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005 Department of Services for Children, Youth and Their Families
006 Division of Youth Rehabilitative Services
140 Stevenson House Employee Manuals
200 1958
210 1967
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240 0.01 cf
241 1 @ 0.24 cf
261 Handbook of procedures to be followed by employees of the Stevenson
House, The State Detention Home for Juveniles of Delaware.
270 Manuals include a table of contents, statement of philosophy and
thirteen bulletins detailing policies and procedures such as admissions,
daily routines, supervision, discipline, house rules, fire prevention,
news releases, and runaways. Also included are job descriptions for
various positions at the Stevenson House. This is the manual used at
the Stevenson House when it first opened. There are 3 copies here, only
one includes job descriptions.

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 needs sorting
 needs unfolding
 needs foldering/reboxing
 other:
ARCHIVIST:
 review for identification/needs further identification
 needs processing
 determine origin/purpose
 other:
CONDITION:
 totally disorganized
 order not apparent
 origin questionable
 other:
330
331
332 Typed.
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360 Fair condition with acid damage.
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420 20000128
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990 September 27, 2000
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rlg