OVERVIEW OF THE RECORDS

Agency: Minnesota. Division of Forestry.
Series Title: Administrative files, miscellaneous.
Quantity: 1.7 cu. ft. (1 box and 2 partial boxes).
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE RECORDS

Files documenting the administration and activities of the Forestry Division including office manuals, job descriptions, state forest statistics, ten year programs, circulars, cruisers' and land examiners' manual, list of division directors and department commissioners (1895-1965), Elizabeth Bachmann's history of forestry in Minnesota 1953-1965, and minutes of the safety, staff, supervisors, personnel, and timber law committees.

Topics covered in the files include nursery programs, foresters and leadership training schools, federal aid programs, Keep Minnesota Green, Society of American Foresters, legislation, public relations, Association of State Foresters, log marks, Massacre Island, portages, and forest fires, particularly the 1918 Cloquet-Moose Lake and 1894 Hinckley fires.

Forms part of the records of the Minnesota Department of Conservation.

ARRANGEMENT OF THE RECORDS

The records are arranged in three subseries: O files, supervisory (1936-1959), administrative files (1948-1969), and forest history, old files (ca. 1910-1968). The latter two are organized by departmental file code.
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:
- Conservation of natural resources—Minnesota.
- Federal aid to outdoor recreation—Minnesota.
- Forest conservation—Minnesota.
- Forest fires—Minnesota.
- Forest management—Minnesota.
- Forest rangers—Minnesota.
- Forestry law and legislation—Minnesota.
- Forestry schools and education—Minnesota.
- Forests and forestry—Minnesota—History.
- Forests and forestry—Minnesota—Measurement.
- Forests and forestry—Minnesota—Safety measures.
- Forests and forestry—Valuation—Minnesota.
- Forests and forestry—Public relations—Minnesota.
- Log brands—Minnesota.
- Nurseries (Horticulture)—Minnesota.
- Portages—Minnesota.

Persons:
- Bachmann, Elizabeth.

Places:
- Cloquet (Minn.)—Fire, 1918.
- Hinckley (Minn.)—Fire, 1894.
- Massacre Island (Ont.).
- Moose Lake (Minn.)—Fire, 1918.

Organizations:
- Keep Minnesota Green (Organization).
- Minnesota. Dept. of Conservation—Officials and employees.
- National Association of State Foresters.
- Society of American Foresters.

ADMINISTRATIVE INFORMATION

Preferred Citation:
Accession Information:
Accession number(s): 979-24; 985-134

Processing Information:
Processed by: Processing Staff; Mary Klauda, January 1985.
Catalog ID No.: 6413022

DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note the location shown below. Each file consists of one folder unless specified otherwise.

Location

115.K.8.2F
O Files:  Supervisory, 1936-1959. 8 folders.
  Class Specifications [Job Descriptions], [1950s].
  Staff Meetings, 1946-1959.
  Area Supervisors Meeting, June 1956.
  Personnel Meetings, 1955.
Administrative Files, 1948-1969. 29 folders.
  270 Nursery Programs, 1959-1964.
    5 folders.
  315 Employees Personnel Policy Committee, 1956-1963.
  413 Plans and Programs, Long Range Programs.
  413-1 Staff and Supervisors’ Meetings, General, 1957-1965.
  413-1 Staff Meetings and Memos, Thistledew, July 1964.
  415 Reports, 1948-1969. 5 folders.
    Activities of Forestry Division, 1948, 1953-1958. 2 folders.
    Federal Aid Programs, 1963-1964.
  421-4 State Agencies, Keep Minnesota Green, 1956-1963.
  448 Other Societies and Organizations, 1957-1959.
Location

115.K.8.2F  
450-00 Research, General, 1957-1964.

102.F.16.2F  
491 Forest History, General, 1938-1964. 3 folders.
Cruisers’ and Land Examiners’ Manual, [ca. 1910].
Forest Fires, Miscellaneous, [undated].
Forest Fires, Cloquet-Moose Lake Fire of 1918, 1944-1954.
Forest Fires, Hinckley Forest Fire of 1894, 1960.
491 Historic Sites, 1963.
491 Legislation and Miscellaneous Information, 1936-1937.
491 Log Marks, 1943-1964.
Massacre Island, 1949.
491 Miscellaneous Division History, 1965.
The Rise and Fall of an Indian Forest Community, 1938.
The History of Forest Organization, 1960.
310 Tenure of Office of Forestry Directors and Commissioners of Conservation from 1895 to 1965, [ca. 1965].
By Julius F. Wolff, Jr.
Timber, Weise Forestry Plan, 1966.
Compiled by Elizabeth Bachmann, Forestry Division, in 1953, 1958, and 1965.

102.F.16.3B  
F – Legislation, 1939-1962. 3 folders.
Brief History of Forestry Legislation from 1873 to 1943, 1943.
History of Forestry in Minnesota, 1951.
Interim Commission Reports, 1939-1962.
L – Timber, Stamp Hammers, 1943.