OVERVIEW OF THE RECORDS

Series Title: Department of Administration and Finance files,
Dates: 1937-1941.
Abstract: Internal memoranda and working files from both the Governor's office and the Department of Administration and Finance dramatically illustrating the political (and often informal) process of hiring and firing state employees that accompanies a change of administration, especially when there is also a change in political party.
Quantity: 3.7 cu. ft. (4 boxes and 2 partial boxes).
Location: See Detailed Description section for box locations.

SCOPE AND CONTENTS OF THE RECORDS

These materials document how even when the civil service system was being put into place, state officials and their supporters engaged in investigations of employees' political leanings and private lives, pressuring, favor-repaying, and deal-making--all with an eye toward purging non-Republicans and other out-of-favor individuals from the state's payroll.

A large section of these records, arranged first by state agency and then by employee, provides clear evidence of a large-scale investigation of state employees undertaken in cooperation with Republican party members throughout Minnesota. Information usually includes the individual's address, job title, date of hire, salary, and political affiliation and activities. Recommendations for retaining or firing usually accompany each entry, as well as subjective and personal information. Prominent correspondents include Stassen; Ralph F. Jerome, Budget
Commissioner and Director of Personnel within the Administration and Finance Department; P. J. O'Connor, Employment Officer under Jerome; Maude H. Strickler, Chief Clerk and Supervisor of Personnel Files; and Violet Crawford, Governor Stassen's sister and secretary.

Some of the above records are marked with the notation "carded." This refers to what appear to be the master information file: a set of 4 inch by 6 inch note cards (at least one per employee) grouped by agency. Each card generally has the employee's address, agency, and date of hire typed at the top, with the remainder of the space given over to handwritten notes by the investigator, usually personal information (e.g., political ties and activities, religion, marital status, race, military service) gathered through interviews with neighbors, coworkers, and county Republican committees, although the sources are often not specifically named.

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.
- Minnesota--Executive departments.
- Minnesota--Officials and employees--Salaries, etc.
- Minnesota--Officials and employees--Selection and appointment.
- Minnesota state agencies.
- Patronage, Political--Minnesota.
- Personnel management--Minnesota.

Persons:
- Crawford, Violet.
- Jerome, Ralph F.
- O'Connor, P. J.
- Stassen, Harold Edward, 1907-.
- Strickler, Maude H.

Organizations:
- Minnesota. Dept. of Administration and Finance.
- Republican Party (U.S. : 1854-).

ADMINISTRATIVE INFORMATION

Restrictions:
Some of these files contain personal data; researchers may apply to use those records in accordance with the State Archives access statement. Files identified as containing private data are noted in the Detailed Description of the Collection; the other files in this series are open to use.

Preferred Citation:
Accession Information:
Accession number(s): 999-104 15,564 (mss)

Processing Information:
PALS ID No.: 0900321763

DETAILED DESCRIPTION OF THE COLLECTION

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

Location       Box
110.E.14.2F 1  Correspondence, 1938-1941.
    “Check At Once,” Correspondence, 1939.
    Documents Relating to the Case of Clare H. Kunz, 1939.
        Two items: Testimony from Kunz (3 March 1939), an employee
        with the Department of Administration and Finance since 1933,
        regarding allegations that the department destroyed
        employment documents on 2 January 1939. Letter (15 June 1939)
        contesting Kunz’s dismissal from his position on 5 June 1939.
    “Civil Service,” ca. 1939.
    “Honorary Appointments”, undated.
        Notes occupation and political party.
    “Governor’s Office,” Memoranda, ca. 1939.
        Memoranda between Stassen and Ralph Jerome, Budget
        Commissioner and Director of Personnel, Department of
        Administration and Finance.
        Correspondence and memoranda regarding potential state
        employees. O’Connor served as Employment Officer under
        Jerome. Includes sworn depositions from Everett W. Nelson,
        Thomas Jolly, and Peter Meyer, about a meeting between
        themselves (all Hastings residents), the Hon. Elmer Ryan, and Dr.
        H.A. Fasbender – apparently regarding investigation of 1938
        campaign fundraising.

Annotated Lists of State Legislators, ca. 1939.
Memoranda Concerning Potential and Current State Employees, 1939.
“Investigation File,” undated.
Lists of dates for “district” meetings on unspecified topic(s).

DocumentsRelating toFinancial Matters, 1939.
Includes salary lists for department employees, analysis of department funds, list of “key” Republican contacts in Duluth and job recommendations, budget requests, state financial summary (1 April 1939), and memoranda.

