

**GUIDE TO THE ARCHIVES
OF THE
CITY OF SARATOGA SPRINGS**

2016

HISTORY OF THE GUIDE TO THE ARCHIVES

Created 1978

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Revised 1992

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Local Government Records Management Improvement Fund

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INTRODUCTION

The mission of the Saratoga Springs City Archives and City Historian is to identify, collect, preserve and make accessible for research or functional interest all records, papers and information that document the history and evolution of this City's government and community with the intent to chronicle and convey the knowledge and appreciation of its culturally rich and diverse background.

The City Archives of Saratoga Springs, New York, was established in 1978 through a grant from the National Historic Publications and Records Committee, under the direction of then City Historian Mrs. Beatrice Sweeney, with the assistance of Teresa Feuerstein, an archivist hired under the grant. It was the first archives that followed State retention schedules and guidelines to be established in New York State, apart from New York City. Approximately 230 cubic feet of records were accessioned.

In 1992, a grant from the Local Government Records Management Improvement Fund enabled City Historian/Archivist Martha Stonequist to update the 1978 guide. The grant's main purposes were to accession records received since 1978; prepare fuller descriptions or finding aids for some of the original holdings; and preserve deteriorating holdings. With the assistance and advice of John Lazuk, then Regional Advisory Officer of the New York State Archives and Records Administration (SARA), certain holdings acquired after 1978 were either discarded or integrated with the City Historian's records. Some City documents were transferred to the City Historian archives.

The format established by Mrs. Sweeney was continued since it followed SARA guidelines and is logical, sensible and practical, making access to archival records easy. The following was extracted from the introduction to the 1978 Guide to the Archives and explains the archival procedures used in accessioning new records:

“The holdings in these archives date back to the incorporation of the Town of Saratoga Springs and the Village of Saratoga Springs. It is hoped that this guide will be useful to those wishing to use the records it describes. As records were received from city offices, they were cleaned and inventoried and then appraised according to the legal retention schedules issued by the State Education Department. In addition, they were looked at from the point of view of their administrative usefulness. Finally, they were appraised for their value as historic documents and possible usefulness to researchers. When records were deemed of no value, they were eliminated. The remaining records were analyzed for completeness, arranged and described in as great detail as possible. Whenever the records were complete or nearly so and in a particular order, they were preserved as they were sent. In many instances, however, the records were scattered throughout different City offices, in which case the first step was then to collect those records and reconstruct their original order.”

Many of the records generated by one city office are closely related to the records of another city office such as those of the Accounts Department and the Finance Department. Researchers should look closely at the indexes for thorough investigation of the potential of related material.

“Each group of records is preceded by a brief history of the generating office. Sub-groups are then delineated within each group, again stating the history and functions of the particular agency generating the records. Dates, types of records and volume are included in this general overview.

Following this, a detailed list of the records within each group is provided. Whenever possible, the records have been fully described. The arrangement has been for the most part subject-chronological.

“Records in the City Archives are available for use by researchers, city personnel and interested groups. Because of the sensitive nature of some of the material and the fragile condition of some of the records, permission must be obtained from the Commissioner of Accounts or the City Historian/Archivist for access.”

The government archives records are divided into five large groups of holdings:

The Town of Saratoga Springs
The Village of Saratoga Springs
The City of Saratoga Springs
The Board of Education
Maps

With this update to the 1992 Guide there are now more than 300 cubic feet of records. Certain records in the archives were not generated by the City, including documents such as hotel and business ledgers, but they are of interest to the City for their historical and research value and need the protection found in the City Historian’s office.

Because the 1992 Guide and the 2002 update were created on a word processor and scanned into a PDF format for accessibility, we found it necessary to completely re-key the Guide to the Archives when the May 2008 conversion into Microsoft Word resulted in severe formatting problems. The Guide was revised as part of a needs assessment survey of the City Archives that was funded in full by a grant from the New York State Archives Local Government Records Management Improvement Fund in 2008 and conducted by professional archivist, James Corsaro of Troy. The survey included recommendations for conservation work, and some editing, changes, and additions to the inventory. Some minor conservation work, such as tying broken bindings and foldering was also done.

With a Local Government Records grant in 2016, the entire collection was examined and organized, starting with the recommendations in Corsaro’s report; an item-by-item inventory was conducted; and a new edition of the Guide was prepared.

A revision of the Guide to the Archives created specifically for online viewing and reference is posted on the City’s web site, www.saratoga-springs.org. This version of the Guide to the Archives is the one held by the City Archives, the City Clerk and the City’s Record Management Office to assist researchers because it contains the specific locations within the archives vault for each listed series.

TOWN OF SARATOGA SPRINGS

1820 – 1915

Approximately 60 cubic feet of records

The Town of Saratoga Springs was established in 1819 and encompassed the present-day City of Saratoga Springs. The records from this governing body start in 1820 and continue to the time of the incorporation of the City in 1915.

Sub-record groups:

- | | | | |
|------------|--|--------------------|--------------------|
| 1.1 | Commissioners of Excise
Collection includes licenses and minutes | 1836 – 1896 | 10 volumes |
| 1.2 | Commissioners of Highways
Collection includes minutes, highway records, time books and payroll | 1820 – 1908 | 13 volumes |
| 1.3 | Election Inspectors
Collection includes Election returns, poll lists, receipts, register of electors, Republican caucus | 1820 – 1896 | 1 volume |
| 1.4 | Judicial Records
Civil and criminal dockets, court account books | 1839 – 1917 | 69 volumes |
| 1.5 | Tax Records
Collection includes tax and assessment rolls, day books, and tax receipts | 1820 – 1915 | 161 volumes |
| 1.6 | Town Board
Collection includes Minutes, supervisor's books, Town Clerk records including appointments; audits; burial permits; debt; distress warrants; jury lists; receipts; miscellaneous; fence viewers; overseers of the poor; and indenture papers. | 1820 – 1915 | 5 volumes |
| 1.7 | Miscellaneous
Collection includes Board of Relief; bonds; Civil War tax; persons relieved or supported; Town Hall construction; rents; damages; tuberculosis register. | 1848 – 1915 | 10 volumes |
| 1.8 | Chattel Mortgages
Collection includes chattel mortgages that were filed with the Town Clerk as documentation of loans made between citizens of Saratoga Springs. | 1833 – 1902 | |

Note: The Commissioners of Avenues were to be one board for both the town and the village. Their records have been included with the village record group because most of their work was done within the village.

Note: The Board of Education documents for the town are located in Record Group 4.

SUB-RECORD GROUP: 1.1

COMMISSIONERS OF EXCISE RECORDS: 1836 – 1896. 10 VOLUMES

The earliest records that we have from the Commissioners of Excise start in 1836. There is no mention in the Town meeting minute book (1820–1864) of any formal Board of Excise before 1836. The board was composed of the Town Supervisor and three Justices of the Peace. The function of this board was to regulate and issue licenses for the sale of intoxicating liquors. In 1857, by an act of the Legislature, County excise boards were created and specific guidelines for the sales of liquors were established.

In 1870, the county boards were abolished and their authority transferred to village and town boards. A great deal of conflict arose from this act because the jurisdiction of town and village boards were not properly specified. The funds realized from licensing were to be used in part to defray the expenses of the poor of the town.

Licenses: 1857-1896. 6 volumes

List of licenses granted to innkeepers, storekeepers, saloon (ale and beer) and saloon (liquor).

1857	s/M-0
1862 (1 volume plus 1 folder in d/1)	s/M-0
1873 – 1884	s/B-2
1875 – 1891	s/B-2
1884 – 1892	s/B-2
1893 – 1896	s/B-2

Minutes of Meetings of the Excise Board: 1836-1894. 4 volumes

Proceedings, resolutions and lists of licenses granted.

1836 – 1854	s/B-2
1869 – 1875 (includes some minutes from the county Board of Excise and the village Board of Excise and the 1870 Excise Act.)	s/B-2
1893 – 1894	s/B-2
1894	s/D-0

Innkeepers' and Storekeepers' Bonds: 1889-1891. 5 folders

d/2

Bonds entered into annually by innkeepers and storekeepers who would be serving or selling liquors.

SUB-RECORD GROUP 1.2:

COMMISSIONERS OF HIGHWAYS: 1820 – 1908. 13 VOLUMES

The Commissioners of Highways under the town government were elected officials. Their duties were to lay out, improve and see to the proper upkeep of the roads within the town. The town was divided

into road districts. There were fifteen districts in 1820, increasing to 28 districts by 1908. For each district, an overseer of highways or pathmaster was appointed.

Minutes of the Meetings of the Commissioners of Highways: 1820 – 1908. 4 volumes

Survey of existing roads and some minutes of meetings which indicate extensions and widening of avenues; files include annual reports, alterations and discontinuances, appeals, receipts, tax warrants, and work and repair reports.

1820 – 1870	s/B-2
1847 – 1877	s/B-2
1877 – 1882	s/B-2
1880 – 1908	Because of the overlap of years with the previous volume, some meetings are recorded in both books. s/B-2

Time Books and Payroll: 1892 – 1906. 9 volumes

Records of hours of labor spent working on streets and highways.

1892 – 1896	s/G-4
1896 – 1898	s/G-4
1899	s/G-4
1901	s/G-4
1902	s/G-4
1903	s/G-4
1904	s/G-4
1905	s/G-4
1906	s/G-4

Annual Work Reports

1821 – 1856	d/1
1892 – 1895	d/1

Appraisal and Damage Assessments

1873 – 1874	d/1
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County Supervisors' Allocations to the Town

1886 – 1910	d/1
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Description, Alteration, Discontinuance

1824 – 1873	d/1
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Receipts

1820 – 1825	d/1
1826 – 1831	d/1

1833 – 1839	d/1
1840 – 1859	d/1
1870	d/1
1872 – 1877	d/1
1879	d/1

Tax Warrants and Tax Lists

1824 – 1891	d/1
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SUB-RECORD GROUP 1.3:

ELECTION INSPECTORS: 1820 – 1896. 1 VOLUME

The Election Inspectors were under the jurisdiction of the town government. Up to 1864, their numbers and terms of office were determined by the appointing body.

Poll Lists: 1848 – 1861. 2 folders with index d/1

Includes districts and residents voting at various elections during annual town meetings.

Receipts for official ballots: 1893 – 1895. 1 folder d/1

Ballots list election inspectors, town clerks, district numbers, party names and issues voted upon.

Record of election returns for the Town of Saratoga Springs: 1820 – 1896. 1 volume

Includes the canvass of votes taken at annual elections for state offices; the results are handwritten and certified.

1820 – 1831. 1 volume	s/G-3
1820 – 1849	d/1
1850 – 1868	d/1
1880 – 1896 (annual folders, lacking 1881)	d/1

Register of electors: 1859. 1 folder d/1

Names and addresses of district #2 electors at a general election.

Republican caucus: 1894 – 1896. 1 folder d/1

Names of voters and delegates elected to the Republican town convention.

SUB-RECORD GROUP: 1.4

JUDICIAL RECORDS: 1839 – 1917. 69 VOLUMES.

The judicial records reflect the legal matters handled by the Town of Saratoga Springs. There are two kinds of books found within this group: the civil dockets and the criminal dockets. The civil dockets

include litigation between two or more parties, generally of a personal or financial nature. The criminal and police dockets involve the cases of the people against an individual or individuals. These dockets are the written records of the Justice of the Peace or judge in charge of proceedings. Justices were originally appointed by the state government. In 1821, by a constitutional change, they were appointed by the supervisors and judges of the County. From 1830 on, Justices of the Peace were elected with other town officers. By 1845, a Police Justice was also elected, in accordance with the laws of 1845. By the end of the town period (1915) four Justices of the Peace and one Police Justice were in office. These books are arranged chronologically. Since there were often more than one Justice of the Peace for the same period, there is some overlapping of dates.

Civil dockets: 1839-1917. 42 volumes

1839 – 1845	Sidney J. Cowen, Justice of the Peace	s/C-1
1842 – 1849	Abel A. Kellogg, Justice of the Peace	s/C-1
1843 – 1846	Franklin Hoag, Justice of the Peace	s/C-1
1845 – 1847	A. Bockes, Justice of the Peace	s/C-1
1847 – 1885	D. Maxwell, Justice of the Peace. Separate index, includes one page of marriage records for 1847 – 1857	s/C-1
1848 – 1857	J. R. Plunket, Justice of the Peace. Separate index, includes one page of marriage records for 1849 – 1850	s/C-1
1848 – 1849	W. E. C., Justice of the Peace. Includes one page of marriage records for 1848 – 1849	s/C-1
1849 – 1853	Abel A. Kellogg, Justice of the Peace	s/C-1
1853 – 1862	John H. White, Justice of the Peace	s/C-1
1857 – 1888	David Maxwell, Justice of the Peace	s/C-1
1861 – 1862	J. B. Buckbee, Justice of the Peace	s/C-1
1862 – 1864	Includes some town accounts for the years 1872 – 1874	s/C-1
1870 – 1873	P.F. Allen, Justice of the Peace	s/C-1
1873 – 1874	P.F. Allen, Justice of the Peace	s/C-1
1874 – 1977	P.F. Allen, Justice of the Peace	s/C-1
1876	Thomas G. Young, Justice of the Peace	s/C-1
1877 – 1878	P.F. Allen, Justice of the Peace	s/C-1
1877 – 1878	Charles M. Davison, Justice of the Peace	s/C-1
1878	F.M. Jenkins, Justice of the Peace	s/C-1
1879 – 1882	Lewis Wood, Justice of the Peace	s/C-3
1880 – 1881	Lewis Wood, Justice of the Peace	s/C-3
1881 – 1883	John L. Henning, Justice of the Peace. Includes some marriage records	s/C-1

1883 – 1884	John L. Henning, Justice of the Peace	s/C-1
1883 – 1896	F.M. Jenkins, Justice of the Peace	s/C-3
1890 – 1891	George A. Swart, Justice of the Peace	s/C-1
1891 – 1893	George A. Swart, Justice of the Peace	s/C-3
1896 – 1897	F.H. McDonald, Justice of the Peace	s/C-1
1897 – 1899	Frank Gick, Justice of the Peace	s/C-1
1898 – 1903	Frank Gick, Justice of the Peace	s/C-1
1898 – 1899	F.H. McDonald, Justice of the Peace	s/C-1
1899 – 1904	Charles B. Andrews, Justice of the Peace	s/I-4
1901 – 1902	Frank Gick, Justice of the Peace	s/I-4
1902 – 1904	Douglas C. Moriarta, Justice of the Peace Hack license cases	s/I-4
1902 – 1903	Frank Gick, Justice of the Peace	s/I-4
1904 – 1907	Charles B. Andrews, Justice of the Peace Separate index	s/I-4
1904 – 1906	Michael E. McTygue, Justice of the Peace	s/I-4
1906 – 1909	Fred B. Bradley, Justice of the Peace	s/I-4
1906 – 1907	Michael E. McTygue, Justice of the Peace	s/I-4
1910 – 1914	Will W. Smith, Justice of the Peace Includes some marriage records	s/I-4
1914 – 1917	Will W. Smith, Justice of the Peace Includes some marriage records	s/I-4
1912 – 1915	James Donlavey, Police Justice	s/I-4
1914 – 1917	Frank Gick, Justice of the Peace	s/I-4
<u>Criminal dockets: 1876 – 1915. 23 volumes</u>		
1876 – 1877	Charles H. Tefft, Police Justice	s/N-0
1887 – 1890	John L. Barbour, Police Justice	<i>missing</i>
1888 – 1889	J. M. Fryer, Police Justice	s/I-4
1890 – 1892	J. M. Fryer, Police Justice	s/I-4
1893 – 1895	J. M. Fryer, Police Justice	s/I-4
1894 – 1896	J. M. Fryer, Police Justice	s/I-4
1896 – 1899	J. M. Fryer, Police Justice	s/I-4
1892 – 1894	George Swart, Police Justice	s/I-4
1896 – 1897	F. H. McDonald, Police Justice	s/I-4

1897 – 1902	Frank Gick, Police Justice	s/I-4
1899 – 1901	William J. Delaney, Police Justice Separate index	s/I-4
1901 – 1904	William J. Delaney, Police Justice	s/C-3
1903 – 1924	Children’s Docket (police matters)	s/C-3
1904 – 1907	William J. Delaney, Police Justice	s/C-3
1905 – 1906	Charles B. Andrews, Police Justice	s/C-1
1906 – 1907	Michael E. McTygue, Police Justice	s/C-1
1907 – 1909	William J. Delaney and Charles B. Andrews, Police Justices Separate index	s/C-3
1909 – 1910	Charles B. Andrews, Police Justice Separate index	s/C-3
1910 – 1912	Charles B. Andrews, Police Justice Separate index	s/C-3
1910 – 1917	Will Smith, Police Justice	s/C-3
1912 – 1915	James Donlavey, Police Justice	s/C-3
1912 – 1914	Charles B. Andrews, Police Justice Separate index	s/C-3
1914 – 1915	Charles B. Andrews, Police Justice Separate index	s/C-3

Court Account Books: 1887 – 1915. 4 volumes

The volumes list the court costs for each case tried.

1887 – 1891	s/G-4
1891 – 1897	s/G-4
1897 – 1907	s/G-4
1907 – 1915	s/G-4

SUB-RECORD GROUP: 1.5

TAX RECORDS: 1820 – 1915. 161 VOLUMES

Tax records are prepared in two stages. First, an assessment roll is prepared. This roll lists all the property within the taxed area with the assessed valuation. In many instances the acreage is noted as well as all the taxes imposed on the property. A statement from the assessors is usually found towards the end of the assessment roll. This statement indicates that the assessors have canvassed all the property within the taxing area. These records created by the assessors go up to the collector (later to become the Receiver of Taxes) for collection.

The tax roll is created from the assessment roll. It should, in fact, be an exact replica of the assessment roll. The difference between the two is that the tax roll has, in addition to all the items listed in the assessment roll, the aggregate amount of taxes to be paid. It also indicates whether payment has been made. Tax rolls carry a warrant from the County Board of Supervisors commanding the collection of taxes listed in the assessment roll. The first printed warrant from the Board of Supervisors appears in 1838.

This record group is divided into two parts: the early records (1820 through 1859) and the later tax records (1860 through 1915). The early tax records are generally incomplete and very fragile. The later tax records follow a more consistent pattern. There are generally two books per year. However, up to 1895, the names on the assessment rolls and tax rolls do not necessarily correspond.

A last group of records within this sub-group is the Day Books which are daily accounts of tax payments received.

Records for 1820 – 1845 have been photocopied for use; originals should not be used. The copies are housed in a box on s/A-2 along with the originals of later date.

