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