Location Box
Includes annotated employee lists. RESTRICTED

Telephone Logs: Administration Department, Business, Administrator, Examiner, Purchasing Department, 1939.
Various Departments:
  Adjutant General: Memoranda and Employee List, undated.
  Athletic Board: Correspondence Regarding Employment with Various Departments, 1939.
  Attorney General: Correspondence and Memoranda Regarding Employment, 1939.
  Auditor: Correspondence Regarding Employment, 9 January 1939.
    Stafford King (State Auditor) to Ralph Jerome on behalf on “Eggers,” a laid-off employee.
  Bureau of Criminal Apprehension: Employee Lists and Recommendations, ca. 1939. RESTRICTED
  Bureau of Criminal Apprehension: Correspondence and Memoranda Regarding Employment, 1939.
  Conservation: Employee List, Investigation Notes, and Correspondence, 1939. RESTRICTED
  Board of Grain Appeals: Correspondence and Memoranda Regarding Employment, 1938-1939.
  Highway: Memoranda, Telephone Logs, and Inter-Agency Correspondence Regarding Employment, 1939.
  Highway: Correspondence Regarding Employment, 1938-1939.
  Highway: Employee Lists and Recommendations, ca. 1939. 2 folders. RESTRICTED
  Highway: Applications for Employment, 1938-1939. RESTRICTED
    Includes correspondence, state project agreement, employee classification questionnaires, and employee lists.
  Highway: Seniority Lists and Recommendations (By Division), ca. 1939. RESTRICTED
  Labor Relations: Correspondence (December 1938) and Telephone Log (13 June 1939) Regarding Employment.
Correspondence between Jerome and W. H. Frederick (Tax League, Minneapolis).

Minnesota Resources Commission: Correspondence and Memoranda Regarding Employment, 1939.

Railroad and Warehouse Commission: Correspondence and Memoranda Regarding Employment, 1939.

Secretary of State: Correspondence Regarding Employment, 1939.

Supreme Court: Memorandum Regarding Employment, undated.

L.W. Boe (President, St. Olaf College, Northfield) attesting to character of Carl J. Eastvold (attorney, Ortonville).

Correspondence Regarding Employment, 27 December 1938.

From O.K. Dahle (attorney, Spring Grove).

Recommendations for immediate employment (P. J. O’Connor copy), ca. 1939. **RESTRICTED**

Miscellaneous recommendations for employment (P. J. O’Connor copy), ca. 1939. **RESTRICTED**

Employee list, Commission of Administration and Finance (P. J. O’Connor copy), ca. 1939. **RESTRICTED**

Employee list and recommendations for employment, Department of Agriculture (P. J. O’Connor copy), ca. 1939. **RESTRICTED**

Employee list and recommendations for employment, Department of Agriculture (Stassen copy), ca. 1939. **RESTRICTED**

Employee list and recommendations for employment, Department of Banks (Stassen copy), ca. 1939. **RESTRICTED**

Employee list, Department of Commerce and Insurance (Stassen copy), ca. 1939. **RESTRICTED**

Employee list and recommendations for employment, Conservation Department (P. J. O’Connor copy), ca. 1939. **RESTRICTED**

Employee list, Bureau of Criminal Apprehension (P. J. O’Connor copy), ca. 1939.

Employee list and recommendations for employment, Bureau of Criminal Apprehension (Stassen copy), ca. 1939. **RESTRICTED**

Recommendations for employment, Highway Department (P. J. O’Connor copy), ca. 1939. **RESTRICTED**

Employee list and recommendations for employment, Highway Department (P. J. O’Connor copy), ca. 1939. Folder No. 1. **RESTRICTED**

Employee list and recommendations for employment, Highway Department (P. J. O’Connor copy), ca. 1939. Folder No. 2. **RESTRICTED**

Employee list, Department of Highways – Administration (Stassen copy), ca. 1939.

Employee list, Department of Highways – Drivers’ License (Stassen copy), ca. 1939.
Employee list, Department of Highways – Finance (Stassen copy), ca. 1939.
Employee list, Department of Highways – Highway Patrol (Stassen copy), ca. 1939.
Employee list and recommendations for employment, Highway Patrol (P. J. O’Connor copy), ca. 1939. **RESTRICTED**
Employee list, Department of Highways – Lands and Right of Way (Stassen copy), ca. 1939.
Employee list, Department of Highways – Legal (Stassen copy), ca. 1939.
Employee list, Department of Highways – Maintenance – Central Office (Stassen copy), ca. 1939.
Employee list, Department of Highways – Maintenance (Stassen copy), ca. 1939. **RESTRICTED**
Employee list, Department of Highways – Planning Survey (Stassen copy), ca. 1939. **RESTRICTED**
Employee list, Department of Highways – Plant and Equipment (Stassen copy), ca. 1939.
Employee list, Department of Highways – Purchases and Stores (Stassen copy), ca. 1939.

