



**Guide to the
Administrative Services Department records
8000.001**

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Boston City Archives

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West Roxbury, MA 02132
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Summary Information

Repository:	Boston City Archives
Creator:	Boston (Mass.). Administrative Services Department
Title:	Administrative Services Department records
ID:	8000.001
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Physical Description:	31 Cubic feet 31 record cartons
Language of the Material:	English

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Historical note

Chapter 8 of the Ordinances of 1953 created in the City of Boston the Administrative Services Department and consolidated therein certain existing departments. Chapter 3 of the Ordinances of 1956 reorganized the Administrative Services Department and created therein the office of Supervisor of Budgets. Chapter 2 of the Ordinances of 1968 created within the Administrative Services Department the office of Deputy Director of Administrative Services for Fiscal Affairs. Chapter 5 of the Ordinances of 1974 reorganized the Administrative Services Department and created the office of Supervisor of Labor Relations. The Administrative Services Department provides much of the internal framework and support services for the operation of the City Government.

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Scope and Contents

The records of the Administrative Services Department cover the years 1948-1976 with the bulk of the records from 1954-1976. Series include Directors' correspondence files; files of four staff members; general files of the department; responses to City Council orders and resolutions; files of the Records Inventory Program from the 1960s; survey forms of city employees that were completed as a part of the Jacobs Study in 1962; and reports and publications.

The Directors' correspondence files include files of Director Charles J. Fox (1954-1956), Director John A. Breen (1956-1957), Director William Arthur Reilly (1957-1959), and Director Edward T. Sullivan (1968-1976). Files for the Directors in the 1960s are missing and presumed destroyed. The files include correspondence with City Departments, correspondence relating to the functions and responsibilities of the Administrative Services Department, and directives and memoranda.

The Staff files include files of Lawrence Costello who served as Executive Secretary of the Administrative Services Board, David W. Davis who served as Deputy Director of Administrative Services for Fiscal Affairs, Theodore J. Hoppe who served as Director of In-Service Training, and George Oviatt who served as a Research Analyst for the department.

The general files include correspondence, reports, department procedural manuals, news clippings, etc. on different topics relating to the administration of the city. Some major topics include the reorganization of the Building Department, tax equalization survey regarding all income-producing property, the "White Paper" agreement regarding staffing levels in the city, the austerity program in the early 1970s, Government Center Commission and the new City Hall, and urban renewal.

The City Council Orders and Resolutions include Administrative Services Department and other department responses to requests for information from the City Council. A Records Inventory was undertaken by the Administrative Services Department in the mid 1960s in preparation for the move to the new City Hall. These files include information on holdings of various departments at that time, records management and dispositions, and move plans. The Jacobs Survey was undertaken by the city in 1962 to evaluate the various classifications of employees in the City. These files include the questionnaires completed by the employees in each department describing their duties and responsibilities along with length of service and pay rate.

The reports and publications series include various studies undertaken by the City, reports on topics such as urban renewal and the new Government Center, and other publications kept as reference by the Administrative Services Department.

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Administrative Information

Publication Statement

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Controlled Access Headings

- Municipal government -- Massachusetts -- Boston
- Boston (Mass.) -- Politics and Government
- Public administration
- Public records
- Boston City Hall (Boston, Mass.)
- Municipal officials and employees
- Budget
- Boston (Mass.). Government Center Commission

Collection Inventory

Director's files

1954-1957

Title/Description	Instances	
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ASD: Administrative Division: Municipal Employees, American Federation of State, County and - Wm. V. Word, President, 1954-1956	Box 1	Folder 2
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David W. Davis

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Theodore Hoppe

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Research Analyst

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Arthur Young & Co.: Consolidated Cost Allocation Plan and Indirect Cost Rate Proposal, 1973	Box 30	
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Edward J. (Ned) Collins: Operation Study of the Public Facilities Department, 1967	Box 30
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