1820	1 volume assessment roll (no warrant)	s/M-0
1820 ca.	1 volume day book (original only, no photocopy)	s/M-0
1820 ca.	1 volume assessment roll	s/M-0
1823	1 volume tax roll	s/M-0
1827	1 volume tax roll	s/M-0
1828	1 volume tax roll	s/M-0
1829	1 volume tax roll	s/M-0
1832	1 volume tax roll	s/M-0
1834	1 volume tax roll	s/M-0
1835	1 volume tax roll	s/M-0
1836	1 volume tax roll	s/M-0
1837	1 volume tax roll	s/M-0
1838	1 volume assessment roll	s/M-0
1838	1 volume tax roll (first warrant from the County Board of Supervisors, printed)	s/M-0
1839	1 volume tax roll	s/M-0
1840 ca.	1 volume unidentified tax roll	s/M-0
1841	1 volume tax roll (no warrant). Includes list of names of the supervisors of the towns within the county	s/M-0
1843	1 volume tax roll	s/M-0
1845	1 volume tax roll	s/M-0
1847	1 volume tax roll	s/A-2
1848	1 volume assessment roll (no warrant)	s/A-2
1849	1 volume assessment roll	s/A-2
1849	1 volume tax roll (no warrant)	s/A-2
1849 – 1852ca.	1 volume assessment roll	s/A-2
1850	1 volume tax roll	s/A-2
1853	1 volume tax roll	s/A-2
1854	1 volume assessment roll (no warrant); list of military eligible persons	s/A-2
1855	1 volume assessment roll; list of military eligible persons	s/A-2

1857	1 volume assessment roll; list of military eligible persons	s/A-2
1859	1 volume assessment roll; list of military eligible persons	s/A-1
1860	1 volume assessment roll	s/A-1
1863	2 volumes assessment roll	s/A-1
1863	1 volume tax roll	s/A-1
1864	1 volume assessment roll	s/A-1
1864	2 volumes tax roll	s/A-1
1865	1 volume assessment roll	s/A-1
1865	1 volume tax roll (no warrant)	s/A-1
1866	1 volume assessment roll (no warrant)	s/A-1
1866	1 volume tax roll	s/A-1
1867	1 volume assessment roll	s/A-1
1867	1 volume tax roll	s/A-1
1868	2 volumes assessment roll	s/A-1
1868	1 volume tax roll (no warrant)	s/A-1
1869	1 volume assessment roll (no warrant)	s/A-1
1869	1 volume tax roll (no warrant)	s/A-1
1870	1 volume tax roll	s/A-1
1871	1 volume tax roll	s/A-1
1872	1 volume assessment roll	s/A-1
1872	1 volume tax roll	s/A-1
1873	1 volume assessment roll	s/A-1
1873	1 volume tax roll	s/A-2
1874	1 volume assessment roll	s/A-1
1874	1 volume tax roll (no warrant)	s/A-2
1875	1 volume assessment roll	s/A-1
1875	1 volume tax roll	s/A-2
1876	2 volumes assessment roll (no warrant)	s/A-1
1876	1 volume tax roll	s/A-2

From 1877 to 1895 there are two books for each year: an assessment roll (no warrant) and a tax roll (with warrant) indicating payment. The names in these books do not always correspond; therefore, both volumes are preserved.

1877	2 volumes	s/A-2
1878	2 volumes	s/A-2
1879	2 volumes	s/A-2
1880	2 volumes	s/A-2
1881	2 volumes	s/A-2
1882	2 volumes	s/A-2
1883	2 volumes	s/A-2
1884	2 volumes	s/A-2
1885	2 volumes	s/A-2
1886	2 volumes	s/A-2
1887	2 volumes	s/A-2
1888	2 volumes	s/A-2
1889	2 volumes	s/A-2
1890	2 volumes	s/A-2

1891	2 volumes	s/A-2
1892	2 volumes	s/A-2
1893	2 volumes	s/A-3
1894	2 volumes	s/A-3
1895	2 volumes	s/A-3

From 1896 to 1915, the names in the assessment and tax rolls correspond. Only the tax roll with the warrant is kept.

1896	1 volume	s/A-3
1897	1 volume	s/A-3
1898	1 volume	s/A-3
1899	1 volume	s/A-3
1900	1 volume	s/A-3
1901	1 volume	s/A-3
1902	1 volume	s/A-3
1903	1 volume	s/A-3
1904	1 volume	s/A-3
1905	1 volume	s/A-3
1906	1 volume	s/B-1
1907	1 volume	s/B-1
1908	1 volume	s/B-1
1909	1 volume	s/B-1
1910	1 volume	s/B-1
1911	1 volume	s/B-1
1912	1 volume	s/B-1
1913	1 volume	s/B-1
1913	1 volume (assessment for Outside District)	s/B-1
1914	1 volume	s/B-1
1915	1 volume	s/B-1

Missing volumes as of 2008: Town tax records for the years 1821, 1822, 1824, 1825, 1826, 1830, 1831, 1833, 1840, 1842, 1844, 1846, 1852, 1856, 1858, and 1862

Annual Report of the Receiver of Taxes: 1894. 1 folder d/1

Day Books: 1873 – 1911. 39 volumes s/B-2

These daily accounts from the office of the Receiver of Taxes list the name of the taxpayer and the amount paid. There is a book for each year from 1873 to 1911.

Tax Receipts: 1829 – 1876. 1 folder d/1

Receipts for services as assessor, assessment of Washington Street extension, real estate assessment estimates, excise taxes, erroneous taxes, including dog taxes.

SUB-RECORD GROUP: 1.6

TOWN BOARD: 1820 – 1915. 5 VOLUMES

The functioning of the government of the Town of Saratoga Springs was regulated by a Town Board composed of the following officials: a supervisor, a clerk, three assessors, three commissioners of highways, two overseers of the poor, one collector, three commissioners of common schools, three constables, three fence viewers, one pound master, and three inspectors of weights and measures. In the course of time this basic structure changed somewhat, by the addition or subtraction of elected officials as became necessary. The records of their meetings reflect the activities of these elected officials and their appointees.

Town Board Meetings Minute Books: 1820 – 1915. 3 volumes

Includes the official proceedings and resolutions, election results and commissioners' reports:

1820 – 1864		s/D-0
1836 – 1882	Individual copies of minutes; duplicates of those in bound volumes. 1 folder	d/1
1864 – 1882		s/C-3
1883 – 1915		s/C-3

Supervisors' Books: 1836 – 1899. 2 volumes

These books are accounts kept by the Town Supervisors, including bills paid by the town and monies received from licenses.

1836 – 1864	1 volume	s/C-3
1892 – 1895	File of balance sheets recording income and expenses for Town Hall, Poor, School, Dog, and bonds and Coupon Funds; Detailed lists and names and all allocations.	d/1
1898 – 1899	1 volume	s/C-3

Town Clerk: 1825 – 1890

Appointments: 1825 – 1876, 1 folder d/1
Appointments and some resignations of town officials, including constables, collectors, election inspectors, justices, marshals, etc. d/1
The file includes the oath and those overseeing the oaths.

Audits: 1840 – 1872. 1 folder d/1
Certain audits, including names, details of expenses and receipts, amounts claimed and allowed.

Burial Permits: 1881 – 1885. 1 folder of booklets *removed*
Includes name, date, place and cause of death, burial site, the name of the individuals who certified the permit, and the undertaker. *Records removed per State law and placed in the City Clerk vault under the City Clerk as the City's Vital Records Registrar per City Charter.*

<u>Transit Permits: 1881 – 1889. 1 folder of 4 booklets</u>	<i>removed</i>
Permits to transport the dead; includes a typed index. <i>Records removed per State law and placed in the City Clerk vault under the City Clerk as the City's Vital Records Registrar per City Charter.</i>	
<u>Debt: 1862 – 1889. 1 folder</u>	d/1
Petitions and reports regarding debt to County; Includes an 1889 town bond.	
<u>Distress Warrants: 1837 – circa 1850. 1 folder</u>	d/1
Details of goods seized or detained as security in lieu of payment. Includes names and locations.	
<u>Fence Viewers: 1876 – 1894. 1 folder</u>	d/1
Accounts of sheep killed by dogs with damage appraisal amounts to be paid to sheep owners from dog funds.	
<u>Illegitimate child support: 1831. 1 folder</u>	d/1
<u>Indenture Papers: 1824 – 1879. 1 folder</u>	d/1
Contracts between overseers of the poor and orphaned or indigent children; includes names, contract terms, obligations of all parties, trades to be taught. Finding aid and transcripts are included.	
<u>Jury Lists: 1848 – 1875. 1 folder</u>	d/1
Names and occupations of residents eligible for jury duty.	
<u>Miscellaneous: 1842 – 1890. 1 folder</u>	d/1
Town Hall insurance schedules, estate settlements, lien disclaimers, oath of exemption from Civil War, property sale cancellations.	
<u>Receipts: 1826 – 1877. 3 folders</u>	d/1
County receipts for various services. Includes tax allocations, names, amount.	
<u>Overseers of the Poor: 1875 – 1895. 1 folder</u>	d/1
Includes bills from Dr. Grant for visits to the poor with names and amounts.	
<u>Supervisor's Summary Statements: 1892 – 1895. 1 folder</u>	d/1

SUB-RECORD GROUP: 1.7

MISCELLANEOUS: 1848 – 1915. 10 VOLUMES

The books and records in this group were generated by the Town of Saratoga Springs' government; however, they represent either a special government function or an activity in progress for only a certain

period of time. These documents are not necessarily related to each other. They are grouped together merely because they differ from the documents generated in the normal course of government.

Board of Relief: 1864. 1 folder d/1
Temporary board created to supply vouchers to relatives of Civil War volunteers. Includes names, stores, and amounts

Bonds 1881 – 1893. 1 box s/N-0
Samples of bonds issued for various town projects, including the Town Hall extension. Boxed with all other sample bonds in one box.

Civil War Tax: 1862 – 1871. 3 folders d/1
Taxes paid by residents as bounties to Civil War volunteers. Includes names, amounts, interest accrued and 1871 report on the debt.

Damages: 1872 – 1874. 1 volume s/M-0
Monies paid by the Town Supervisor to property owners on certain streets for damages incurred during highway construction.

Oaths of Exemption from Service during Civil War: 1862. 1 folder d/1

Persons Relieved or Supported: 1896 – 1903. 2 volumes
Record of persons relieved under the provisions of the Poor Law. Lists name, age, sex, native country, reason for relief, and amount of relief for each individual.

1896 – 1897 s/G-4
1902 – 1903 s/G-4

Town Hall: 1870 – 1915. 5 volumes
Town Hall was built in 1870. According to the laws of that year, the Town Supervisor was to be in charge of the building and set apart certain spaces for village and town offices and rent the remainder.

Bonds: 1870 – 1896. 2 volumes

1870: register of bonds issued to finance construction of Town Hall s/B-2
1883 – 1896: List of bonds called and destroyed in 1903 s/B-2

Rents: 1872 – 1915. 3 volume

1872 – 1873 Includes list of dog licenses s/G-4
1899 – 1906 s/G-4
1907 – 1915 s/G-4

Receipts, 1892 – 1894. 1 folder d/1
Receipts for goods and services directly relating to Town Hall.

Tuberculosis Register: 1909 – 1915. 1 volume

s/G-4

Records of tuberculosis patients; includes patients' personal information and remarks by the attending physician; only two pages completed.

Vital Statistics: 1848 – 1850. 1 volume, ca. 40 pp.

removed

Removed and placed the City Clerk vault under the City Clerk as the City's Vital Records Registrar per City Charter. Transcript in research file.

SUB-RECORD GROUP 1.8

CHATTEL MORTGAGES: 1833 – 1902. 10 BOXES (10 CUBIC FEET)

upper

room

Chattel mortgages were filed with the Town Clerk as documentation of loans made by citizens of Saratoga Springs. The mortgages were secured by property other than land and list participants and the security given; several have detailed inventories. There is a bound finding aid which lists selected chattel mortgages only. A smaller group, 1891 – 1957 which was not processed with the 10 cubic ft. above is filed at the end of the series, along with two satisfactions that cannot be united with their mortgages.

VILLAGE OF SARATOGA SPRINGS

1820 – 1917

Approximately 62 cubic feet of records

By an act of the New York State Legislature, the Village of Saratoga Springs was incorporated in 1826. This act granted a charter to Saratoga Springs to define its boundaries and structure its government. Under the provisions of the charter, elections were to be held yearly for a Board of Trustees, a Clerk, a Treasurer, two Constables and an Overseer of Highways. The trustees were to be the Commissioners of Highways and Excise and to serve as members of other commissions as well. In order to insure the proper running of the government, the trustees were to create different commissions and appoint their members. This record group brings together the documentation generated by the elected and appointed officers of the Village of Saratoga Springs.

Note: The seal of the Corporation of Saratoga Springs was found on papers dating from 1884 – 1895 and was a fire engine. Beginning in 1896, the current seal was used.

SUB-RECORD GROUPS:

- | | | | |
|------------|--|--------------------|--------------------|
| 2.1 | Board of Trustees | 1820 – 1915 | 30 volumes |
| | Collection includes charters, minutes, and account books, records of bonds, annual reports, auditors' reports, special assessments, and licenses | | |
| 2.2 | Commissions | 1864 – 1917 | 102 volumes |
| | Collection includes minutes, accounts, reports, and ledgers | | |
| 2.3 | Receiver of Taxes and Assessments | 1849 – 1915 | 24 volumes |
| | Collection includes chattel mortgages, ledgers, tax sale books, assessor's maps | | |
| 2.4 | Tax Records | 1866 – 1915 | 95 volumes |
| | Collection includes tax and assessment rolls and day books | | |
| 2.5 | Miscellaneous | 1843 – 1912 | 4 volumes |
| | Collection includes clerk's ledgers, Greenridge Cemetery book, dog registers, and assessor's maps | | |

SUB-RECORD GROUP: 2.1

BOARD OF TRUSTEES: 1820 – 1915. 30 VOLUMES

The Board of Trustees was the governing body of the Village of Saratoga Springs. They were elected by the voters and their responsibility was the proper execution of the Village Charter and by-laws. In 1826, five trustees were elected. By 1915, their number had reached thirteen. The trustees acted as Commissioners of Excise and Highways, ex-officio. In addition, they served as members of different committees such as lamps, fire, streets, cemetery and others as they were developed through the years. The records in this sub-group include all the material generated by the trustees or the committees they were part of.

Annual Reports: 1893 – 1914. 6 volumes

In compliance with the village charter, the Board of Trustees had to issue a yearly report of expenditures and receipts. Included in these books are reports from the fire and police commissioners.

1893 – 1894	1 folder	d/2
1908 – 1909	1 volume	s/F-1
1909 – 1910	1 volume	s/F-1
1910 – 1911	1 volume	s/F-1
1911 – 1912	1 volume; includes a report from the Commissioner of Parks	s/F-1
1912 – 1913	1 volume; includes a report from the Commissioner of Parks	s/F-1
1913 – 1914	1 volume; includes reports from the Board of Education and Commissioner of Parks	s/F-1

Auditor's Reports: 1899 – 1915. 3 volumes

Collection consists of detailed reports from the auditors as to expenses incurred by the Village and funds chargeable for each item and includes Board of Trustees, Board of Health, Board of Education, Fire Commission, Police Commission, and Sewer, Water and Street Commission. There is also a transcript of testimony to the Board of Auditors regarding bills.

1899	1 folder	d/2
1901 – 1905	1 volume	s/F-1
1905 – 1910	1 volume	s/F-1
1910 – 1915	1 volume	s/F-1

Bonds: 1868 – 1915. 3 volumes

Register of village bonds issued for sewer, water and floating debt.

1868 – 1887	1 volume	s/F-1
1872 – 1879	1 volume	s/F-1
1879 – 1946	1 volume – Includes record of bonds through 1946; early bonds issued for Union Avenue, school, village hall and park.	s/G-3
1902 – 1911	Sample bonds, in same box as town-issued bonds.	s/N-0

Budgets: 1911 – 1912

d/2

Summary of budgets for those years

Cash Book: 1913 – 1914. 1 volume

s/F-1

Accounts of the Board of Trustees, Fire, Police and Park Commissioners; includes cemetery, village hall, hospital, and health fund.

Charter and Incorporation Papers: 1826 – 1887. 2 volumes

Act of the Legislature: 1826 – 1844. 1 volume

s/F-1

Includes the Incorporation Act amendments up to 1844, plus election results for village officers for those years. Also a list of orders paid by the Village Treasurer from 1849 to 1858.

Charter: ca. 1826–27 and 1866. 1 volume

s/F-1

Charter revisions; the 1866 volume includes amendments up to 1887.

Charter amendments. 2 folders

d/2

Contracts and Bonds: 1895 – 1900. 1 folder

d/2

Contracts and bonds received by the Board from various commissioners for the faithful execution of their offices and for sprinkling contracts.

Convention Hall: 1892 – 1893. 11 folders

d/2

On September 4, 1890, at a special meeting of the Board of Trustees, a motion was unanimously adopted to appoint a committee to investigate the erection of a convention hall in the village. Committees for the construction of the “Village Hall” or Convention Hall (as it came to be called) were appointed later on, bids taken, bonds issued and the building finally finished in 1893. Convention Hall served Saratoga Springs well, accommodating many conventions until it was destroyed by fire in 1965. The architects of the Convention Hall were Fuller and Wheeler of Albany.

The records listed below are the specifications, bids, contracts, and correspondence relating to the construction of this building.

Boiler	1892
Carpentry	1892
Electrical	1912
Glazing	1892
Lighting Fixtures	1892
Masonry	1892
Painting	1893, 1907
Plumbing and Gas Fittings	1892 – 1893
Rental Contracts	1906
Street Paving	1893

Collection also contains a final report from the Village Hall Commissioners in 1893-94.

Hotel Inspection Reports: 1906. 1 folder, with an index of hotels d/2
 Reports of inspection of hotels in compliance with the Liquor Tax Law.
 These are signed by the president of the Board of Trustees.

Licenses: 1902 – 1913. 3 volumes

According to the by-laws of the Village Charter, the trustees were to regulate and issue licenses to hackmen and cabmen. The group of records includes lists of licenses issued for these purposes. Also notes number of horses, type of vehicle in the 1902 volume only.

1902	1 volume	s/F-1
1902 – 1904	Legal papers re revocation of certain licenses	d/2
1906	1 volume	s/F-1
1906 – 1913	Regulations re auction sales	d/2
1907 – 1908	1 volume	s/F-1

Minutes of Meetings of the Board of Trustees: 1840 – 1915. 10 volumes

Official minutes of the Board of Trustees. Includes proceedings, resolutions, and some statements of accounts. *A typewritten transcript of the minutes from 1852 to 1866 is shelved at s/N-0.*

1840 – 1866		s/F-1
1866 – 1868	Includes minutes of the Commissioners of Highways for the same years	s/F-1
1868 – 1872		s/F-1
1872 – 1877		s/F-1
1878 – 1890		s/F-1
1890 – 1892		s/F-1
1892 – 1898		s/F-1
1906 – 1908		s/F-1
1909 – 1913		s/F-1
1913 – 1915		s/F-1

Requisitions: 1896 – 1915. 1 folder d/2

Budget requisitions for the following committees:

Cemetery	1896
Comptroller	1906 – 1915
Law	1915
Legal	1915
Miscellaneous	1915
Music	1915
Printing	1913; 1915
Salary	1915
Village Hall	1913; 1915

Miscellaneous: 1835 – 1915. 2 volumes

Deeds and Conveyances: 1835 – 1892. 1 folder, indexed d/2

These primarily transfer property to the Board of Trustees. In addition to listing the people and amounts involved in the transactions, detailed descriptions of the properties and the location of the original deeds in the Saratoga County Clerk's office is noted.

Expenses: 1914 – 1915. 1 folder d/2
Includes expenses for health, cemetery, Convention Hall, music, Saratoga Hospital, Windsor Hotel and salaries.

Grading Tax Record: 1886. 1 volume s/M-0
From time to time, the trustees levied certain taxes for special purposes. This book reflects that activity; it was done for the altering of the grade of streets on the West Side.

Highway Certificates: 1871 – 1878. 1 volume s/F-1
The Village Trustees had, as Highway Commissioners, responsibility for street and sidewalk maintenance. Accordingly, they issued highway certificates to individuals for curbing, paving and flagging sidewalks. This book is a register of highway certificates issued from 1871 to 1878.

Legal Papers: 1895 – 1914. 1 folder d/2
Includes assessment of Congress Hall, Loughberry Lake, North River Railway Company track lines, suit against the Village for payment of legal service, etc.

