

'Administration of the Venetian Central Insane Asylums of San Servolo and San Clemente of the Veneto Region'

Archive and Repository: Island of San Servolo - 30124 Venice

Administrative and Medical Sections

During the classification and identification of the inventory, the administrative collection of the Veneto Central Insane Asylums of San Servolo and San Clemente, including documentation existing from 1903 until 1931 had to be completely reorganized. Documentation for this archive has been set apart from the other documentation found on San Clemente and was found amongst envelopes and registers but also amongst loose files enclosed in five boxes so far un-inventoried. In this phase, the delicate and intricate work involved has proved complex, in regards to identifying the provenance and original order of the material, the archival unit, and the verification as to which of the two collections it belonged to, divided into series and subseries, and including the loose files into this archive.

Materials: 173 envelopes, and 63 registers. For a total of 575 archival units, (ml. 30) more than n.5 bookshelves, each of 6 shelves.

The consistency is subject to variations for the reordering in course.

Chronological Extremes: 1903 – 1935 (with some information from 1715 and documents from 1873 until 1936).

Order: partially catalogued and inventoried

The reorganization has made it possible to identify a structural subseries of 10 titles numbered with roman numerals and then a further subseries using Arabic numeric.

Preservation: Mediocre

Description of the Series: The archive, of an administrative-financial nature, has been subdivided in two sections, each with the respective series and principal subseries:

- *Administrative Section: Registers of minutes from the meetings of the Council of Administration, deliberations subject to tutorial authority, acts, protocols, agendas, and contract proceedings.*

The series Atti is organized according to a classified series articulated in 10 titles and relative subseries as follows: I- Statues, rules and regulations, writs; II Administration- Administrators, announcements for the meetings, correspondence and referrals from the councilors; III Patrimony - Inventories; IV General Affairs: 1- Dietary regulations; 2- Plans, taxes and laws; 3- Sales; 4-Various objects. V Patient Admissions 1. General affairs, Admissions and discharges; 2. Tables regarding the progress of the patients; 3. Males admitted; 4. Females admitted. VI Personnel; 1. Recruitment details regarding medical positions and other personnel; 2. Administrative personnel; 3. Medical personnel 4. Religious and technical personnel; 5. Management personnel; 6. Personnel for general services; 7. Laboratory personnel; 8. Technical personnel; 9. Personnel of the agricultural agency; 10. Service personnel 11. Retired personnel. VII Building and regulation of general service; VIII Ordinary Maintenance; IX Suppliers and supplies; 1. Suppliers for asylums and administration; 2. Anticipation and re-fusion of expenses to the general economy and economy of asylums; 3. Auctions and suppliers. X Balances, accounts, treasury and banking services: 1. Bookkeeping correspondence; 2. Expected Budgets; 3. Budget report; 4. Statements – box verification; 5. Treasury and banking services.

- *Financial Section: Budget; incoming and outgoing; annual bookkeeping; three monthly bookkeeping.*