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Employee list, Department of Highways – Road Construction – Central Office (Stassen copy), ca. 1939.
Employee list, Department of Highways – Road Construction – Bridges and Bldgs (Stassen copy), ca. 1939.
Employee list, Department of Highways – Road Construction – B (Plans) (Stassen copy), ca. 1939.
Employee list, Department of Highways – Road Construction – Field (Stassen copy), ca. 1939.
Employee list, Department of Highways – Road Construction – Safety (Stassen copy), ca. 1939.
Employee list, Department of Highways – Road Construction – Tests, Inspection, and Research (Stassen copy), ca. 1939.
Recommendations for employment, Hotel Division (P. J. O’Connor copy), ca. 1939. **RESTRICTED**
Recommendations for employment, Hotel Division (Stassen copy), ca. 1939. **RESTRICTED**
Employee list, Insurance – Fire Marshal (P. J. O’Connor copy), ca. 1939. **RESTRICTED**
Employee list, Insurance – Fire Marshal (Stassen copy), ca. 1939.
Employee list and recommendations for employment, Liquor Control Commission (P. J. O’Connor copy), ca. 1939. **RESTRICTED**
Employee list, Minnesota Tax Commission (P. J. O’Connor copy), ca. 1939. **RESTRICTED**
Employee list and recommendations for employment, Oil Inspection (P. J. O’Connor copy), ca. 1939. RESTRICTED

Employee list and recommendations for employment, Oil Inspection (Stassen copy), ca. 1939. RESTRICTED

Employee list, Department of Public Properties (P. J. O’Connor copy), ca. 1939. RESTRICTED

Employee list, Department of Public Properties (Stassen copy), ca. 1939. RESTRICTED

Employee lists and recommendations for employment, Rural Credits (P. J. O’Connor copy), 1939. RESTRICTED

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Employee cards (arranged by state agency, some alphabetical by employee): ENTIRE BOX RESTRICTED

Adjutant General
Commission of Administration and Finance
Compensation Insurance
Agriculture, Dairy, and Food
Agriculture, Dairy, and Food: Oil
Attorney General
Barber Examiners, Board of
Basic Science Examiners, Board of
Chiropody Examiners, Board of
Civil Service, Board of
Dental Examiners, Board of
Electricity, Board of
Grain, Board of
Hairdressing and Beauty, Board of
Investment, Board of
Law Examiners, Board of
Medical Examiners, Board of
Nurses Examining, Board of
Optometry, Board of
Osteopathy, Board of
Pardons, Board of
Parole, Board of
Pharmacy, Board of
Poultry Improvement, Board of
Registration for A.E. and L.S., Board of (Architects, Engineers, and Land Surveyors)
Department of Commerce
Department of Commerce: Closed Banks Department
Department of Commerce: Insurance
Conservation
Conservation: Drainage and Water
Conservation: Drainage and Water - Permanent
Conservation: Drainage and Water - Temporary
Conservation: Forestry
Conservation: Game and Fish
Conservation: Game and Fish - Game Wardens
Conservation: Lands and Minerals
Conservation: Surveyor General of Logs and Lumber
Conservation: Magazine
Conservation: Nursery
Conservation: State Parks
Education
Education: Bemidji State Teachers College
Education: Duluth State Teachers College
Education: Mankato State Teachers College
Education: Moorhead State Teachers College
Education: St. Cloud State Teachers College
Education: Winona State Teachers College
Electrical Inspection
G.A.R. Home (Grand Army of the Republic)
Health

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<td>ENTIRE BOX RESTRICTED</td>
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<td>Department of Highways</td>
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<td>Highway Patrol</td>
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<td>Hotel Inspection</td>
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<td>Insurance: Fire Marshal</td>
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<td>Department of Labor and Industry</td>
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<td>Department of Labor and Industry: Unemployment Compensation</td>
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<td>Livestock Sanitary Board</td>
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<td>Liquor Control</td>
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<td>Public Institutions</td>
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<td>Public Properties</td>
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<td>Railroad and Warehouse Commission</td>
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<td>Rural Credit</td>
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<td>Secretary of State: Motor Vehicle</td>
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<td>Social Security (Board of Control)</td>
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<td>Social Welfare</td>
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<td>Soldiers Home</td>
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<td>Soldiers Home: Board</td>
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<td>State Auditor</td>
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<td>State Employment Service</td>
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State Historical Society
State Hospital
State Law Library
S.R.A. (State Relief Agency)
State Treasurer
Supreme Court
Department of Taxation
Veterinary Examining Board
Miscellaneous