SUB-RECORD GROUP: 2.2

THE COMMISSIONS: 1864 – 1917: 102 VOLUMES

The Board of Trustees delegated their authority to certain commissions which they created from time to time. The purpose of these commissions was to insure the proper functioning of different areas of government. These commissions were by appointment from the Board of Trustees. Many times the commissioners were the trustees themselves, or officials of the town government, or a combination of both. Periodically these commissions were dissolved or evolved into new commissions. The records of these commissions are not complete so tracing their histories can be difficult.

Fire Commission: 1895 – 1915. 4 volumes

There are no records of the early fire companies. In the 1820s and 1830s, the village trustees appointed three fire wardens to inspect premises within the village that might be fire hazards. Buckets and ladders were used to extinguish fires until the appearance of the hook and ladder companies around 1836. In 1883, a central station was built and a paid fire department came into being. In 1887, three fire commissioners were appointed. They were to continue the central house system and appoint a Fire Chief, an Assistant Fire Engineer and a Superintendent.

In addition, they were to employ enough firemen (eight) for a hook and ladder company. The Fire Chief kept records of the department's activities, much in the same manner as the Police

Department kept their “blotters.” These records, although not complete, are indicative of the activities of the Fire Department for those years.

Budget Requisitions: 1905 – 1915. 1 folder d/2
Annual statements by the Fire Commissioners requesting appropriation of funds for the ensuing year.

Hotel Inspection Reports: 1903 – 1913. 4 folders d/2
According to the laws of 1887, hotels were to be equipped with proper fire protection equipment, such as ropes. Twice a year, the fire chief examined the hotels in the village and reported to the Board of Trustees which hotels were in compliance with the law; includes an index.

Correspondence: 1911 – 1914. 1 folder d/2
Correspondence from the state concerning civil service appointments (to the Fire Department) and salaries; collection includes comments about a report from the Fire Chief.

Fire Record Books: 1908 – 1914. 2 volumes
The fire record books were kept by the Fire Chief. These books are a daily account of the fires that the Department was involved in. For each fire, there is a complete record of location, cause of fire, damages, insurance, number and names of the firemen attending, and remarks. Unfortunately, only the volumes listed have survived..

1908 – 1911 s/F-3
1911 – 1914 s/F-3

Legal Papers: 1895 – 1896 d/2
Legal papers regarding the firing of a firefighter by the Fire Commissioners.

Minutes of the Meetings of the Board of Fire Commissioners: 1901–1915. 2 volumes
These include all proceedings, resolutions, etc. In addition, the records list salaries and other expenses of the Fire Department

1901 – 1911 s/F-3
1911 – 1915 s/F-3

Commissioner of Parks: 1904 – 1915

There is no evidence that there was an appointed Parks Commissioner prior to 1911. The first mention of this office is in the village minutes when funds were being appropriated for public parks and maintenance of the mineral springs. The reports of this commission are included in the annual report to the Board of Trustees for the years 1911, 1912 and 1913. In addition, we have an annual report for the year 1915.

Annual Report: 1915. 1 folder (incomplete) d/2
Report of expenditures and disbursements

Casino: 1911. 1 folder d/2
In 1911, Commissioner of Parks William A. Allerdice purchased Congress Spring Park and Bottling House and the Club House for use as a public park. Records include the original inventory of personal included in the sale of the Saratoga Club House (Canfield Casino).

Congress Park: 1912 – 1915. 1 folder d/2
Papers relating to bands hired to play in the park.

Legal Papers: 1904 – 1915. 3 folders d/2
Collection includes documents on the purchase of Congress Hall; the lease of Congress Park café; purchase of Congress Spring Park; sale of mineral rights to New York State; park concerts; and elm tree spraying.

Miscellaneous: 1914. 1 folder d/2
Miscellaneous expenses for tree work in Congress Park.

Police Commission: 1864 – 1923. 24 volumes

Under the town government, police constables were elected yearly. The Town Board appointed additional constables as needed, especially during the summer months. From the time of its incorporation, the village also elected constables. Village constables were to have the same power and duties as those elected under the town government. In 1887, by an act to amend the village charter, the Police Department was established. Four Police Commissioners were appointed and they were responsible for appointing eight policemen, one of them to be chief. The Chief of Police was to keep a book of police records. We know these records today as “blotters.” The holdings in this group are complete.

Arrest Blotters: 1877 – 1923. 8 volumes

In these blotters is a chronological record of arrests. They list the date and time of arrest, the name of the person, age, sex, race, citizenship, occupation, the complainant and the complaint, the arresting officer and how the case was disposed of. Also noted in the record is marital status, parents living or dead, temperate or intemperate, previous convictions. They are accompanied by indexes of all the names in the blotters in rough alphabetical order.

Blotters: 1887 – 1923. 3 volumes

1887 – 1898	s/F-2
1898 – 1908	s/F-2
1908 – 1923	s/F-2

Indexes: 1887 – 1923. 5 volumes

1887 – 1910	1 volume	s/F-2
1910 – 1923	1 volume	s/F-2
Unidentified	2 volumes	s/F-2
Supplementary	1 volume	s/F-2

Blotters: 1864 – 1917. 8 volumes

These blotters contain a record of the daily activity of the Police Department. They detail not just the arrest procedures which are detailed in the arrest blotters, but all other activities of the officers on duty as well: service of subpoenas, records of memos and other correspondence, and investigation of different matters performed by the officers.

1864 – 1873	s/F-2
1887 – 1890	s/F-2
Includes a letter written on stationery of Chief Blodgett, the first Chief of Police, 1891–94.	
1894 – 1898	s/F-2
1898 – 1903	s/F-2
1903 – 1907	s/F-2
1907 – 1912	s/F-2
1912 – 1917	s/F-2

Police Commissioners: 1887 – 1915. 5 volumes

The laws of 1887 created the Police Commissioners. There were to be four appointed Commissioners to serve terms running from two to four years. The Commissioners appointed the policeman and the Chief. Policemen served at the pleasure of the Commissioners. The Commissioners were to oversee the running of the department and prepare estimates of the cost of maintaining the Police Department and present it to the Board of Trustees.

Minutes of the Meetings of the Board of Police Commissioners: 1887 – 1915. 2 volumes

1887 – 1912	s/F-2
Includes the legislative act that created the Police Department, signed by the Secretary of State, and a list of the “beats” walked by policemen in 1904.	
1912 – 1915	s/F-2

Police Station: 1914. 1 folder d/2
Condition of station and recommendation for a new one

Time/Payroll Books: 1887 – 1918. 3 volumes

Record of the number of days worked by each man in the department and the salaries they received.

1887 – 1897	s/F-2
1897 – 1909	s/F-2
1910 – 1918	s/F-2

Sewer, Water and Street Commission: 2 volumes

This commission was one of the most important groups in the village government. It combined the work of five other groups that preceded it. Created in 1901, it functioned until the incorporation of the City in 1915. These records combine all the material available from the Sewer, Water and Street Commission plus all the records left by the commissions that led to its

forming. They are grouped together because they represent a continuity of the same function of government.

Union Avenue Association: 1865 – 1870. 2 volumes

In 1865, a private organization formed in order to lay out an avenue from the Village to Saratoga Lake. This Board was to issue bonds, erect tolls, and take all the necessary steps towards the construction of this road. This group dissolved in 1870 and its activities were continued by the newly appointed Commissioners of Avenues that were also known as the Commissioners of Construction.

Minutes of the Proceedings of the Union Avenue Association: 1865–70 s/D-0

Includes minutes of the Commissioners of Avenues until 1870

Record of Avenue bonds: 1870 s/F-3

Lists of bonds issued for the construction of the road to Saratoga Lake

Commissioners of Avenues (Commissioners of Construction): 1870 – 1876. 3 volumes

was
the
for

This group was started in 1870 upon the dissolution of the Union Avenue Association. It composed of the Commissioners of Highways of the Town, and the Board of Trustees of Village. This Commission was responsible for the laying out and improving of roads and the sprinkling of streets during the summer months.

Expenditures Book: 1870. 1 volume s/F-3

Minutes: 1870 – 1876. 2 volumes

1870 The first meetings of this Commission were recorded in the book labeled Union Avenue Association of Saratoga Springs (see above, s/D-0)

1870 – 1876 Minutes of the proceedings s/D-0

Petitions and Orders: 1870 – 1878. 2 folders d/2

Papers of petitions and orders to widen and extend certain streets; includes survey maps.

Street Commissioners: 1891 – 1901. 2 volumes

In 1890, the Street Commissioners were created to undertake the duties of the former Avenue Commissioners. There were to be four commissioners: two Democrats and two Republicans. They were to be the Commissioners of Highways, having general street and highway control, and Commissioners of Construction handling street lighting, paving, cleaning, and sprinkling contracts and shade trees. They also had the control of all Village property including buying and selling. There is a limited amount of material about this commission; more information on this can be found in the records of the Sewer and Water Commission or the Minutes of the Board of Trustees.

1890 Sprinkling Tax Assessment s/F-3

1898 – 1901 Minutes of the Proceedings of the Street Commission s/F-3

Sewer Commission: 1884 – 1915. 2 volumes

Until 1900, the laying out, maintenance and upkeep of the sewers was under the charge of the Board of Trustees. The specific laying out of sewers, etc. can be found in the minutes of the proceedings of the Board of Trustees and in the following documents. The records of other groups organized to oversee sewers, water and streets should also be checked. This Commission was formed May 2, 1900 and consolidated the sewer and water commission. Its main purpose was to handle sewage disposal and purification.

Minutes of the Board of Sewer Commissioners: 1899 – 1900. 1 volume s/F-3
The minutes, from March 4, 1899 to May 9, 1900, describe problems and possible solutions.

Secretary of the Sewer Commission: 1885 – 1885. 1 volume s/F-3
Carbon copies of letters in a letter-copy book.

Sewer Assessments: 1884 – 1927. 2 boxes s/E-0
Records from the Board of Trustees to the Receiver of Taxes that include sewer assessments, assessments for paving, curbing, flagging and widening of sidewalks and streets; collection contains numerous maps detailing property owners and lot sizes.

Water Commissioners: 1872 – 1915. 46 volumes

In office since 1872, the five Water Commissioners were to be responsible for the management and control of the waterworks of the village. They were to take control of the waterworks from the Construction Commissioners and levy water rents according to property assessments.

Minutes and Proceedings of the Board of Water Commissioners 1872 – 1900.
3 volumes

1872 – 1895 s/E-2
1891 – 1900 Duplicate record of minutes for those dates. Includes s/E-2
annual reports of this commission for those years
There is a photocopy in d/2.
1895 – 1896 In addition to the minutes through 1896, the volume s/E-0
contains a section of meter installation reports
for 1899 – 1910.

Reports from the Village Engineer to the Water Superintendent: 1871 – 1914.
5 volumes

1871 – 1889 Daily water meter readings indicating maintenance s/G-1
and repair; “Remarks” has data on weather, lake
levels, etc.
1889 – 1909 s/F-0
1895 – 1900 Daily record of gallons of water pumped and the s/E-2
coal used to pump the water

1900 – 1906	s/E-2
1906 – 1914	s/E-2

Specifications of Sewer and Water Works: 1896. 1 folder d/2
Record may be important as some of the sewers may still be in existence.

Map and Details of the Main Sewer, 1875. 1 volume s/G-0
Precise mapping of the main sewer along Village Brook surveyed by W.H. Vibbard, 1875; 15 sheets, each 24x36.

Water Tax Records: 1874 – 1915. 43 volumes

Water rents in the Village of Saratoga Springs were included in the village tax rolls up to the year 1866. In that year the Village Charter was amended to create a Water Commission. One of the purposes of this commission was to regulate and establish the water rents and assessments for the use of water within the village. These water assessments were then sent to the Receiver of Taxes for collection. This record group represents the assessments prepared by this commission and indicates the payments made by the water users. These early records note items of interest, such as the number of bathtubs and water closets in the building being assessed. From 1874 on, a sprinkling tax was levied and collected with the rents. The sprinkling tax was discontinued in 1924. In 1900, the Water Commission was abolished and in its place, the Sewer, Water and Street Commission was formed and took over the duties of the Water Commission. Consequently, the collection warrants for water rents were issued by the Sewer, Water and Street Commission from then on.

1874 – 1877	– 1 volume	s/I-1
1878	– 1 volume	s/B-3
1879	– 1 volume	s/B-3
1880	– 1 volume	s/B-3
1881	– 1 volume	s/B-3
1882	– 1 volume	s/E-1
1883	– 1 volume	s/E-1
1883	– 1 volume	s/E-2
1884	– 1 volume	s/E-1
1885	– 1 volume	s/E-1
1886	– 1 volume	s/E-1
1887	– 1 volume	s/E-1
1888	– 1 volume	s/E-1
1889	– 2 volumes	s/E-1
1890	– 1 volume	s/E-1
1891	– 1 volume	s/E-1
1892 – 1893	– 1 volume	s/E-1
1893	– 1 volume	s/E-1
1893 – 1894	– 1 volume	s/E-1
1894	– 1 volume	s/E-1
1895	– 1 volume	s/E-1
1896	– 1 volume	s/E-1
1897	– 1 volume	s/E-1

1898	- 1 volume	s/E-1
1899	- 1 volume	s/E-1
1900	- 1 volume	s/E-1
1901	- 1 volume	s/E-1
1902	- 1 volume	s/E-2
1903	- 1 volume	s/E-2
1904	- 1 volume	s/E-2
1905	- 1 volume	s/E-2
1906	- 1 volume	s/E-2
1907	- 1 volume	s/E-2
1908	- 1 volume	s/E-2
1909	- 1 volume	s/E-2
1910	- 1 volume	s/E-2
1911	- 1 volume	s/E-2
1912	- 1 volume	s/E-2
1913	- 1 volume	s/E-2
1914	- 1 volume	s/E-2
1905 – 1908	- 1 volume non-consumer fire assessment	s/E-2
1905 – 1907	- 1 volume repair charges	s/E-2

Sewer and Water Commission Minutes: 1900 – 1901. 1 volume (see below)

This Board was created in 1900 to combine into one the former Sewer Commission and the former Water Commission. Its lifespan was short since, in 1901, this Commission evolved into the Sewer, Water and Street Commission.

Sewer, Water and Street Commission: 1901 – 1915. 14 volumes

In 1901, the Sewer, Water and Street Commission was finally formed. The jurisdiction granted to this Commission was originally held by the trustees of the village. Over time, this authority has been delegated to the Avenue Commissioners, Street Commissioners and Water Commissioners. An act of the legislature in 1901 merged these commissions into one.

Annual Reports to the Board of Trustees: 1905 – 1915. 2 folders d/2

Yearly reports on the condition of the streets and bridges and budgetary needs for the ensuing year; these are not as detailed as the annual statements.

Annual Statements, Receipts and Disbursements of the Sewer, Water and Street Commissioners to the Board of Trustees: 1907 – 1914. 2 volumes

1907 – 1908	s/H-2
1913 – 1914	s/H-2

Expenditures: 1904 – 1905. 1 folder d/2

Franchises: 1902 – 1914. 1 folder d/2

Franchises granted to the Hudson Valley Railway Company for the years 1902, 1903, 1910, 1913 and 1914 as well as a petition for crossing West Avenue, New Street and West Circular Street for 1907. Also, North River Railway Company and D&H Railway Company.

Funds Distribution: 1900 – 1915. 1 volume s/H-1
Complete details of how various bills were charged to funds for payment.

Hearing: 1905. 1 volume s/F-3
Part two of a hearing investigating alleged misconduct by the Sewer, Water and Street Commissioners. Part one has not been located.

Legal Papers: 1885 – 1913. 14 folders d/2
The Village Attorney represented the Sewer, Water and Street Commission in various matters. These papers include the tax assessment of the Boston and Maine Railroad; Boston and Maine Railroad flagmen; location of track routes of the Union Electric Company; location of telephone poles by the Saratoga Telegraph and Telephone Company; damages incurred by the High Rock Spring Company; pollution of Kayderosseras Creek; pollution of the Village Brook by sewage contamination; lawsuits, including one of 1907-10 by Congress Hall; a letter from Lincoln Spring Company, 1901, requesting sprinkling on South Broadway as far as the corporation line; and the water supply.

Minutes of the Meetings of the Sewer, Water and Street Commission: 1900 – 1915. 6 volumes

1900 – 1901	s/F-3
1901 – 1902	s/F-3
1902 – 1906	s/F-3
1906 – 1907	s/F-3
1906 – 1911	s/F-3
1911 – 1915	s/F-3

Record of Bills Paid: 1900 – 1915. 1 volume s/I-1
Includes all the bills paid by the Commission and the goods or services for which they were intended.

Speedway: 1907. 1 folder
Proposal for a road from Lake Avenue to the Speedway. Includes maps and legal documentation. *Moved to the map collection #493, #494.*

Sprinkling Assessments: 1910 – 1914. 3 volumes
Volumes are alphabetical by property owner's name and include address and assessment.

1910	s/F-3
1911	s/F-3
1914	s/F-3

SUB-RECORD GROUP: 2.3

RECEIVER OF TAXES AND ASSESSMENTS: 1849 – 1915. 24 VOLUMES

In 1872, a law was passed creating the office of the Receiver of Taxes for the Town and Village of Saratoga Springs. This office had the responsibility of collecting taxes for both the Village and the Town. It was designed to join the offices of Treasurer for the Village and Collector of Taxes for the Town. The Receiver of Taxes was an elected official under the Town government but since the majority of the accounts handled by this office were Village accounts, these records have been grouped under the Village record group and include chattel mortgages, ledgers, account books and tax sale books.

Account Books: 1866 – 1906. 13 volumes

F-4

The account books represent receipts and payments made by the Village and Town. In some ledgers the accounts are separated by department (street, cemetery, etc.) and other ledgers show a distribution of funds (school, dogs, town hall, etc.)

- 1866 – 1873 “Treasurer’s Book” accounts detailed by department.
- 1868 – 1875 “Clerk’s Ledger” accounts detailed by department.
- 1872 – 1882 Distribution of monies by various funds. Accounts with the First National Bank.
- 1872 – 1878 Distribution of monies by various funds. Accounts with the Commercial National Bank.
- 1878 - 1882 General account of all funds received and disbursed. Accounts with the Saratoga Savings Bank.
- 1882 – 1886 General account of all funds received and disbursed. Accounts with the first National Bank
- 1886 – 1890 General Ledger
- 1890 – 1892 General Ledger
- 1890 – 1896 Some fund distribution shown
- 1892 – 1895 General Ledger
- 1895 – 1897 General Ledger
- 1897 – 1900 Bank ledger. Accounts with the First National Bank
- 1903 – 1906 Bank ledger. Accounts with the First National Bank

Chattel Mortgages: 1849 – 1915. 7 volumes

F-4

A record of all chattel mortgages for 1849 – 1915. Lists property, mortgagors and mortgagees.

- 1849 – 1863
- 1858 – 1870
- 1866 – 1876
- 1866 – 1878
- 1878 – 1886
- 1887 – 1898
- 1899 – 1915

Correspondence: 1903 – 1911. 5 folders

d/2

Miscellaneous correspondence and memos received by the Receiver of Taxes. Arranged alphabetically by sender's last name. Collection includes correspondence regarding Trask and Batcheller and an official statement of 1903.

Tax Sales: 1885 – 1915. 4 volumes

According to the laws of 1880, the Receiver of Taxes was to advertise and sell any property within the town or village on which taxes were unpaid. These books record property sold under the Tax Sale Law. They include names of owners and buyers, with descriptions of the lots sold.

