OVERVIEW OF THE RECORDS

Series Title: Correspondence,
Quantity: 2.75 cu. ft. (3 boxes).
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE RECORDS

The alphabetical letters (January 1980 - August 1993), filed primarily by sender's surname, are incomplete (missing A, C, E, Q, U). They mainly consist of letters between private citizens and the commissioner concerning personal issues involving the state's educational facilities and programs.

The 1972-1990 letters are mainly between the commissioner and various departmental staff and Board of Education members. Arranged alphabetically by recipient's surname, they deal mainly with position changes and board appointments.

The chronological correspondence (June 1984 - July 1987) contains letters with constituents and other state departments and agencies and deals with all aspects of the administration and operation of the department.

ARRANGEMENT OF THE RECORDS

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:
Administrative agencies--Minnesota--Management.
Education and state--Minnesota.
School facilities--Minnesota.
State departments of education--Officials and employees--Minnesota.

Persons:
Casney, Howard B.
Feda, John J.
Mammenga, Gene.
Nelson, Tom.
Randall, Ruth E.

Organizations:
Minnesota. Board of Education.
Minnesota--Officials and employees.

ADMINISTRATIVE INFORMATION

Preferred Citation:

Accession Information:
Accession number(s): 2001-69

Processing Information:
Processed by: Benjamin Bloom, May 2001
PALS ID No.: 0900322908
DETAILED DESCRIPTION OF THE COLLECTION

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

<table>
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Correspondence, Alphabetical, January 1980 - August 1993. 20 folders. Incomplete set of alphabetical letters, filed primarily by sender’s surname. Mainly letters between the commissioner and private citizens concerning personal issues involving the state’s education facilities and programs.

Files for A, C, E, Q, and U are missing. Not all of the files contain letters for the entire date span of the series.

Correspondence, 1972-1990. 15 folders.

Series of letters between the commissioner and various department staff and Board of Education members. The former deal mainly with position changes; the latter with appointments. Arranged alphabetically by surname.

Correspondence, 1972-1990 (cont.):
  Division of Management Effectiveness.
  Government Relations.
  Board member.
  Board member.
  Executive Assistant.

Correspondence, Chronological, June 1984 - July 1987.
  Letters with constituents and other state departments and
  agencies dealing with all aspects of the administration and
  operation of the department.
  June-December 1984.
  1985. 11 folders.
  1986 January-July. 21 folders.

1986 August-December. 3 folders.
1987 January-July.
  [0.8 cu. ft. empty, letter]