



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

CIVIL SERVICE DEPARTMENT

An Inventory of Its Annual and Biennial Reports

OVERVIEW OF THE RECORDS

Agency: Minnesota. Dept. of Civil Service.
Series Title: Annual and biennial reports.
Dates: 1940-1972.
Quantity: 1 Hollinger box.
Location: Lower shelves, stack row 121, alphabetical.

SCOPE AND CONTENTS OF THE REPORTS

The annual and biennial reports of the Minnesota Civil Service Department document, in some detail, the growth and structure of state government in Minnesota from 1939 through 1972. They include cover letters and introductory material, departmental organizational charts, individual divisional achievements, synopsis of legal opinions and court decisions affecting the state's civil service system, staff activities, activities of the Civil Service Board, a statement of goals for the next year or biennium, and various statistical appendices.

The first report contains summaries of civil service legislation considered by the Minnesota Legislature between 1889 and 1939. There is also a detailed chronological review of the first year of the Minnesota Civil Service Act (1939-1940). The other reports discuss personnel shortages for various government jobs (particularly during World War II) and delineate reasons for high turnover among clerical and attendant workers at the state's institutions.

The statistical appendices contain charts listing the numbers of applicants for state positions, applications rejected, persons actually taking and either failing or passing the examinations, persons placed on the eligibility rolls, and new employees hired. Other charts show the numbers of positions reclassified, added, or abolished; employees by department; employees in each salary range; employees receiving merit increases and the amount of the increase; age distribution of employees; and total number of full-time classified employees working for the state. They also list total civil service department expenditures.

Three reports are missing; the October 1941 - September 1942 annual report and the biennial reports ending June 1962 and June 1970.

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:

Civil service--Minnesota--Examinations--Statistics.
Civil service positions--Minnesota--Classification.
Employing.

Places:

Minnesota--Officials and employees--Salaries, etc.--Statistics.

Organizations:

Minnesota. Civil Service Board.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited volume and page or item and folder title here]. Minnesota. Dept. of Civil Service. Annual and Biennial Reports. Minnesota Historical Society. State Archives.
See the Chicago Manual of Style for additional examples.

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DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below.

Location

Stack row 121, alpha	Annual reports, 1940-1955.
	1940.
	Printed version.
	1941.
	Carbon copy.
	1943.
	Carbon copy.

Location

Stack row 121, alpha

- 1944.
Covers year ending September 30; ribbon copy.
- 1945.
Printed version and carbon copy.
- 1946.
Carbon copy.
- 1947.
Carbon copy.
- 1948.
Carbon copy.
- 1949.
Carbon copy.
- 1950.
Carbon copy.
- 1951.
Printed version and carbon copy.
- 1952.
Carbon copy.
- 1953.
Carbon copy.
- 1954.
Carbon copy.
- 1955.
Carbon copy.
- Biennial reports, 1956-1972.
- 1956.
Mimeographed copy.
- 1958.
Carbon copy.
- 1960.
Ribbon copy.
- 1964.
Mimeographed copy.
- 1966.
Mimeographed copy.
- 1968.
Mimeographed copy.
- 1972.
Mimeographed copy.