1880 – 1899	s/F-0
1885 – 1910	s/F-0
1901 – 1914	s/F-0
1912 – 1915	s/F-0

SUB-RECORD GROUP: 2.4

TAX RECORDS: 1866 – 1915. 95 VOLUMES

The earliest tax records available for the Village of Saratoga Springs begin in 1866 and, with the exception of two years, continue through 1915. These tax records were prepared by the Village assessors and sent to the Receiver of Taxes for collection. Warrants commanding collection issued by the Board of Trustees are attached. Included in the taxes were school taxes up to 1867 when, by an act of the legislature, schools were placed under the Board of Education. Water taxes were also part of the Village taxes until 1866 when the Water Commission was created to assess and prepare water tax rolls. Water tax records are a separate record group for the Village and the City.

Tax Records: 1866 – 1915. 58 volumes

1866 – 1 volume assessment roll (no warrant)	s/D-0
1 volume tax roll	s/D-0
1867 – 1 volume assessment roll (no warrant)	s/D-0
1 volume tax roll	s/D-0
1868 – 1 volume tax roll	s/D-1
1869 – 1 volume tax roll	s/D-1
1871 – 1 volume tax roll (no warrant)	s/D-1
1 volume tax roll	s/D-1
1872 – 1 volume tax roll (no warrant)	s/D-1
1 volume tax roll (no warrant)	s/D-1
1 volume tax roll	s/D-1
1873 – 1 volume assessment roll (no warrant)	s/D-1
Includes hackman licenses.	
1 volume assessment roll (no warrant)	s/D-1
1 volume tax roll	s/D-1
1874 – 1 volume tax roll	s/D-1
1875 – 1 volume tax roll	s/D-1

1876 – 1 volume tax roll	s/D-1
1877 – 1 volume tax roll	s/D-1
1878 – 1 volume tax roll	s/D-1
1879 – 1 volume assessment roll (no warrant)	s/D-1
1 volume tax roll	s/D-1
1881 – 1 volume tax roll	s/D-1
1882 – 1 volume tax roll	s/D-1
1883 – 1 volume tax roll	s/D-1
1884 – 1 volume tax roll	s/D-1
1885 – 1 volume tax roll	s/D-1
1886 – 1 volume tax roll	s/D-1
1 volume assessment roll for East section	s/D-1
1887 – 1 volume assessment roll for East section	s/D-1
1888 – 1 volume assessment roll for East section	s/D-1
1889 – 1 volume assessment roll for East section	s/D-1
1890 – 1 volume tax roll	s/D-1
1891 – 1 volume tax roll	s/D-1
1892 – 1 volume tax roll	s/D-1
1893 – 1 volume tax roll	s/D-2
1894 – 1 volume tax roll	s/D-2
1895 – 1 volume tax roll	s/D-2
1896 – 1 volume tax roll	s/D-2
1897 – 1 volume tax roll	s/D-2
1898 – 1 volume tax roll	s/D-2
1899 – 1 volume tax roll	s/D-2
1900 – 1 volume tax roll	s/D-2
1901 – 1 volume tax roll	s/D-2
1902 – 1 volume tax roll	s/D-2
1903 – 1 volume tax roll	s/D-2
1904 – 1 volume tax roll	s/D-2
1905 – 1 volume tax roll	s/D-2
1906 – 1 volume tax roll	s/D-2
1907 – 1 volume tax roll	s/D-2
1908 – 1 volume tax roll	s/D-2
1909 – 1 volume tax roll	s/D-3
1910 – 1 volume tax roll	s/D-3
1911 – 1 volume tax roll (spine marked “1912”)	s/D-3
1912 – 1 volume tax roll	s/D-3
1913 – 1 volume tax roll	s/D-3
1914 – 1 volume tax roll	s/D-3
1915 – 1 volume tax roll	s/D-3

Missing in 2008: Village tax records for 1870 and 1880

Day books: 1872 – 1915. 37 volumes

s/D-3

These books show a record of payments for taxes and list names and amounts paid. There is one book for each year from 1872 – 1915, except 7 missing volumes.

Missing in 2008: Day books for 1876, 1877, 1878, 1879, 1880, 1913 and 1914.

SUB-RECORD GROUP 2.5

MISCELLANEOUS: 1843 – 1913. 4 VOLUMES

These records are related to the village government in some manner, but are not necessarily an integral part of a particular office. In some instances they were used by two or more offices (e.g., assessor's maps). The records have been arranged alphabetically.

Assessor's Maps: 1894. 2 volumes

These volumes show the location and boundaries of the real estate within the Village of Saratoga Springs. There is no indication of which office generated these volumes.

Assessment Map, Inside District of Saratoga Springs,
by Samuel Mott, City Engineer, 1894, revised 1915. s/H-0

Assessment Map of Saratoga Springs, by Cramer and Eldridge,
Civil Engineers, Saratoga Springs, 1894 s/H-0

Auction Sales: 1905 – 1913. 1 folder

d/2

Correspondence and other papers relating to the regulation of auction sales.

Citizens' Union of Saratoga: 1903. 1 folder

d/2

Legal papers concerning the filing of a certificate of nomination in the third ward.

Comptroller's Correspondence: 1906 – 1910. 4 folders

d/2

Miscellaneous correspondence and memos received and sent by the Village Comptroller. Arranged alphabetically by receiver or sender's name.

Dog Registers: 1911 – 1913. 1 volume

s/F-4

Lists owner, address, description (breed and color) and fee paid; separate index volume.

Greenridge Cemetery Book: 1843 – 1847. 1 volume

s/D-0

Resolutions of the Board of Trustees in relation to sale of lots in Greenridge Cemetery. Includes some lists of lots sold.

Plumbers' Bonds: ca. 1908. 1 folder

d/2

A single sheet from a ledger recording 23 plumbers in business with addresses and sureties given.

CITY OF SARATOGA SPRINGS

1915 – PRESENT

APPROXIMATELY 99 CUBIC FEET OF RECORDS

In 1915, the Village and Town of Saratoga Springs were incorporated to form the City of Saratoga Springs. The adopted charter gave the City the commission form of government. An elected City Council comprising a Mayor and four commissioners, elected autonomously and each having a separate single vote on the Council, carry out the charter mandate. The records of the City have been grouped according to the departments headed by the Council members: Accounts, Finance, Public Safety, Public Works and the Mayor's Department. One extra sub-record group has been created to accommodate the special activities of the government such as boards and committees, etc.

SUB-RECORD GROUPS:

- | | | | |
|------------|---|--------------------|--------------------|
| 3.1 | Accounts Department:
The Commissioner of Accounts is also the City Clerk and the Purchasing Agent for the City. Per city charter, the Commissioner of Accounts is also the City Assessor and the City's Records Management Officer. Collection includes assessment rolls, ledgers, licenses, chattel mortgages, City Council minutes, elections and general correspondence. | 1915 – 1968 | 48 volumes |
| 3.2 | Finance Department:
Collection includes annual statements, budgets, correspondence, ledgers, and tax rolls. | 1915 – 1976 | 82 volumes |
| 3.3 | Mayor's Department
Collection includes City Attorney, Correspondence, City Engineer (to 2002), and City Council. | 1915 – 2002 | 2 volumes |
| 3.4 | Public Safety Department
Collection includes police, fire, health, code enforcement, general correspondence. | 1915 – 1999 | 175 volumes |
| 3.5 | Public Works Department
Collection includes budgets, city buildings and parks including the Casino and Congress Park; water department and utility tax records, streets and highways, and general correspondence. | 1915 – 1974 | 35 volumes |
| 3.6 | Special Activities
Collection includes City Court, City Historian, Civil Service, Housing Authority, Planning Board, Youth Commission, Urban Heritage Area, Urban Renewal, War Council, Zoning Board of Appeals, and Zoning Ordinance. | 1915 – 2002 | 44 volumes |

SUB RECORD GROUP: 3.1

ACCOUNTS DEPARTMENT: 48 VOLUMES

The Accounts Department is responsible for two major areas of city work: purchasing and assessments. As purchasing agent, the department orders all supplies for the City. Bids were prescribed for any purchase over \$1,000 until 2004; currently they are prescribed for any purchase over \$10,000. As the assessment department, all assessment data is compiled here and sent to the County for preparation of the assessment rolls; then warrant copies — known as tax rolls — are prepared and sent to the Finance Department for tax collection. The Accounts Department is also responsible for issuing all licenses, from dog to marriage to restaurants and lodging, to taxi, and collecting the fees involved. The City’s charter was amended by referendum in November of 2001 and the changes included the transfer of the City’s vital records and the duties of the Vital Records Registrar from the Department of Public Safety to the Department of Accounts. Finally, one of the most important functions of the Commissioner of Accounts and his department is to act as City Clerk. In this capacity, the Commissioner and his department are responsible for keeping all the minutes of the City Council and for the custody of all City records and documents. Thus in 1988 the City Council appointed the Commissioner of Accounts to serve as the City’s Records Management Officer, a position mandated by Section 57.19 of the Arts and Cultural Affairs Law.

Assessor’s Map Book: circa 1920. 1 volume

s/M-3

Indicates the location and boundaries of real estate within the City; includes property owners’ names.

Chattel Mortgages: 1915 – 1961, 6 volumes

By law, the City Clerk was responsible for keeping records of all chattel mortgages. From 1961 on this authority was given to the County Clerk. Alphabetical by surname and date, the chattel mortgages begin when the Village became the City of Saratoga Springs.

1915 – 1928	s/E-4
1928 – 1936	s/E-4
1936 – 1944	s/E-4
1945 – 1952	s/E-4
1953 – 1959	s/E-4
1959 – 1961	s/E-4

Elections: Lists of Enrolled Voters: 1942 and 1967 – 1968

s/M-0

Lists of enrolled voters for 1942 – 1943 and 1967-1968; there are twelve booklets, one for each district from 2 to 13 for 1942. There is one booklet for 1967 – 1968.

Licenses: 1915 – 1961. 20 volumes

These records have been divided into three parts: dog licenses, hack licenses and general.

Dog Licenses: 1915 – 1933. 4 volumes

1915	s/M-0
1922	s/M-0
1923	s/M-0
1933 – Lists of delinquent dog owners	s/M-0

Hack and Vehicles: 1926 – 1933. 8 volumes s/H-2

There if one volume for each year; includes name of license and license number.

General Licenses: 1915 – 1961. 8 volumes

These include marriage, trucking, hunting, peddlers, junk, sale of miscellaneous goods and services, exhibits, theaters, hotels and restaurants. Includes name, type of license, fee paid and date.

1915 – 1916	s/H-2
1915 – 1918	s/H-2
1919 – 1921	s/H-2
1922 – 1924	s/H-2
1925 – 1926	s/H-2
1927 – 1928	s/H-2
1929 – 1932	s/H-2
1937 – 1961 Volume of reports of monthly totals of types of licenses issued	s/H-2

Rentals: 1922 – 1952. 1 volume s/H-2

Rentals of city-owned property including City Hall, Convention Hall, houses and businesses.

SUB-RECORD GROUP: 3.2

FINANCE DEPARTMENT: 1915 – 1976. 82 VOLUMES

The Finance Department is the custodian of all monies collected or disbursed by the City. This includes the collection of all taxes and the handling of all tax sale properties. In addition, the department keeps all account books for the City and prepares and presents the City budget to the Council. All salaries and payroll matters are also handled here.

Account Books: 1915 – 1966. 16 volumes

This group includes all the cash received and all the monies paid out by City Council warrants. Some are done on a monthly basis, some on a daily basis.

Appropriation Account and Distribution of Claims: 1915 -1925. 4 volumes

Each book has allocations for different funds

1915 – 1916	s/G-3
1916 – 1920	s/G-3

1916 – 1922	s/G-3
1923 – 1925	s/G-3

Appropriations Account Detail Sheets: 1936 – 1950. 3 volumes

1923 – 1925	s/G-3
1936 – 1940	s/G-3
1942 – 1950	s/G-3

Cash Disbursement Books: 1915 – 1966. 3 volumes

Daily accounts of disbursements; show totals of expenditures and current appropriations.

1915 – 1940	s/G-3
1941 – 1953	s/G-3
1953 – 1966	s/G-3

Monthly Cash Accounts: 1915 – 1966. 6 volumes

Cash received through taxes and revenues.

1915 – 1922	s/I-3
1923 – 1929	s/I-3
1930 – 1931	s/I-3
1940 – 1949	s/I-3
1949 – 1959	s/I-3
1959 – 1966	s/I-3

Annual Debt Statements: 1946 – 1948

s/N-0

These are statements filed with the State Comptroller in compliance with local finance law. The completed statement shows the total indebtedness of the City. There are three statements in this group, one for each year from 1946 to 1948. They are boxed with the following series, “Annual Reports.”

Annual Reports: 1934 – 1959. 24 reports

s/N-0

These are reports to the State Comptroller pursuant to the General Municipal Law. There is a report for each of those years with the exception of 1941 and 1948.

Budgets and Trial Balances: 1916 – 1976. 1 volume

Budgets: 1939 – 1976. 2003

s/M-0

The budgets for the City are prepared by the Finance Department from information supplied by the Mayor and Commissioners and then presented to the City Council for approval. There is one for each year from 1939 to 1976, and 2003.

Trial Balances: 1916 – 1917. 1 volume

s/I-3

Trial balances are periodically presented to the Council by the Finance Department in order to keep the Council informed of the City's financial picture. One example has been kept for historic interest.

Payrolls and Salaries: 1915 – 1967

d/6

General correspondence and reports on the following subjects:

- Allocation
- Compensation Plan
- Pension and Retirement Funds
- Salary proposals, reports and schedules
- Social Security

These are arranged chronologically. The 1941 report is by the New York State Bureau of Municipal Information and is a comparison of salaries for various offices. Included in this series is the payroll from June to August 1915, the first three months of the City's incorporation.

Payroll, 1923, 1924, 1936-42, 1943-67. 2 folders

d/6

Special Franchise Valuation: 1936 – 1940. 1 folder

d/6

The New York State Department of Taxation and Finance sets the tax equalization rate for special franchises and, with this information, the city determines the amount of taxes owed by each corporation. Correspondence and notices of special franchise valuation are included.

Tax Records: 1916 – 1971. 65 volumes

Under the City Charter, the tax records for the City are prepared based upon data collected and compiled by the City Assessor and staff of the Assessment Office within the City's Accounts Department. A duplicate copy of these records is sent to the Finance Department for the collection of taxes. The Finance Department tax roll has a permanent retention, and is the one kept for each year because it indicates payment, but is otherwise identical to the assessment roll. For the years 1930, 1934, 1935 and 1936, there are two volumes for each year, one for the inside district and one for the Outside District. From 1937 on, there is one volume for each year divided into two parts: Inside and Outside district. Each book also includes separate sections for special franchises, exempt properties and utility realty within the tax district.

*Also with one volume per year: 1948- 1971 except 1956. There are about 21 cubic feet of space (7 shelves) used for this record series. Most volumes are in fair to good condition but they are very large and heavy so they are difficult to carry and to copy. Microfilm copies are kept in the Records Management Office in City Hall, room 5. To make an appointment, call 518-587-3550, ext. 2617. **Note that images scanned from the microfilmed tax rolls from 1916-1990 are now on the archives researcher computer.***

1916	1 volume tax roll	s/C-4
1917	1 volume tax roll	s/C-4
1918	1 volume tax roll	s/C-4
1919	1 volume tax roll	s/C-4
1920	1 volume tax roll	s/C-4
1921	1 volume tax roll	s/C-4
1922	2 volumes tax roll	s/C-4,G-4

1923	2 volumes tax roll	s/C-4,G-4
1924	1 volume tax roll	s/C-4
1925	1 volume tax roll	s/C-4
1926	2 volumes tax roll	s/B-4,G-4
1927	1 volume tax roll	s/B-4
1928	2 volumes tax roll	s/B-4,G-4
1929	1 volume tax roll	s/B-4
1930	3 volumes tax roll	s/B-4,G-4
1931	1 volume tax roll	s/B-4
1932	1 volume tax roll	s/B-4
1933	1 volume tax roll	s/B-4
1934	2 volumes tax roll	s/A-4
1935	2 volumes tax roll	s/A-4
1936	2 volumes tax roll	s/A-4
1937	1 volume tax roll	s/A-4
1938	1 volume tax roll	s/A-4
1939	1 volume tax roll	s/A-4
1940	1 volume tax roll	s/A-4
1941	1 volume tax roll	s/D-4
1942	1 volume tax roll	s/D-4
1943	1 volume tax roll	s/D-4
1944	1 volume tax roll	s/D-4
1945	1 volume tax roll	s/D-4
1946	1 volume tax roll	s/D-4
1947	2 volumes tax roll (one spine reads Assessment)	s/D-4
1948	1 volume tax roll	s/D-4
1949	1 volume tax roll	s/D-4
1950	1 volume tax roll	s/D-4
1951	1 volume tax roll	s/H-3
1952	1 volume tax roll	s/H-3
1953	1 volume tax roll	s/H-3
1954	1 volume tax roll	s/H-3
1955	1 volume tax roll	s/H-3
1956	2 volumes tax roll	<i>destroyed, use microfilm</i>
1957	1 volume tax roll	s/H-3
1958	1 volume tax roll	s/H-3
1959	1 volume tax roll	s/H-3
1960	1 volume tax roll	s/H-3
1961	1 volume tax roll	s/H-3
1962	1 volume tax roll	s/H-4
1963	1 volume tax roll	s/H-4
1964	1 volume tax roll	s/H-4
1965	1 volume tax roll	s/H-4
1966	1 volume tax roll	s/H-4
1967	1 volume tax roll	s/H-4
1968	1 volume tax roll	s/H-4
1969	1 volume tax roll	s/H-4
1970	1 volume tax roll	s/H-4

1971

1 volume tax roll

s/H-4

SUB-RECORD GROUP 3.3

MAYOR'S DEPARTMENT: 1915 – 1993. 2 VOLUMES

The Mayor presides at the City Council meetings. He/she sees to the enforcement of the laws and ordinances of the City and, in addition, has general oversight of all City departments. The Mayor is responsible for the appointment of certain committees and special officers, the most significant of these being the City Attorney and, prior to 2002, the City Engineer. Since the City Charter was amended by referendum in 2001 with the changes beginning in 2002 and completed in 2004, the City Engineer and engineering staff were brought under the Department of Public Works. Another significant change to the Mayor's Department as a result of the 2001 amended City Charter is that the Mayor can now appoint a Deputy Mayor. The records in this group are mostly correspondence. They have been arranged chronologically by subject.

Appointment Letters: 1987 – 1988

d/3

Auditor's Reports: 1937 – 1971. 1 box

s/E-0

City Attorney: 1916 – 1971

The City Attorney is appointed and works under the direct supervision of the Mayor. In this capacity, the City Attorney is the legal advisor for the City and deals with all legal matters concerning the City with help from an Assistant City Attorney, also appointed.

Annexation: 1963 – 1971. 4 folders

d/3

The City annexed 305 acres of land, now the site of Skidmore College, from the Town of Greenfield. These papers include maps, court records, tax implications and correspondence with state and federal officials.

Annual and Quarterly Reports

d/4

These include all the activities of the City Attorney's office. Included are lists of cases that have been resolved and those under litigation.

Bonds: 1922 – 1969. 1 box

s/L-0

From time to time, the city has issued bonds for improvements in certain areas or to meet the City's financial obligations in anticipation of taxes to be collected. Examples of various types of bonds are included. Bonds were issued for casino repairs, water and street improvements and other public works.

Bonds, 1879 – 1946. 1 volume

cross-reference

This volume begins when Saratoga Springs was a village and includes records of bonds issued for various projects. This volume is therefore listed under village records.

