisions/amendments. The second category is the Administrative Orders dating from 1956 to 1966. The last category consists of the orders issued after the 1967 revision, including Administrative Order 1.01, which put the revision into effect. In 1971 the Board of Control was renamed the Board of Institutional Trustees.

**Contents**

General Files

- Commissioner John W. Tramburg to State Board of Control, February 6, 1956 Index to Administrative Orders, 1956-1966
- 1967 Revision, correspondence concerning
- 1967 Revision, unnumbered preliminary drafts (2 folders)
- 1967 Revision, guide to

Administrative Orders, 1956-1966

Subject

- Nos. 1:02-1:10 Policy making-actions (general)
- Nos. 1:11-1:29

Nos. 1:30-1:43	
Nos. 2:01-2:19	Matters affecting organization
Nos. 2:20-2:33	
Nos. 3:01-3:15; 5:01-5:03	Personnel; budget
Nos. 6:01-6:03; 7:01-04;	Fiscal and Property; Research
8:01-8:02; 9:01-9:06	Public Relations; Legal Opinions

Administrative Orders, 1967-1974

Subject

Nos. 1:01-1:03; 1:15; 1:30; 1:44	General
Nos. 1:51-1:66; 1:91	
Nos. 2:01-2:14	Personnel
Nos. 3:01-3:04; 4:01-4:12	Legal Affairs; Service Functions
Nos. 5:01-5:10; 6:01-6:02	Fiscal and Property; Research
Nos. 7:01	Index

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