Correspondence: 1936 – 1968. 5 folders

d/4

General correspondence of the City Attorney concerning legal matters involving the city; includes material on the Youth Court Act, insurance and taxes.

Deeds: 1936 – 1967. 39 folders d/5
Tax deeds to property owned by the City or taken over by the City for tax sale purposes; arranged by year.

Equalization: 1916 – 1966. 5 folders d/5
The City's case for tax equalization was handled by City Attorney Sheridan P. Wait. Later on, Mr. Wait sued the City for non-payment of services. These papers are reflective of the equalization proceedings.

Fire Insurance record book: 1917 – 1928. 1 volume s/E-1
Record book lists the fire insurance on different city buildings and vehicles and their contents.

Lake Houses: 1921 – 1966. 1 folder d/5
Gambling, as it existed in the City of Saratoga Springs throughout the nineteenth century, came to an end in 1906. Gradually, some of the established lake houses added gambling facilities to their restaurants. By the 1920s and 1930s these and some newly erected houses offered excellent restaurants, big name entertainment and wide-open, though illegal, gambling. The Kefauver investigation into organized crime and a state investigation in the 1950s ended gambling at the lake houses. Newman's, one of the oldest of this group of lake houses, changed hands, lingered on in a deteriorating state and was taken over by the City for taxes. The records in this group document the City Attorney's involvement in acquiring the property of Newman's Lake House for tax sale.

City Engineer: 1945 – 1969

The City Engineer was a part time position for many years under the Public Works Department until 1967 when it became a full-time civil service position under the Mayor's Department. The office of the Engineer was directly under the Mayor until 2002. The revised City Charter, adopted by voter referendum in November of 2001, transferred the City Engineer and staff to the Department of Public Works.

Correspondence: 1945- 1969. 1 folder d/5
This group includes drainage problems, city ordinances, water works, zoning controversy of the Safeway store, etc. discussed with other city officers. The file is arranged chronologically.

Reports: 1945 – 1967

Village Brook Improvements: 1945. 1 report d/5
The Village Brook is the principal drainage for a large area within the City of Saratoga Springs. The portion of the stream that runs from the north side of Congress Park to an outlet immediately below the existing

pumping station has proven inadequate and subject to frequent flooding. This report contains advertisements, proposal contracts, and information for bidders, specifications, and contractor's bonds for improvements.

Water Filtration Plant Improvement: 1967. 1 report d/6

This report covers the specifications and contract information for improvements to the Water Filtration Plant on Excelsior Avenue, to increase the capacity of the plant and increase its efficiency.

City Council: 1916 – 2002

There are five members of the City Council: commissioners of Accounts, Finance, Public Safety, Public Works, and the Mayor. The Council votes on all questions and makes all of the decisions for the City. The Mayor chairs the City Council meetings and each member of the City Council gets a vote.

City Charter: 1916 – 1973. 1 box s/E-0

- 1916 Charter of the City of Saratoga Springs
- 1934 Amendments of the Charter, 1 copy
- 1935 Amendments of the Charter, 2 copies
- 1941 Amendments of the Charter, 3 copies
- 1973 Amendments of the Charter, 1 copy
- Proposed charters of 1965; 1968; 1984; 2001: 2 copies

Charter Revision: 1949 – 2001. 6 folders d/3

Periodically there are initiatives to change the structure of the government as specified in the City Charter. This group includes the different ideas and procedures behind these charter revision movements. Lists of committee members and recommendations are included along with correspondence on the subject.

Local Laws and General Ordinances: 1932 – 1967. 7 folders

Local laws were passed with the approval of the State Legislature. Under the Municipal Home rule, local laws can be passed by the City Council alone. Ordinances are general, uniform and permanent rules of conduct that relate to the corporate affairs of a municipality. They are directive in nature, indicating what and how things are done. They also provide penalties for violations. Ordinances cover regulations on a wide variety of matters from the plumbing code to firecrackers. An ordinance will stay in effect from the time it is passed by the City Council until such time as it is amended or repealed by another ordinance.

- 1937 – 1967 Local Laws, 117 pages, 2 folders s/E-0
- 1937 – 1952 Ordinances, 1 pamphlet, includes ordinances d/3
I to CCCXIX
- 1952 – 1967 Ordinances, 178 pages, includes ordinances d/3
CCCXXVIII to DCXIX, 3 folders
- 1989 Zoning Ordinance s/E-0
- 1941 – 1964 Transportation Ordinances d/3

1932 – 1967	Miscellaneous Local Laws	d/3
1960 – 1967	Zoning Ordinances	d/3
	Contains a 1956 letter of advice from an planning consultant.	

Minutes: 1933 – 2004. 17 binders

In accordance with the City Charter, municipal and New York State law there shall be written minutes of all proceedings of the City Council. The official custodian of these minutes is the Commissioner of Accounts who has a complete set of minutes from 1915 on. The minutes in this group are duplicate copies of the official ones. In many cases, agendas are included. The City Council minutes are microfilmed from 1915 through 1995. All of the original City Council minutes from 1915 forward are available in the Accounts Department in the City Clerk’s vault and are also scanned into Laserfiche which is available as text searchable documents on the Researcher computer in the City Archives. City Council minutes are also searchable on the City’s website from 2000 forward.

The collection in the Archives is printed to 1984 and in typescript from 1985 to 2004.

1933 – 1996	s/N-1
1997 – 2004	s/N-2

Daybook: 2000 – 2003. 1 volume s/K-4

General Correspondence: 1916 – 1984.

Airport: 1934 – 1947. 1 folder d/5
Letters regarding the site and plans for the construction of an airport

Annual Reports and Statements: ca. 1936 – 1961. 1 folder d/5
Annual reports from the Mayor (Addison Mallery) explaining the accomplishments of his office for that year (1936 – 1940). Also includes statements on relevant issues.

Appointments: 1980-1987. 9 folders. d/5
Letters from the mayor regarding appointment to city commissions, with a separate folder of lists and charts of appointments.

Beautification: 1965- 1967. 1 folder d/5
Correspondence reflecting general citizen concern with the appearance of the city. Includes reports from different committees and clubs on trees and flowers and building maintenance.

Cable TV and Radio: 1964 – 1975. 1 folder d/5
Concerns the initial steps towards establishment of cable TV and information about radio stations.

Capital Improvements and Community Development: ca. 1969–80. d/5

- 1 folder
Includes registers of capital improvements, a survey of community facilities and related correspondence
- Carousel: 1986 – 1988. 1 volume s/M-3
Looseleaf notebook kept by Mayor Jones in the initial stages of planning for the preservation of the Kaydeross Park carousel.
- Children’s Court: 1960 – 1968. 1 folder d/5
This is a Saratoga County matter. However, these papers concern the removal of the Children’s Court and Probation Department from City premises, so are included here.
- Civic Center: 1965 – 1971. 1 folder d/5
Describes early attempts to build a civic community center following the Convention Hall fire.
- Codification: 1964 – 1972. 1 folder d/5
Record of codification of City Ordinances from 1916 including revisions, subjects covered and code adoption.
- Committees: 1953 – 1977. 1 folder d/5
Lists of members of committees appointed by the Mayor with terms of office and related correspondence.
- Dignatory Visits: 2000 – 2003. 1 folder d/3
- Hilton Estate and Woodlawn Park: 1923 – 1966. 1 folder d/3
The property known as Woodlawn Park was purchased by Judge Henry Hilton in the latter part of the 19th century. He developed it into a lavish Victorian estate. Upon Hilton’s death, parts of the estate were sold, but for the most part, it remained intact, even though it was bought and sold again. In 1961 J. Erik Jonsson, former mayor of Dallas, bought the property and gave it to Skidmore College. The correspondence in this group deals primarily with the sale of property.
- Hotels: 1913 – 1967. 3 folders d/5
As a resort city, hotels are of great importance to Saratoga Springs. This group includes matters concerning the hotels and especially the most prominent ones, the Grand Union Hotel and the United States Hotel, mainly regarding taxes and assessments of hotels, demolition of the United States Hotel (1944) and fire escapes.
- Industry and Commerce: 1932 – 1970. 1 folder d/5
Includes relocation and establishment of industry and commerce and efforts to encourage their growth, including the Cady Hill Industrial Park.

Bureau of Municipal Information: 1935 – 1937. 1 folder d/3
These are reports issued by the Bureau and received by the Mayor's Office. These reports are mainly comparative analyses of the budgets and tax situation of the cities within the state.

Miscellaneous Correspondence, 1919 – 1988 d/5
This group covers a variety of subjects of the Mayor's concern. They are arranged chronologically. The most notable areas dealt with are:

- American Banker's Association
- Architectural Review Board (Aesthetic Zoning Board)
- Carousel
- Complaints
- Election Inspectors
- French Gratitude train
- Gambling
- Humane society
- Memorial day
- Pedestrian Mall
- Preservation
- Special 1966 Census

Press Releases: 2000, 2003. 1 folder d/3

Racing: 1933 – 1968. 1 folder d/5
One of the most important sources of money for Saratoga Springs, racing brings thousands of visitors to Saratoga each year and provides jobs for residents.

Reapportionment: 1964 – 1968. 4 folders d/5
For years the City of Saratoga Springs had the same voting power on the County Board of Supervisors as all the towns in Saratoga County. The case for the City was presented to the courts by Fred G. Eaton and *The Saratogian*. (Eaton was its editor.) The matter was settled in 1968 with a judicial decision favorable to the weighted distribution of votes.

Sales Tax: 1967 – 1973. 1 folder d/5
Papers regarding a city sales tax, first imposed, then repealed, then re-imposed. Note: there is evidence within the minutes of the City Council that this sales tax was first imposed prior to 1967, closer to 1962. A detailed file is in the City Clerk vault and can be researched by request to the Records Management Office

Senior Citizens and the Spa: 1951 – 1967. 1 folder d/5
Reports from committees on aging and matters dealing with senior citizens; correspondence and reports on the Spa facilities

Transportation: 1929 – 1969. 12 folders d/5

Includes railroad matters such as establishment of services, grade crossings, etc. Also bus lines and taxi cab operations. Includes minutes of hearings, correspondence, memoranda.

War and Civil Defense: 1942 – 1978. 2 folders d/5
Includes preparatory steps for World War II effort and citizen involvement in civil defense; protection against natural disasters; postwar efforts to help European populations.

W.P.A.: 1936 – 1943. 1 folder d/5
The Works Progress Administration provided funds to help cities with the construction improvements of streets and sewers and tree planting.

Youth Commission and Services: 1939 – 1973. 2 folders d/5
The Youth Commission is concerned with recreational facilities and funding for jobs for young people. These papers also include rehabilitation programs, e.g. drugs, established by cooperative efforts between the City and other agencies, and Neighborhood Youth Corps.

SUB-RECORD GROUP: 3.4

PUBLIC SAFETY DEPARTMENT: 1915 – 1999. 175 VOLUMES

The Public Safety Department is entrusted with the management of the Fire, Police, Health and, until 1949, the Welfare (or Charity) Department. The Building Inspector records were under this group until 1999 when the City Council agreed to transfer the Building Inspector and staff to the Mayor's Department. Code Enforcement remains under the Department of Public Safety. The Registrar of Vital Statistics was under Public Safety until 2002 when it was transferred to the Department of Accounts via the amended City Charter that passed by voter referendum in November 2001. The stipulation within the amended charter was that all changes be put in place by 2004; the actual physical transition of the vital records to the City Clerk's vault in the Department of Accounts took place in December of 2003.

Codes: 1932 – 1963

These are part of the ordinances and local laws approved by the City Council.

1932 Building code: 2 copies	s/E-0
1944 Plumbing and Drainage Code	s/E-0
1963 Housing code	s/E-0

Commissioner's Daily Book: 1915 – 1932. 2 volumes

These contain a record of the daily activities of the Public Safety Department kept by the Commissioners. They show appointments, salary increases, summary of reports received, retirement requests, etc.

1915 – 1927 Commissioners W.B. Milliman; J. Gaffney; A.J. Leonard	s/K-4
1927 – 1932 Commissioner E. Sweeney	s/K-4

Fire Department: 1920 – 2006. 67 Volumes

The Commissioner of Public Safety appoints a fire chief and as many personnel as necessary for the running of the Fire Department. This department takes care of the maintenance and upkeep of its own equipment and facilities.

Fire Record Rolls: 1920 – 2006. 67 volumes

Daily record of fires; includes location, insurance, cause of fire, number of firefighters attending, includes a roll call of firefighters at each fire.

1920 – 1923	s/K-1
1925 – 1927	s/K-1
1927 – 1928	s/K-1
1928 – 1929	s/K-1
1929 – 1932	s/K-1
1932 – 1934	s/K-1
1934 – 1936	s/K-1
1937 – 1939	s/K-1
1940 – 1942	s/K-1
1942 – 1945	s/K-1
1945 – 1948	s/K-1
1948 – 1951	s/K-1
1952 – 1955	s/K-1
1955 – 1960	s/K-1
1965 – 1966	s/K-1
1966 – 1968	s/K-1
1968	s/K-1
1968 – 1970	s/K-1
1970 – 1971	s/K-2
1972 – 1973	s/K-2
1973 – 1974	s/K-2
1974 – 1976	s/K-2
1976 – 1977	s/K-2
1977 – 1978	s/K-2
1978 – 1980	s/K-2
1980 – 1981	s/K-2
1981 Nov. and Dec.	<i>missing</i>
1982	s/K-2
1983	s/K-2
1984	s/K-2
1985	s/K-2
1986	s/K-2
1987	s/K-2
1988	s/K-2
1989	s/K-2
1990	s/K-2
1991	s/K-2
1992	s/K-3
1992 – 1993	s/K-3

1993 – 1994	s/K-3
1994 – 1995	s/K-3
1995 – 1996	s/K-3
1996 – 1997	s/K-3
1997	s/K-3
1998	s/K-3
1999 – 2 volumes	s/K-3
2000 – 2 volumes	s/K-3
2000 Nov. and Dec.	s/K-3
2001	s/K-3
2002	s/K-3
2003	s/K-4
2004	s/K-4
2005	s/K-4
2006	s/K-4

West Side Station

1980 – 1984	s/K-2
1984 – 1987	s/K-2
1987 – 1991	s/K-2
1991 – 1994	s/K-3
1994 – 1997	s/K-3
1997	s/K-3
1998	s/K-3
1999	s/K-3
2001	s/K-3
2002	s/K-3
2004	s/K-3
2006	s/K-4

Missing volumes in 2008: 1924; June 27, 1960 – May 31, 1965

Volumes of 1965 to 1999 are briefer reports that also include the journal of daily events and names of those on watch and those on sick call. Journals include supplies received and there are some additional reports in this series for the West Side Station.

The following volumes were reported missing in the *Guide to the Archives* (2000) but were located in the 2005 inventory of the records of the Lake Avenue Firehouse, a project funded by the New York State Archives and Records Administration, and the volumes were subsequently transferred to the City Historian:

- November 12 – December 31, 1981
- July 1, 1994 – February 26, 1997 (West Side Station)
- June 29, 1995 – May 31, 1996.

Minute Book of I.A.F. (International Association of Firefighters) Local 343

1933 – 1950 s/K-4

Record Books (Logs)

1960 – 1963 s/K-4

1978 – 1980 West Side s/K-4

1981 s/K-4

Cross-indexes to Fire Record Rolls

1987 s/K-4

1988 s/K-4

1989 s/K-4

1990 s/K-4

1991 s/K-4

1992 – 1993 s/K-4

Indexes to Station Log Incidents

1987 – 1993 *missing*

Log Book 1926 – 1927. 1 volume s/K-1

Daily record of purchases, telephone calls and miscellaneous notes of activities indicating in most instances the hour action occurred.

Miscellaneous: 1941 – 1970. 1 folder d/6

This includes a 1966 inspection of the City's fire defenses and a 1970 proposal for a west side fire station; also about firemen responding to fires outside of the City.

Police Department: 1917 – 1970. 31 Volumes

Under the City government, the Police Department is under the jurisdiction of the Commissioner of Public Safety. The salaries of the police force are contractual, approved by the City Council; the numbers of the police force are determined by the Commissioner with City Council approval. The Commissioner of Public Safety appoints the policemen and determines their grades and duties within the ramifications of the labor contract.

Arrest Blotters: 1923 – 1969. 5 volumes

These contain the important facts of each arrest including the name, age, sex, race, and nationality of the arrested person; the condition of the arrested person at the time of the arrest; names of the arresting officers; complaint and disposition. These are arranged chronologically. As arrests are made, they were recorded in the blotter. In the index, names are arranged by the first letter of the last name only.

1923 – 1931 s/M-1

1923 – 1931 index s/M-1

1932 – 1941 s/M-1

1941 – 1956	s/M-1
1957 – 1969	s/M-1

Police Blotters: 1917 – 1962. 23 volumes

These books are a daily record of all of the activity in the Police Department. Arrests, retirements, appointments, responses to calls, etc. are recorded in detail.

1917 – 1923	<i>missing</i>
1923 – 1927	s/M-1
1924 – 1929 (contains duplicate information)	s/M-1
1927 – 1930	s/M-1
1930 – 1931	s/M-1
1931 – 1932	s/M-1
1932 – 1934	s/M-1
1934 – 1936	s/M-1
1936 – 1938	s/M-1
1938 – 1940	s/M-2
1940 – 1941	s/M-2
1941 – 1944	s/M-2
1944 – 1946	s/M-2
1946 – 1947	s/M-2
1947 – 1949	s/M-2
1949 – 1953	s/M-2
1953 – 1956	s/M-2
1956 – Indexed	s/M-2
1957 – Indexed	s/D-0
1958 – Indexed	s/M-2
1959 – Indexed	s/M-2
1960 – Indexed	s/M-2
1961 – 1962 Indexed	s/M-2

Police Blotters: 1972 – 1986. 63 volumes

These blotters are indexed. They were transferred to the City Historian from the Police Department as a result of a 2002 inventory and planning project funded by the New York State Archives and Records Administration. They were microfilmed in 1991 and as a result of a grant funded by the New York State Archives in 2016, the scanned images of the microfilmed Police blotters from 1970- 1986 are available on the researcher's computer in the City Archives.

1970 – 1973 (10 volumes)	s/I-3
1973 – 1977 (14 volumes)	s/J-2
1977 – 1982 (18 volumes)	s/J-3
1982 – 1986 (21 volumes)	s/J-4

Time/Payroll Books: 1918 – 1945. 3 volumes

Daily record of the time worked by each person in the Police Department and the salary received by each.

1918 – 1924	s/M-3
1924 – 1934	s/M-3
1934 – 1945	s/M-3

Traffic Matters s/E-0
 This group includes traffic regulations, sign and signal locations, one engineering study for Circular Street, 1973, and two evaluations, one for 1954 and one for 1974

Welfare Department: 1938 – 1950. 3 folders d/6
 Most of the records of this department were transferred, along with the responsibilities, to Saratoga County in 1949. From these records remain three case study folders from 1938 to 1939, 1946 and from 1945 to 1947, along with some correspondence.

Note: The City has 3.125 cubic feet of public assistance and veterans' relief records from 1936 – 1938 stored in its off-site records storage center.

General Correspondence: 1918 – 1973. 10 folders d/6
 Includes correspondence and reports received by the Department of Public Safety. They have been arranged in the following rough subject groups chronologically.

- Building Inspector and Permits
- City Jail
- Fire Department
- Parking Meters
- Police Department
- Refuse Disposal
- Sign Ordinance Violations
- Traffic matters
- Water Examination Reports
- Miscellaneous

SUB-RECORD GROUP: 3.5

PUBLIC WORKS DEPARTMENT: 1915 – 1974. 35 VOLUMES

The Public Works Department is charged with the care and maintenance of all public buildings and parks with the exception of those used by the schools, Police and Fire Departments. It also supervises construction and repairs of highways. This Department also manages the Water Works and prepares water assessments.

Annual Reports and Budgets: 1922 – 1974. 2 folders

Budgets: 1972 – 1974 d/6
 Budget projections for the Public Works Department for those years.

Reports: 1918 – 1923 d/6

Annual reports for each of those years except 1921. Includes details of department expenditures and salaries.

City Buildings and Parks: 1918 – 1973. 4 volumes

Records relating to all city-owned buildings and parks. They are arranged by subject and chronologically within each subject group. These include:

- | | |
|---|----------------|
| <u>Auxiliary Sewage Pumping Station, 1922. 1 folder</u> | d/6 |
| <u>Casino</u>
Includes 1971 “Restoration of the Casino” report, including architectural data and historical background, 1925 – 1973. | s/N-4, d/6 |
| <u>Day Books: 1918. 4 volumes</u>
Expenses incurred for food, bar, garage, telephone, newsstand, etc. from local businesses, and rentals. | s/K-4 |
| <u>City Hall Renovations: 1948 – 1967. 1 folder</u> | d/6 |
| <u>Congress Park, 1938 – 1968. 1 folder</u> | d/6 |
| <u>Convention Hall, 1937 – 1965. 1 folder</u>
Includes data following the fire including the demolition of the Hall and a 1965 report on the Hall. 1 folder. | d/6 |
| <u>Landfill, 1948 – 1973. 1 folder</u> | d/6 |
| <u>Miscellaneous, 1 folder</u> | <i>missing</i> |

Correspondence: 1934 – 1973

General correspondence received by this department covering the following subject areas and arranged chronologically:

- | | |
|---|-----|
| <u>Arterial, 1939 – 1971. 4 folders</u>
Includes maps, property acquisitions, etc., for both an east-west arterial, not built, and the Route 50 arterial. | d/6 |
| <u>Lighting and Trees, 1938 – 1966. 1 folder</u> | d/6 |
| <u>Miscellaneous, 1938 – 1968. 3 folders</u>
Mainly correspondence and legal documents regarding various city matters; also documents regarding Greenridge Cemetery. | d/6 |
| <u>Sewer and Drainage, 1938 – 1972. 1 folder</u> | d/6 |
| <u>Streets and Highways, 1934 – 1973. 1 folder</u> | d/6 |

Van De Mark Property. 1 folder d/6

Village Brook, 1945. 1 folder d/6

Waterworks, 1967. 1 folder d/6

Highway and Bridge Repair and Improvement Order Books: 1916 – 1923. 10 volumes s/N-0

Includes orders for repair and improvement of highways and bridges, maintenance of equipment and removal of obstruction caused by snow or other reasons.

Reservation Books for Convention Hall and Casino: 1945 – 1965. 2 volumes

Includes dates and names of renters of the Casino

1945 – 1956 s/D-0

1957 – 1965 s/D-0

Sewer and Street Assessments: 1918 – 1927 *cross-reference only*

Assessments for sewer construction, sidewalks, and street paving. Includes costs, names of property owners and frontage. Some have maps showing exact property location. These are contained in the two boxes (s/F-0) of similar orders within the village records.

Snowfall Records: 1935 – 1941. 1 volume s/K-4

Amounts of snow for those years. Shoveling and sanding performed by the Public Works Department, names, addresses and charges. Historically interesting for buildings listed, particularly hotels

Time and Payroll: 1914 – 1915. 1 volume, 1 folder K-0, K-4

Payroll journal for three months of the Village of Saratoga Springs and nine months of the newly incorporated City of Saratoga Springs. Includes days worked, type of labor, salaries, names, etc. for services including cemeteries, parks, sewers, streets and water. Payroll, June to August, 1915 for public works and other city offices includes names, positions, wages paid, etc. is in an oversize folder at s/K-O.

Water Records: 1915 – 1972. 7 volumes

Under the Village charter, management of the Water Works was under the jurisdiction of the Sewer, Water and Street Commission. Upon the incorporation of the City, the Water Works was placed under the Department of Public Works.

Annual Report: 1944. 1 folder d/6

Report on the water purification plant. Includes a water analysis and recommendations for future operations.

Bog Meadow: 1963 – 1967. 5 folders d/6

In 1963, after a period of prolonged drought, the waters of Loughberry Lake seemed inadequate to meet the supply needs of Saratoga Springs. At this time, studies were conducted and it was found that the best solution for increasing the water supply was to connect Bog Meadow Brook to Loughberry Lake. This group of records shows the

process, correspondence, studies, maps, land appraisals and litigations involved in this project.

Correspondence: 1924 – 1972. 3 folders d/6
Matters relating to the water supply, contracts, reports, etc. arranged chronologically.

Gallons Pumped: 1914 – 1924. 1 volume *missing*
Daily record of water drawn from the reservoir.

Meter Reading Book: 1929 – 1936. 1 volume s/K-4
Record of water consumption. Indicates the types of meters used and names of plumbers. Also, name and addresses of owners.

Miscellaneous Papers: 1936 – 1966. 1 folder d/6
Includes a report on construction and operation of the water filtration plant.

Sprinkling Tax Records: 1915 – 1924. 4 volumes s/K-4
Includes names and addresses and amount of tax paid.

1915; 1916; 1917 s/K-4
1924 s/E-1

Water Pumping Plant Report, 1944. 1 folder d/6

Water Tax Records: 1915. 1 volume s/K-4
Names of residents and water tax paid for the first year in which Saratoga Springs was incorporated as a City.

Work Logs: 1937 – 1947. 10 volumes s/A-1
Daily assignments. Lacking 1943 volume.

SUB RECORD GROUP 3.6

SPECIAL ACTIVITIES: 1915 – 2002. 44 VOLUMES

This sub-record group includes records of committees, boards and commissions that are appointed by the Mayor and, therefore, form an integral part of the City's government.

City Court: 1912 – 1967

The City Court has the jurisdiction to try misdemeanors committed within the corporate limits of the City. The City Judge was elected for a six-year term; the term is now ten years, full time. There is also now a part time City Judge appointed by the Mayor for six years. The City Council fixed and paid judges' salaries but now the state fixes and pays both salaries.

Cash Books: 1916 – 1955. 6 volumes
These include costs of proceedings and fines collected by the City Court; volumes for 1921-55 and 1932-43 are arranged by legal firm involved in proceedings

1916 – 1918	Court costs	s/H-2
1921 – 1955	Court costs	s/H-2
1921 – 1931	Court costs	s/H-2
1929 – 1943	Court costs	s/H-2
1941 – 1943	City and state fines	s/H-2
1932 – 1943	Court costs	s/H-2

Correspondence: 1912 – 1967. 13 folders d/8
 General correspondence received or sent by the city judges, from 1912 through 1928 and 1951 through 1967.

Judicial Dockets: 1915 – 1957. 29 volumes

Under the town system, the Justice of the Peace took care of civil matters and recorded them in books called “civil dockets.” Criminal matters were handled by the Police Justice. The City Judge now handles both civil and criminal matters and records the proceedings in separate dockets.

Civil Dockets: 1915 – 1954. 12 volumes

1915	Indexed	s/G-2
1915 – 1916	Indexed	s/G-2
1916 – 1918	Indexed	s/G-2
1918 – 1920	Indexed	s/G-2
1920 – 1925		s/G-2
1925 – 1930	Indexed	s/G-2
1930 – 1934		s/G-2
1934 – 1936		s/G-2
1936 – 1939		s/G-2
1939 – 1942		s/G-2
1943 – 1950		s/G-2
1950 – 1954		s/G-2

Criminal Dockets: 1915 – 1957. 17 volumes

These chiefly record crimes such as intoxication, vagrancy, traffic violations, disorderly conduct, etc.

1915 – 1916	Separate index	s/G-2
1917 – 1919	Police Docket with separate index	s/G-2
1919 – 1923	Indexed	s/I-2
1923 – 1925	Indexed	s/I-2
1925 – 1927	Indexed	s/I-2
1927 – 1929	Indexed	s/I-2
1929 – 1931	Indexed	s/I-2
1931 – 1933	Indexed	s/I-2
1933 – 1935	Indexed	s/I-2
1935 – 1937	Indexed	s/I-2
1937 – 1941	Indexed; includes traffic violations	s/I-2

1941 – 1945	Indexed; includes violations of the War Act, speeding, blackouts	s/I-2
1945 – 1947	Indexed	s/I-2
1947 – 1950	Indexed	s/I-2
1950 – 1953	Indexed	s/I-2
1953 – 1955	Indexed	s/I-2
1955 – 1957	Indexed	s/I-2

City Historian: 1925 – 2003. 7 folders

d/3

The City Historian is appointed by the Mayor as both City Historian and City Archivist, and serves for an indefinite period of time. The duties are generally to appraise and preserve all historically valuable or interesting city documents and to answer queries. This group includes annual reports (1946-85) sent by the City Historian to the City Council and various city officials; budgets (1946-2003); job description and prior City Historians' articles and other material. The City Archives, established in 1978 is located in a vault under the City Historian's Office.

Civil Service: 1916 - 1972

In accordance with the City Charter, the City Council appoints a three-member Civil Service Commission to serve staggered six year terms. The function of the Municipal Civil Service Commission is to provide an orderly and uniform system for the administration of civil service in the City of Saratoga Springs on the basis of merit and fitness as provided in the Civil Service Law of the State of New York. These rules have the force and effect of law and apply to all positions in the classified service of the City of Saratoga Springs and the Saratoga Springs Enlarged School District.

Correspondence: 1916 – 1972. 22 folders

d/7

Includes correspondence between the City, Civil Service Commission and the State Department of Civil Service. Also, correspondence between the Civil Service Commission and candidates for different positions.

Job Descriptions and Qualifications: ca. 1960. 1 folder

d/7

These include a general statement of duty, qualifications, acceptable experience and examples of work. The following positions are included:

Environmental Health Technician	Secretary to Civil Service Commission
Head Automotive Mechanic	Secretary to Superintendent of Schools
Housing Code Inspector	Senior Account Clerk
Park Foreman	Senior Account Clerk Typist
Parking Meter Attendant	Senior Clerk
Parking Meter Maintainer	Senior Librarian I
Police Chief	Senior Library Clerk
Police Lieutenant	Senior Stenographer
Police Patrolman	Sewage Plant Superintendent
Police Sergeant	Shovel Operator
Principal Library Clerk	Sign Maintenance Foreman
Recreation Assistant	Steam Boiler Fireman
Recreation Attendant	Stenographer
Recreation Leader	Streets Superintendent
Recreation Maintenance Foreman	Teacher's Aide

Recreation Specialist
Receiver of Taxes
Sanitary Inspector
School Lunch Director
School Physician
School Traffic Officer

Telephone Operator
Watchman
Water and Sewer Maintenance Foreman
Water Plant Superintendent
Water Plant Operator
Working Foreman

Minutes of the Meetings of the Civil Service Commission:

1919 – 1958. 3 volumes

s/N-4

These cover examination needs, status of municipal employees, correspondence, resolutions and problems of administration.

Reports: 1940 – 1969. 5 reports

s/N-4

Inspection of Civil Service Records and Practices: 1940

A summary of findings of the Civil Service organization.

Management Survey Reports: 1958, 1964, 1969

Similar in format to the 1940 inspection report. They cover the functioning of the Civil Service Commission in Saratoga Springs, detailing faults and violations. Included are recommended solutions to the weaknesses of the system.

Salary Study: 1965

A proposal of salaries for City employees reflecting equitable wages relative to the difficulties and responsibilities of the positions.

Emergency Relief: 1932, 1936. 1 folder

d/3

Planning documents for work relief in 1932; orders and summary sheets for relief granted in 1936, with a copy of the bonding ordinance.

Housing Authority: 1939 – 1977. 1 folder

d/3

The Housing Authority was organized in 1951 and consists of five members appointed by the Mayor. The purpose of this group is to secure contracts and loans to develop low-income housing projects. This group of records constitutes correspondence received by the Mayor or other City Officers regarding the business of the Housing Authority. This also includes one report on Project NY-20-4 for 176 dwelling units. An earlier pre-housing-authority report is included in this series. The series includes correspondence, appointments, financial statements and other Housing Authority materials including maps, photos, and project files.

Planning Board: 1929 – 2002

The Planning Board was created by a city ordinance in 1946. It is composed of a group of non-salaried citizens, a paid secretary and a paid technical consultant. The City Engineer also assists the Board. One of the purposes of this board was to centralize all planning information. The main accomplishment of this group was preparation of a master plan for the entire City. The Planning Commission was a predecessor to this Board. Limited amounts of correspondence from this group have been included here. *Note: these minutes are available on the Researcher Computer in the city Historian Office through the Laserfiche repository.*

- Correspondence: 1929 – 1972. 8 folders** d/3
Starting with the Planning Commission to 1972.
- Minutes: 1946 – 1972. 15 folders** d/3
- Reports: 1947 – 2002** s/M-0, M-3
- 1947 – 1948 Planning for Saratoga: A series of twenty articles published in *The Saratogian*. These articles summarize information obtained from City-wide surveys conducted during 1947 and 1948. 2 copies
- 1949 Saratoga Springs Looks to the Future: Presents the results of a survey of Saratoga Springs' assets and how they can form the basis of a Master Plan. 2 copies
- 1951 Citizen Participation in the Planning Process: Written by Everett V. Stonequist (father of past City Historian Martha Stonequist)
- 1952 Urban Area Report: Saratoga 1952. Prepared by the state DPW, a recommended general plan for arterial route improvements.
- 1960 Saratoga Springs Revised Urban Area Report 1960. Prepared by state DPW and updating the 1952 report.
- 1960 Saratoga Springs – An Interim Report: Covers certain topics prior to incorporation into Master Plan
- 1960 A City in Transition (Master Plan): Culminates the evaluation and the programs developed from extensive surveys
- 1965 Report and Analysis of Six Neighborhoods: Prepared to accompany the City's application for re-certification of the workable program
- 1970 Revised Regulations: According to a resolution passed by the City Council on January 19, 1970. Provides for the design of streets, lots, easements, blocks and other elements.
- 1970 Comprehensive Development Plan: survey and analysis of all existing physical, social and economic conditions and formulation of developmental goals and objectives
- 1973 Traffic Engineering Study / Circular Street: prepared by Wallace Champagne Associates.
- 1974 Traffic Engineering Evaluation / Professional Office Building:

prepared by Wallace Champagne Associates.

- 1976 Update of the 1970 Comprehensive Development Plan
- 1977 Central Business District Parking Study: prepared by Greenman Pedersen Associates.
- 1987 Master Plan (Draft): An update of the 1960 Master Plan, setting forth goals, objectives and policies for the physical development of Saratoga Springs
- 1987 Master Plan: Similar to the 1987 draft Master Plan; policies for guiding the City's development from 1987 to 1997.
- 1988 Saratoga Springs Traffic Study: prepared by state DOT.
- 1989 Comprehensive Plan.
- 1999 Comprehensive Plan Generic E.I.S.
- 2002 Draft E.I.S. for "Water Source Development Project." 2 vols.

Urban Heritage Area (a/k/a Urban Cultural Park) Reports: 1980 – 1986

- 1980 Feasibility Study. Preliminary study for an Urban Cultural Park in the city. Includes city resources, purpose of the park, development plans, impact on and benefits to the city. s/N-4
- 1986 Urban Cultural Park Draft Management Plan. Includes organizational structure, themes, goals and projected physical improvements. s/N-4

Urban Renewal: 1939 – 1986. 6 volumes; 30 folders; 1 box

Urban Renewal was a partially federally funded program to revitalize cities where certain areas were decayed. The object of the program was to provide better housing and to strengthen the business core of cities. Urban Renewal in Saratoga Springs was authorized October 16, 1961 by the City Council. By the time of the Urban Renewal Agency's dissolution in 1986, two major projects and one minor project had been completed. Other urban renewal projects were continued under the reign of the Community Development Office which is partially federally subsidized and serves under the Mayor's Department.

Correspondence: 1939 – 1975. 18 folders

d/3

Correspondence between the Saratoga Springs Urban Renewal Agency and other city and federal agencies. Includes early material on community improvement and the major projects of the 1960s and early 1970s. (Early material includes "Review of Progress...Workable Program for Community Improvement, 1961 – 1972")

Minutes: 1963 – 1976. 12 folders

d/3

Proceedings, resolutions, financial reports, progress reports, property management, relocations, disbursements. The Department of Accounts has the complete set of original Urban Renewal minutes in the City Clerk vault and they are available on the researcher computer in the city Historian Office through the Laserfiche repository..

Reports: 1958 – 1986. 1 box of 13 reports

s/M-0, M-3

- 1958 A Program for Urban Renewal – Describes the Urban Renewal Program for Saratoga Springs
- 1962 Project No. 1, NYR 101-134 – Prepared by Benjamin L. Smith & Associates, consulting engineers. Contains project description with budgets, estimates and maps.
- 1964 Urban Renewal Project No. NYR-127, Urban Renewal Plan – Prepared by Benjamin L. Smith & Associates, consulting engineers, contains project description, maps and schedules.
- 1964 Urban Renewal Project No. NYR-127, Final Project Report – Part 1 of application for loan and grant.
- 1965 A Glance at the Present—A Glimpse of the Future – Explains what Urban Renewal can mean to the City.
- 1968 Urban Renewal Project No. 1, NYR-127, Preliminary Design Memorandum for Site Improvements and Supporting Facilities – Prepared by Newman & Doll, consulting engineers.
- 1969 Contract Documents for Site Improvements, Contract No. 2, Project NYR- 127 – Prepared by Newman & Doll, consulting engineers.
- 1970 Land Utilization and Marketability Study: Spring Valley Urban Renewal Project. (NY R-254) – Prepared by Larry Smith & Company, Inc.
- 1971 Specifications for Site Improvements, Contract No. 4, Project NY R-127
- 1972 Contract Documents for Demolition & Site Clearance #6, Project NY R-127
- 1979 Development Plan Spring Valley South Neighborhood Strategy Areas – Prepared by Cahn Engineers, Inc., Community Development consultants. Final development plan for Spring Valley South Small Cities #1 project
- 1986 History of Urban Renewal in Saratoga Springs: NYR 127 – 3 volumes Historical overview of the first Urban Renewal Project, bordered by Broadway to the east, Church Street to the north, abandoned D&H

Railroad (Railroad Place) to the west and Circular Street to the south. Includes before and after photos, maps, deeds, supporting documents.

- 1986 History of Urban Renewal in Saratoga Springs: NYR 254 – 3 volumes
Includes the same material as for NYR-127 for the second Urban Renewal Project bordered by Broadway on the west, Caroline Street to the south, Henry Street on the east to High Rock Avenue to Warren Street, then north to the Arterial (Route 50).

This is the record of the destruction and re-development of a community, very important material, including original deeds and photographs of buildings demolished. Complete background Urban Renewal files are in the City Clerk vault and can be seen by appointment, 518-587-3550 ext. 2617

War Council (World War II): 1941 – 1946. 38 folders

d/9

The Mayor chaired the War Council. Records include block leader bulletins and planning, Citizens Service Corps, clothing conservation, child care, meal planning, telegrams, victory gardens, transportation, minutes, state and federal government publications, volunteer rosters.

History of the World War II Council: circa 1946. 1 folder

d/9

A twelve page summary by former City Historian Evelyn B. Britten including organizations, services and contributions to the war effort on the Home Front.

Special Gifts Journal: 1941 – 1945. 1 volume

s/K-4

Record of donations and expenses, including names, amounts, and deposit slips pertaining to the National War Fund and USO (United Service Organization).

Works Progress Administration: 1935. 1 folder

d/3

Applications and summary charts of WPA projects in the city.

Zoning Board of Appeals: 1937 – 1967. 1 box and 5 folders

d/7

In 1937, the zoning ordinances were expanded to provide for a board to monitor the provisions of the City's zoning ordinance and hear and rule on all requests/appeals for particular variances of the zoning requirements. The Board also recommends changes in zoning. This was originally a five-member board and it is now a seven-member board appointed by the Mayor. Each member serves for a period of three years. This group includes correspondence, some meeting minutes, ordinances, variances granted, resolutions, and proposed ordinance revisions. *All ZBA minutes are available on the researcher computer in the city Historian office through the Laserfiche repository.*

Zoning Ordinance: 1989

s/E-0

The City Zoning Ordinance, including proposed amendments and a draft environmental impact statement. Also, *General Ordinances of the City of Saratoga Springs, 1937*, a compilation of all city ordinances including zoning ordinances.

SUB-RECORD GROUP: 4

BOARD OF EDUCATION: 1812-1975; APPROXIMATELY 6.7 CUBIC FEET

The first schools in the present City of Saratoga Springs were erected by subscriptions from concerned inhabitants. After the general school system of the state was inaugurated, the schools operated under state guidelines. With the incorporation of the Town of Saratoga Springs in 1819, management and supervision of the schools was placed in the hands of the Commissioners of Education and Town Superintendents. In 1867, under a special act of the legislature, all school districts were consolidated into the "Union Free School district of Saratoga Springs." Under this act a nine-member Board of Education was formed. This Board of Education makes all decisions regarding schools and school activities. It is completely independent from the City government. However, the Board did contract with the City to collect school taxes through 1989. Since 1989, the City only collects delinquent school taxes.

4.1 Correspondence: 1915 – 1967

Correspondence received by the City from the Board of Education or Superintendent of Schools.

4.2 Financial records: 1857 – 1953. 15 volumes

This collection includes account books, cash books, ledgers, etc.

4.3 Minute Books: 1812 – 1956. 11 volumes

The series consists of minutes of the proceedings of the Board of Education and several school districts.

4.4 Scholastic Records and Attendance: 1869 – circa 1902. 3 volumes

Daily attendance and grades received by students.

4.5 Scrapbooks: 1872 – 1920. 2 volumes

Scrapbooks include commencement, school programs, etc.

4.6 Miscellaneous: 1842 – 1975

This collection includes a variety of items including library records, building specifications, annual reports, manuals, school board members, etc.

SUB-RECORD GROUP: 4.1

BOARD OF EDUCATION CORRESPONDENCE.

Correspondence: 1905 – 1975. 6 folders

d/6

Collection includes miscellaneous correspondence mostly of the City Attorney, Francis Dorsey. Includes contracts, agreements, and some titles to property. Most of this material was issued by the Board of Education or the Superintendent of Schools and received by the City.

SUB-RECORD GROUP 4.2

BOARD OF EDUCATION FINANCIAL RECORDS

Financial Records: 1857 – 1953. 15 volumes

Accounts and Ledgers: 1875 – 1933. 7 volumes

These show disbursements by school department and payrolls.

1875 – 1885		s/N-3
1885 – 1896		s/N-3
1899 – 1915	Spine label reads “Payrolls”	s/N-3
1914 – 1922	Spine label reads “Payrolls”	s/N-3
1922 – 1924	Spine label reads “Payrolls”	s/N-3
1924 – 1927	Spine label reads “Payrolls”	s/N-3
1927 – 1933	Spine label reads “Payrolls”	s/N-3

Cash Book: 1929 – 1946. 1 volume

s/N-3

General records of monthly totals of bills paid and remaining balance of the budget allocated.

Deposit Book: 1932 – 1947. 1 volume

s/N-3

Record of deposits made for tuition, refunds, rents, fines, etc.

Detailed Expenditures: 1915 – 1920. 1 volume

s/N-3

Lists all expenditures within each school and separates them by department.

Encumbrance Ledger: 1952 – 1953. 1 volume

s/N-4

Details of appropriations, utilities, books, salaries and other expenses

General Account Book: 1927. 1 volume

s/N-3

Cost summary of money spent and received for different accounts

Records of Payments of School Monies: 1857 – 1895. 1 volume

s/N-3

Series includes number of children attending schools, teacher salaries and library money. Also commissioners’ certificates of apportionment.

Superintendent’s Accounts: 1928 – 1940. 3 Volumes

The Superintendent of Schools is appointed by the Board of Education to be the executive officer of the Board, to run and manage the schools as a salaried employee, unlike the rest of the board.

1928 – 1930	Cash Accounts	s/N-3
1930 – 1931	Cash Accounts	s/N-3
1931 – 1940	Cash Accounts	s/N-3

Tax Collection, District 6. 9 volumes

1909	Tax Roll	s/N-2
1930 – 1937	Tax Rolls, 8 volumes	s/N-2

SUB-RECORD GROUP 4.3

BOARD OF EDUCATION MINUTE BOOKS: 1812 – 1956. 11 VOLUMES

In addition to the minutes of the proceedings of the Board of Education, this group includes minute books and some records from individual school districts, and minutes of meetings of the Commissioners of Schools. Additional information can be found in the minutes of the Town Board where reports from the Commissioner of Education were generally included.

Commissioners of Schools of the Town of Saratoga Springs: 1820 – 1869. 1 volume. s/N-3

Minutes, resolutions, proceedings. Includes a record of bonded tax collectors for 1894.

Proceedings of the Board of Education: 1867 – 1920. 7 volumes

Record of all meetings of the Board of Education since its formation in 1867. Includes all matters discussed by the Board and resolutions passed. The last three volumes have been copied, and the originals filed with the copies.

1867 – 1881	s/N-3
1882 – 1886	<i>missing</i>
1885 – 1887	s/N-3
1901 – 1910	s/N-3
1916 – 1918	d/7
1918 – 1919	d/7
1919 – 1920	d/7

School District Minutes: 1812 – 1856. 3 volumes

The voters of each district met annually to discuss local matters. These volumes are representative of this process.

District # 15 (later District #1): 1812 – 1852 s/N-2
Minutes from the formation of this district in 1812 through 1856.

District # 16 (later became District #6): 1818 – 1856 s/N-2
Minutes, resolutions, and district boundaries.

District # 8: 1911 – 1956 s/N-3
Minutes, resolutions, reports, notices, budgets etc.

SUB-RECORD GROUP: 4.4

SCHOLASTIC ATTENDANCE AND RECORDS: 1869 – CIRCA 1902. 3 VOLUMES

Attendance Records: 1869 – 1884. 2 Volumes

Daily Attendance Records:

1869 – 1884: Includes student names and addresses s/N-3

1883: Includes student names s/N-3

Scholastic Records: 1883 – 1892. 1 volume

s/N-3

Includes grades received by all students in all subjects taught, as well as the age of each student.

SUB-RECORD GROUP 4.5

SCRAPBOOKS: 1872 – 1920. 2 VOLUMES

These include many commencement announcements for the years listed, school programs, tests, curricula, lists of graduating classes, school directories with photographs, etc. Also includes register of delegates to a Baptist Church convention in Saratoga Springs held in October 1875.

1872 – 1878 s/N-2

1875 – 1920 s/N-4

1882 – 1886 (original and photocopy) s/F-0

SUB-RECORD GROUP: 4.6

MISCELLANEOUS: 1842 – 1975. 4 VOLUMES

These records represent activities the schools are involved that require special handling.

Annual Reports: 1875 – 1909. 14 items

s/M-0

Board of Education annual reports including past and current Board members, curriculum, school conditions, teachers' names, attendance statistics, future needs, financial statements, along with pictures of buildings and people.

Building Specifications: 1975

missing

Specifications and sample contracts for building the Geysers Road Elementary School.

Library: circa 1903. 1 volume

s/N-3

Inventory of reference books in the high school library

Locker and Key Records: 1923 – 1932. 1 volume s/N-3
Record of all lockers and keys to doors in all schools.

Manuals: 1883 – 1919. 8 manuals s/M-0
This series includes annual reports of superintendents, curriculum, teachers, Board members, bylaws, rules and regulations, 1867 consolidation law, and Saratoga Charter Education Section. Also includes a school catalog 1885-86 and a library catalog 1880.

Miscellaneous: 1857 – 1876 d/1
Includes 1857 dissolution of District #6; receipts for teachers and librarian; report for District #1.

School Board Members: 1842 – 1849 d/1
Names of members for 1842, 1844 and 1849 for District # 5.

Truck Maintenance Record: 1926 – 1928. 1 volume s/N-3
This is a record of all maintenance and repairs on trucks used by the schools.

Voters: 1922. 1 volume *missing*
List of voters in the City School District in the order they arrived at the polls to vote.

RECORD GROUP: 5

MAPS: 1793 – 1991: 966 ITEMS; CA. 35 CUBIC FEET

This group brings together maps and blueprints from many city offices where they were stored uncatalogued and under varying conditions in closets and attics. The majority of the collection originated in the office of the City Engineer. As this material requires special handling and storage, it has been considered as one group, despite office of origin.

As a location aid, each map/blueprint was given a number. A master card was prepared, sample attached for each item, giving all the information shown on the face: title, date, scale and office of origin. In addition, the item was measured and recorded on the master card.

This cataloguing method was superseded in March 2016 with an Excel spreadsheet, now loaded on the public access computer. The 397 maps catalogued in the original process were less than half of the number found throughout the archive, largely due to the very large gift of a map collection by Theodore Grey, a part of which is housed in binders.

They are arranged in numerical order, but the largest maps are housed in two drawers (7 and 8) of the map cabinet in extra-large folders. Their location has been noted on the spreadsheet.

Most of the maps Corsaro noted in the city document vertical file have been moved to this series. A few remain in the files; cf. Public Works: Arterial, Public Works: Bog Meadow.

Access is permitted only by authorized personnel so the numerical order can be maintained. The finding aid to maps and blueprints is in the vault, on top of the map storage unit.

MISSING RECORDS AS OF 2016

A complete, item-by-item inventory of the contents of the vault was conducted on May 2, 2016 by Field Horne, consulting archivist.

Despite excellent security and supervision, six (6) records listed in the 2008 Guide were found to be missing. We do not know that a complete inventory was conducted in 2008, so these may have been missing for decades. Nevertheless, all should watch out for them.

Page

- 11 Criminal docket, John L. Barbour, police justice, 1887-1890
- 52 Index to station log incidents, 1987-93
- 57 Record of gallons pumped
- 67 Proceedings of the Board of Education, 1882-86
- 68 Geysers Road School building specifications
- 69 List of voters, 1922

NON-GOVERNMENTAL RECORDS COLLECTION OF THE SARATOGA SPRINGS CITY HISTORIAN

44.5 CUBIC FEET

ADAMS AND HODGMAN LIVERY STABLE

Records

1900-1911

12 b.v. mss.

Records of the United States Hotel livery stable apparently run as a proprietary business by John E. Hodgman and Mrs. Dorcas E. Adams on the northwest corner of Division Street and Long Alley. The business originated decades earlier under Mrs. Adams' husband, John Q. Adams. The collection includes: account book 1900-1905, account book 1905-1907, cash book 1906-1908, cash book 1909-1910, cash book 1910-1913, day book 1906-1907, day book 1908-1911, day book 1909, day book 1909-1911, ledger 1906-1909, ledger 1909, purchasing book 1909-1911.

AUDIO RECORDING COLLECTION

1912-1990 (bulk 1969-1972)

2 short-lid boxes

Oral history interviews include Robert Carroll (2 cassettes), Joseph Deuel, Spencer Eddy, Fil Fina, Theodore Grey, Margaret Hays, Gertrude Hodgman, James Kettlewell, Anthony LaBelle, Mrs. Jerry Lambert, Fr. Frank Litz, Tommy McTygue, Mary Robbins Richardson, James Riley, Robert Smith, Benjamin Straus, Beatrice Sweeney, George O. Tuck, Arthur Vinett. Musical recordings include Lillian Russell (1912), Chauncey Olcott (1913, 1921), the U.S. Hotel Orchestra (1920), "Silver Strings" (Skidmore 25th Anniversary, 1948). *Saratoga* (Broadway show 1959), and Arlo Guthrie at Great Saratoga Music Hall (1975). Edgar M. "Monty" Woolley recordings include "The Colgate Show" (1943) and *The Magnificent Montague* (1950, 6 cassettes). Also includes Walworth Memorial Museum dedication (1950) and Chamber of Commerce Saratoga Seminars (1972, 5 cassettes).

BUSINESS RECORDS COLLECTION

1852-1923

22 v.

Allen, Phineas, lawyer, account book, 1852-1875

Confectioner ledgers, 1903-1904 and 1905-1907

Cummins, Michael S., clerk, account book and day book, 1874-1875 (2 v.)

Gilbert, J.J., contractor, day book, 1877-1878

Harris, John C., day book, 1896-1898, record of horses boarded, 1882-1901, work logs 1880-1884, 1894-1900, day book 1896-98 (2 v.)

Hodges, William, garageman, account book, 1910-1911

Livery stable, day books, 1906-1908, 1908

Newspaper advertising account book, 1870-1897

People's Ice Company, day book, 1904-1906, 1906-1908

Root, F.S., counselor, account book, 1855-1857

Tefft, Thaddeus, haberdasher, daily sales record, 1904-1909, account book, 1901-1909, day books 1904-1909, 1909-1910

Todd, Hiram C., lawyer, ledger, 1921-1923

Saratoga Ice Company, ledger, 1900-1901

CARPENTERS UNION

Records

1903-1974

25 b.v. mss.

Records of the Saratoga Springs local of the Carpenter's Union: attendance record 1935-1974, cash book 1944-1951, cash book 1959-1966, dues records 1902-1952 (13 v.), , membership attendance record 1935-1974, minutes 1903-1966 (8 v.)

CHILDREN OF THE AMERICAN REVOLUTION, BEMIS HEIGHTS SOCIETY

Records

1896 – c. 1980

2 document cases

Bemis Heights Society, C.A.R. was organized in 1896; after about 65 years it disbanded, but has been twice reorganized since then. Contents include applications for membership, arranged alphabetically, along with a folder of miscellaneous materials, including a cumulative membership list (1926).

COOKE, TIMOTHY

Papers

1843-1869

3 b.v. mss.

An account book ("Book D") of Timothy Cooke of Portlandville, Otsego County, 1843-1847, mostly agricultural products; a letter book containing genealogical correspondence and research notes, 1847-1882; and a commonplace book, 1864-1869, also with genealogical records.

DAUGHTERS OF THE AMERICAN REVOLUTION, SARATOGA CHAPTER

Records

1894-1997

34 b.v. mss., 1 document case, 2 drop-front boxes, 1 box

The chapter was organized by DAR founder Ellen Hardin Walworth. Bound volume manuscripts include: awards and certificates: 1969-94; memorial book, 1927-49; minutes, 1894-1997 (9 v.; some volumes also include scrapbook material); registrar's book: 1894-1922; scrapbooks, 1915-1994 (19 v.); Frances Ingalls' scrapbooks, 1919-1925 (2 v.); treasurer's book: 1945-75 – 1 v. Drop-front boxes contain photograph album, 1989-1996, and scrapbooks, 1922-1925 and 1961-1970.

Box 1, folder list:

Batcheller, Katherine: will

Caldwell, Bertha: genealogical research

Chapter History 1994

Collection Schedules

Correspondence

Historical Papers

Hundredth Anniversary 1994
Minutes 1966-73
Minutes 1974-83
Minutes 1998-2000
Miscellaneous
Program Leaflets
Walworth, Ellen Hardin: tribute 1924
Press Clippings

Box 2, contents:

Yearbooks 1902-2004
Early History DAR [1908]
Chronicles of Saratoga Chapter NSDAR 1896-1946
NYS History NSDAR 1953-1974
NYSO DAR Centennial History 1991
Rolled photograph of Continental Congress, 1961

DAVIDSON, JOHN MCBRIDE

Papers
1878-1914
1 document case

John McBride Davidson owned the High Rock Spring Company as well as a safe making company in Albany in the 1870s. While his primary residence was in New York City, he commissioned the famed architect, Newton Brezee, to design a summer home on Union Avenue. Davidson was an avid hunter and fisherman. In his business and social circles he was regularly associated with Tammany Hall and Boss Tweed's infamous ring. He was a part owner of the Hudson River Line and the Hammerstein Music Hall. Davidson died the same year as the house was built. His widow, Anna F. Davidson and daughter Beatrice continued to spend summers there. The collection consists of correspondence, diaries, black and white photographs, postcards and legal documents.

ELWELL, MILO

35 mm films
1 drop-front box

Two 35 mm reels and two CD-ROM copies of films shot by Milo Elwell (1898-1968) of 41 Nelson Avenue in 1927. A letter from his son, Richard Elwell of Niskayuna, 2012, lists scenes on the films.

FIRST BAPTIST CHURCH OF SARATOGA SPRINGS

Records
1824-1854
1 b.v. ms.

Minutes and membership record of the Church. The volume is housed with two unrelated books in a small drop-front box.

EDWARD M. FULLER FIRE RECORD

Scrapbooks

1867-1883, 1888, 1915-1916

1 document case

Four scrapbooks of news clippings regarding fires, firemen, and civic and social activities of the Fireman's Benevolent Association.

G.F. HARVEY COMPANY

Papers

1903-1967

1 document case

A pharmaceutical manufacturing company founded in 1889 and headquartered in Saratoga Springs, the G.F. Harvey Company had offices in Dallas and Los Angeles as well. The collection includes financial reports, annual reports, invoices, stock certificates, notebooks and photographs in addition to correspondence. The collection is divided into four series and the folders are arranged chronologically.

GRENNAN, PATRICK

People of the State of New York vs. Patrick Grennan

1952-1954

1.5 document cases

Legal documents, proceedings, minutes, petitions, and correspondence chronicling the trial of Patrick Grennan who was charged with extortion for his participating in "protection" monies from illegally operating betting parlors. Contained in the half box are the signatures of Saratoga Springs residents protesting the resignation of Dr. Arthur Leonard as Commissioner of Public Safety, 1924.

HOTEL RECORDS COLLECTION

1894-1934

9 b.v. mss.

Guest registers and account books of Saratoga Springs hotels:

Brenner Hotel: register, 1924-30

Grand Union Hotel: cash book 1913-15, register 1915, register 1934

Everett House, register 1919-23

United States Hotel, register 1920

White Sulphur Spring Park Hotel, ledger 1894-1904, ledger 1905-14, ledger 1914-27

INSURANCE MAPS

ca. 1900-1910

1 drop-front box

Disbound, oversize volume containing maps of individual properties in and around Saratoga Springs, in the style of (but not by) Sanborn Map Company. A typewritten index is included.

KATRINA TRASK ALLIANCE

Records

1 document case

1860-1935 (bulk 1916-1935)

Records of the Katrina Trask Alliance with focus on legal and financial issues regarding its property, the Katrina Trask House. It was formed in 1922 with the objective of organizing and maintaining “a center for the recreational, social and educational activities of the working women of Saratoga Springs.” The organization members prided themselves on their motto “The greatest good for the greatest number.” It disbanded in 1934. The collection includes correspondence, bookplates, bylaws, ephemera, minutes and legal documents.

KATRINA TRASK GARDEN CLUB

5 document cases, 2 drop-front boxes

1923-1997

The Katrina Trask Garden Club was formed in 1923 as a program of the Katrina Trask Alliance. Members of the Alliance were granted automatic membership in the new club and the club was sanctioned by the Federal Alliance of Garden Clubs. At some point after 1955, the Women’s Civic League joined with the Garden Club and it became known as the Katrina Trask Garden Club and Civic League. The collection is primarily comprised of news clippings, minutes and photographs of the activities of the Club. The collection also contains a film, “Along Garden Paths,” documenting the gardens of 23 members in the late 1930s. The collection is arranged by series within boxes and the materials within each folder are arranged chronologically.

LEARY, JAMES A.

People of the State of New York vs. James A. Leary

5.5 document boxes

1938-1960, bulk 1953

Court documents and proceedings of the trial of the last of the defendants, James A. Leary, charged as a result of Gov. Dewey’s investigation into illegal gambling in Saratoga Springs. In 1950, Senator Estes Kefauver of Tennessee, a Presidential candidate, created the “Special Committee to Investigate Organized Crime in Interstate Commerce” as an opportunity to influence voters by investigating illegal gambling. Not to be outdone, Gov. Thomas Dewey created a “Grand Jury of an Extraordinary and Special Trial Term of the Supreme Court.” The investigators focused on the period between 1946 and 1949, taking testimony from over 800 witnesses and uncovering strong ties among gangsters, law enforcement and city and county politicians in the gambling scene of Saratoga Springs. One of the last people tried was James A. Leary, an attorney and the Republican Party “boss” for Saratoga County, Leary was charged with perjury and conspiracy to commit perjury but was acquitted. The collection contains the trial transcripts. Also included is a folder of news clippings regarding the arrest and the investigation of the charges against Mr. Leary.

LESTER FAMILY COLLECTION

1785-1930

1 drop-front box

A family collection assembled by Milford D. Lester containing map indices from the law practice of C.S. and C.C. Lester; a title search book from the same office (three other volumes are shelved separately); a collection of family correspondence of the Smith family of Massachusetts, 1785-1894 (bulk 1785-1830); a journal of Milo L. North and Truman M. North with family records and personal diary entries, 1844-1912; a letter of FDR to James W. Lester, 1930, about the new spa; and minor items.

LINCOLN SPRING COMPANY

Lincoln Spring Co. vs. the State of New York

2 document boxes

1912-1915

The collection consists of the legal documents, reports, proceedings and claims papers filed in the above-named court case. The Lincoln Spring Company was founded in 1894 by Deyoe Lohnas to bottle the waters from the springs and to compress extracted carbonic acid gas to carbonate beverages. Lohnas, also the chief stockholder, owned approximately 24 acres on the south end of Saratoga Springs village. In a decision by the Supreme Court of the State of New York, the plant was shut down due to fears that the waters were being depleted and the supply was not inexhaustible. Lohnas claimed compensation for lost revenue.

MILITARY REGISTRATION RECORD

1919

1 b.v. mss.

An alphabetical record endorsed "Registration of Soldiers and Sailors 1919," but with no information other than the names.

MISCELLANEOUS MANUSCRIPTS AND EPHEMERA

ca. 1771-ca. 1990

3 document cases and 1 pamphlet box

Box 1: Folder List

Ancient Order of Hibernians

Avery, C.M., cigar manufacturer

Baker and Shevlin

Baldwin, Seth

Banking

Baptist Church

Baseball

Basketball

Bodwin Press

Bonnie Brook Poultry Farm

Breeze, R. Newton

Bricklayers', Masons' and Plasterers' Union

Broadway #396

Broadway #445

Caroline Street #156

Caroline Street #215

Casino performances

Child, Hamilton
City Charter
Clayden, Frances I., memoir
Civil War veterans
Clarke and White
Colonial Tavern
Congress Park
Convention Hall
Davardo Hotel
Deeds
Eastman Saratoga
Espey Manufacturing
Eureka Spring
Everett House
Excelsior Park
Ferrara, Mary Ann
Floral Fête
Gailor Stone Company
General Electric
General Foods
Grand Union Hotel
Grand Union Hotel site
Greater Saratoga Movement
Grippin, B.B.
Guidebooks
“Hotel in the Park”
Hudson Valley Railway
Ice Fishing essay
Immaculate Conception Church
Kayaderosseras Patent
Lincoln Park Estates
Loomis, Rhoby
Luther, Thomas
Lynch and Clarke
Manhattan Club
Maplewood Cemetery burials
McCloskey, Kate A.
McGregor Colony
Miscellaneous
Motion Picture: *A Saratoga Romance*

Box 2: Folder list

Oral History
Pageant of Saratoga (1926)
Pardue
Planning
Poetry
Practice Club

Presbyterian Church seatings (1817)
Putnam Place Goat Dairy
Recreation
Red Spring
Riley's Lake House
Rose Inn
Rossi, Albert
St. Peter's Academy
Saratoga Academy of Music
Saratoga Athenaeum
Saratoga Golf Club
Saratoga Hospital
Saratoga Musical Monthly
Saratoga National Bank
Saratoga Plastics
Saratoga Spa
Saratoga Springs Institute
Saratoga Wallpaper Company
Saraspa Manors
Schools: alumni
Schools: anniversary program 1881
Schools: Compulsory Education Law
Schools: *Early Saratoga Schooldays*
Schools: general
Schools: graduation ceremonies
Schools: sports
Schools: theater
Sheep Ranch
Smith, Dr. F.H.
Sontag, Elena
Springs, Flow of
Stewart's
Streets
Structures
Teachers Institute
Temple Grove Seminary
Town Hall Theater
True Situation at Saratoga Springs
Union Electric Railway Company
United States Hotel
United States Hotel: appeal 1935
Van Raalte Company
Via Sana boarding house
Windsor Hotel
Winter Sports: ephemera 1886-88 and n.d.
Winter Sports: ephemera 1937-40
Walbridge, John K.
White Sulphur Spring Hotel

Box 3: Folder list

Pamphlet format

Beekman, John K.
Chester, A.T.: published sermon
Clarke, John
Clarke, Thomas L.
Floral Fête programs 1894-97, 1899-1901, 1924
Hardenberg Patent 1801
Library: N. Bedortha's (1867)
Library: Saratoga Circulating (1829)
New England Congregational Church: directory ca. 1925
77th New York: 50th reunion (1911)
77th New York: 46th reunion (1911)
Tefft account book 1902-04
Tefft inventory
Travelers at Home Club programs (1914-28)

Box 4: Folder list

Records of Organizations

American Association for the Advancement of Science
American Legion Auxiliary
Boy Scouts
Bundles for America
Flag Circle
Fresh Air Fund
Girl Scouts
Home of the Good Shepherd
Junior Civic League
Little League
Red Cross
St. Clement's Drum Corps
Saratoga Cadet Corps
Saratoga Society of New York
Travelers Aid Society
Travelers at Home Club
Wheeler Post, G.A.R.
W.C.T.U.
Women's Civic League
Youth Center

OVERSIZE EPHEMERA COLLECTION

1 drop-front box
1855-1975

An artificial collection of large-format broadsides and publications.

Sheet music

D&H Railroad Broadside for Floral Fête, 1894
Ladies' Home Journal, 1918, Van Raalte images and advertisements
Verrazzano College informational packet, 1974/75
Frank Leslie's Illustrated, impeachment trial of Judge George Bernard, 1872
New York City Ballet, 1916-1966
The Saratogian Souvenir Magazine, 1966,1967
Miscellaneous broadsides
Souvenir 50th Anniversary of the Saratogian, 1855-1905
OVERSIZE MANUSCRIPT COLLECTION
1 drop-front box
1771-1984

An artificial collection of large-format manuscripts.

Folder list:

Award to Bemis Heights Society, C.A.R.; diploma, St. Faith's School; Reubena H. Walworth monument certificate
Awards to Addison Mallery
Line print of the K.D. Motor Car; military charge for William Waterbury, 1802
Charter, Catholic Women's Benevolent Legion, 1898
Kayaderoseras Patent deed, Cornelius Clopper to Dirck Lefferts, 1771
"Securities belonging to the Estate of James H. Westcott", 1860-1877

OVERSIZE PHOTOGRAPH COLLECTION
1 drop-front box
1899-1971 and n.d., bulk 1902-1910

An artificial collection of large-format photographs.

Folder list:

Comstock Hospital
Church and Walworth streets
Hudson Valley Railway: Connery's Saloon, Union Avenue and East Street, 1902
Hudson Valley Railway: Union Ave. and Lincoln Ave., 1902; 2 views
Starbuck Company picnic, 1926
Elks group, 1926
Church St. and Long Alley, Franklin Hotel, 1909
Patterson Property, Phila Street, 1910
Maple Avenue at Van Raalte Hill
Washington Street, 1911
East St. and Avery St. 1907; 2 views
Snow scene, 1907
Jake's Grill, 52 Putnam Street
Reubena Hyde Walworth Monument, 1899
West Harrison and Division Streets; 3 views
Batcheller Mansion, 1971
Saratoga High School Class Photos, 1909,1914,1921,1929,1933, n.d.
Football Team

James A. Leary and Walter Fullerton, 1909/1910
Dolls in store window, c.1930
St. Faith's School, 1911
B.M.P.I.U.- 29th Annual Convention, 1931
B.P.O.E. 161, 1927
Costumed group
Male portrait
Unknown subjects, n.d.; 3 views

PARENT TEACHER ASSOCIATION (PTA) SCRAPBOOK COLLECTION
4 drop-front boxes
1923-1934, 1938-1956

The Parent Teacher Association of the Saratoga Springs City School District was a very active organization in providing support and opportunities for the parents, teachers and students of the district. The six scrapbooks contain news clippings and ephemera chronicling the civic and social activities and lobbying efforts of the Saratoga PTA. One notebook (1940-1942) contains meeting notes and minutes.

PHOTOGRAPH COLLECTION
1267 items, 6 l.f.
ca.1865-ca.1990

An artificial collection of the photographs assembled by the office, the vast majority of them in 8x10 formats. There is a card index in numerical order, and a subject/name index.

POSTCARD COLLECTION
2 boxes
ca.1890-ca. 1990

An artificial collection of postcards donated to and collected by the City Historian, arranged by subject.

PRACTICE CLUB
Records
2 document cases, 14 minute books, 1 scrapbook
1912-1963

The Practice Club of Saratoga Springs was founded on Nov. 12, 1912 by Mrs. F. Westervelt Tooker, who believed Saratogians were giving too much attention to travel and literary clubs and none to music. She invited several music enthusiasts to her home and organized a music club. Meetings were held every two weeks during eight months of the year. A leader appointed for each meeting arranged a musical program. Members played music for each other while they practiced on their respective instruments. The collection consists of the programs and minutes chronicling the activities of the club. There are two reports on the history of the Practice Club and a scrapbook of news clippings.

PRIVATE BUILDING SPECIFICATIONS
1957-74
1 document case

A collection of specifications for five privately owned buildings for prospective builders and contractors to refer to in the bidding process for construction or renovation, as follows: Saratoga Hospital (1957), Skidmore College (1960) Fasig-Tipton (1967), New York Telephone Company (1972), Southern Adirondack Library System (1974).

PRIVATE SCHOOL RECORDS

1890-ca. 1951

1 document case

This artificial collection is comprised of photographs and published materials about St. Faith's School and photographs from Our Lady of the Star. St. Faith's School was founded by Miss Eleanor A. Shackelford in 1890 with nine pupils and incorporated in 1893. It moved to Poughkeepsie but returned in 1910. It became an authorized school of the Episcopal Province of New York and New Jersey in 1918. Our Lady of the Star was an offshoot of the Dominican Sisters' Motherhouse in Albany. It opened in Saratoga in 1891. The collection includes photographs and published materials about St. Faith's School, including copies of their yearbook, *Oak Leaves*. The black and white photographs from Our Lady of the Star are unidentified.

PUTNAM, JOHN RISLEY

Letterbook

1898-1900

1 b.v. ms.

A letterpress copy book produced by moistening handwritten letters and pressing them against the tissue pages of this book. Much of it is personal correspondence but written from Putnam's postings at customs houses in China.

RECREATION DEPARTMENT

Scrapbook

1 drop-front box

1957

A collection that documents the activities of and participants in the city-wide recreation programs for the summer of 1957. Camp Saradac was a day camp at the East Side Recreation Field sponsored by the Board of Education. Registration and attendance for each weekly session was recorded, summarized, and reported to the administration of the city's Recreation Department. The collection was originally housed in a scrapbook which had deteriorated so badly that it was disbound and the contents photocopied on acid free paper. Original reports of the camp counselors were removed and are included.

SARATOGA PAGEANT

Papers

1912-1914 (bulk 1913)

1 document case

Correspondence and other papers relating to the production of the Saratoga Pageant, "presented under the auspices of the Business Men's Association," Congress Spring Park, July 24-30, 1913.

Miss Margaret MacLaren Eager of Old Deerfield, Mass., was hired to plan, write, cast, and direct the event. Included in the Publications file are copies of the previous year's printed program.

Folder list:

Architect's Specifications
Art
Buchholz Theatrical Costumer
Butler, Walter P.: Letters sent 1912-14
Eager, Margaret M.: contracts'
Eager, Margaret M.: Letters sent 1913 (4 folders)
Financial
Letters received 1913-14 (5 folders)
Lists
Personnel
Plan
Printed Matter
Report

SARATOGA RACEWAY

Daily Attendance and Cash Record
1957-1963
2 drop-front boxes

Oversize daily tally sheets recording attendance and monies

SARATOGA SHAKESPEARIAN SOCIETY

Minutes
1872-1883
1 b.v. mss.

Beginning in 1872, residents gathered for dramatic readings of Shakespeare plays. They organized formally in 1877. The record lists the plays read, the location, date, and casts, and includes an index. The society disbanded in 1895.

SARATOGA SOCIAL LIBRARY SOCIETY

Records
1808-1834
1 b.v. ms.

Minutes and a booklist of the Society. The volume is housed with two unrelated books in a small drop-front box.

SARATOGA SPRINGS GAMBLING INVESTIGATION

Pressbook
1949-1953
1 b.v. ms.

Newspaper clippings detailing the state and federal investigations into informally-tolerated gambling in its last years, pasted onto rag bond in a three-ring binder.

SARATOGA VOCAL SOCIETY

Minutes

1895-1897

1 b.v. mss.

The society organized 1 December 1895 for the purpose of “the study of the best choral music.” The record includes meeting minutes and membership records.

SARATOGA WOMEN’S ASSOCIATION

Minutes

1907-1934

2 b.v. mss.

Organized 1895 as the Women’s Association of Greater Saratoga, it was an outgrowth of Franklin W. Smith’s promotional efforts that included the Floral Fêtes. The first two volumes are missing.

SCOTT, CAPT. LEWIS

Company Book and Lumber Record

1812-1814, 1828-1840

Records of a militia captain from the Town of Ballston during the War of 1812, in part at Sackets Harbor and Plattsburgh; and later business records, particularly of a lumber business.

SCOTT, WILLIAM

Judicial Docket

1794-1795

1 b.v. ms.

Docket kept by William Scott, justice, Saratoga County; also contains a list of cash paid “to sundry Persons who have Reinlisted in Colo. Cilley’s Regt.” dated 1 Mar. 1779, and what appear to be storekeeper’s records 1784-85. The volume is housed with two unrelated books in a small drop-front box.

SCRAPBOOKS

1841-1930

1 drop-front box, 1 document case

Scrapbooks of clippings of Saratoga Springs news. The earliest is pasted in a Saratoga Springs hardware store day book of 1843 and includes a typewritten index; another was kept by James Westcott Lester, 1864-1930, and includes his simple index. Two more are general in content covering 1860-1880 and 1883-1908 respectively, both with indices, along with one of the perjury trial of George W. Jones of Northumberland (1879). Housed with them is a title abstract for Lot 12 of the 16th Allotment of the Kayaderosseras Patent prepared for Edward Simms.

SLADE, JOHN A.

School notebooks

1899-1902

2 b.v. mss.

English compositions and notes written at Saratoga High School.

TITLE ABSTRACTS

1708-c.1900

8 b.v. mss.

This artificial collection includes abstracts of title for the Grand Union Hotel and for John A. Bryan; "List of the Real Estate at Saratoga Springs purchased by Alexander T. Stewart Cornelia M. Stewart and Henry Hilton"; abstracts of title and searches by John L. Barbour, 1880, including Saratoga Springs land and lots of Mrs. Heloise Durant at North Creek, with a map; search books No. 2, 3 and 4 of C.S. and C.C. Lester; and an unidentified index to land sales in Saratoga County, 1887-1890, with deed and page cited.

TOTTEN, T.J., FLORIST

Records

1895-1913

13 b.v. mss.

Thomas J. Totten operated a large florist business with greenhouses at 239-253 and 254-262 Nelson Avenue. He died 6 Feb. 1912 (obit. *Saratogian*, same date). Records consist of bookkeeping ledgers: cash book 1912-1913; day book 1907-1908, 1912, 1912-1913; journal 1908-1910, 1912-1913 No. 1, 1912-1913 No. 2; ledger 1895-1904, 1905-1906, 1909-1911, 1912-1913, out-of-town order book 1909-1912, order book n.d.

TRAVELERS AT HOME CLUB

Records

1892-1938

12 b.v. mss.

Organized 22 October 1892, the club met weekly on Wednesday mornings, essentially as a geography study group. The collection includes minutes 1892-1893, 1893-1898, 1900-1902, 1902-1905, 1905-1909, 1909-1914, 1919-1922, 1922-1925, 1925-1934 (2 v.), 1934-1937, 1938-1939.

WELLER BOTTLING WORKS

Records

1 document case

1902-1919

Robert Weller was a native of Princetown, Schenectady County who moved to the village of Saratoga Springs in 1868. He purchased the J. Lake and Company bottling firm in the early 1870s, running it under his own name until his retirement. The company filed for bankruptcy in 1917. The collection consists of correspondence, financial documents, legal documents and memoranda relating to the bankruptcy filing of the Weller Bottling Company.

WOMEN'S CIVIC LEAGUE

Records

1 b.v. mss., 1 drop-front box

1923-1942

The Women's Civic League of Saratoga Springs was founded in 1922 as a successor to the Saratoga Women's Association (1895). The goal of both organizations was to "organize and develop among the women of Saratoga Springs an active and intelligent participation in the affairs of the city." The League was instrumental in restoring the Canfield Casino, the development of the Saratoga Spa Golf Course, the building of recreation fields and the support of the Spa Reservation as a medical facility. The League was a member of the General Federation of Women's Clubs. Ultimately, the Civic League and the Katrina Trask Garden Club merged as the Katrina Trask Garden Club and Civic League, Inc. The collection consists of a scrapbook of news clippings and a looseleaf notebook containing its minutes 1937-1942.

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RECORDS AVAILABLE ON THE CITY ARCHIVES' RESEARCH COMPUTER

The following have been scanned from microfilm:

Assessment Rolls	1922-1990
Audit Reports	1944-1990
City Budgets	1936-1995
Financial Reports	1960-1995
Oaths of Office (City Personnel)	1931-1991
Tax Rolls	1916-1990
Police Blotters	1970-1986

RECORDS AVAILABLE IN LASERFICHE ON THE RESEARCH COMPUTER

The following are in Laserfiche, the City's electronic text searchable repository:

Charter Review Commission Minutes	2000- 2001
City Council Minutes	1915- current
Comprehensive Plan	2001
Comprehensive Plan (adopted 6/16/15)	2015
Design Review Commission Minutes	1968- current
Open Space Plan Update	2002
Planning Board Minutes	1946-current
Recreation Commission Minutes	4/25/1972; 1977- current
Safety Committee Minutes	2010-3/10/2014
Subdivision Regulations	2005
Waterfront Asbestos Abatement report	2011
Zoning Board of Appeals Minutes	1937 - current
Zoning Ordinance	Pre 9/2012