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Archives and Records Management

... a department of Human Services and Government Relations

archives.syr.edu

From the Director

In December, I spent a day with some very special members of the SU community—our Pan Am 103 families. I was one of several SU faculty and staff members who attended the 15th anniversary memorial service at Arlington National Cemetery for the victims of Pan Am Flight 103.

As archivist, I deal with our records of Pan Am 103 throughout the year: in the winter Remembrance Scholar applicants come to do research in our nearly 120-box archive; and in the fall I work with the scholars on exhibitions and research projects. Each year we have family members stop by or mail us materials to add to our archive. But through all this, I never had the opportunity to sit and talk with so many of the families at one time. I am encouraged by the strength they showed after coming through such a personal tragedy and at how they have worked so diligently to make a difference and, I hope, ensure that what happened to them will not happen to others in the future.

This year, we have received a number of additions to the Pan Am Archive. The University and the Remembrance Scholars have donated materials, and so, too, have the families. We have added materials from the families of Steven Berrell, Kenneth Bissett, Theodora Cohen, Shannon Davis, Turhan Ergin, Christopher Jones, Nicholas Vrenios, and Miriam Wolfe. I expect more material to arrive soon from other family members who have reached the point at which they are willing to part with documents and memorabilia.

Syracuse University is to be commended for all that it has done to preserve the memory of these 35 students, and we in Archives are proud to be able to do our share.

—Ed Galvin, Director

Memory Test



Can you place this photo? It dates from the 1960s, and yes, the site is now part of the SU campus. Check our web site at archives.syr.edu for the answer and a recent photo.

Cohen Family Papers Added to Pan Am 103 Archive

Twenty-year-old Syracuse University student Theodora Cohen was killed in the bombing of Pan Am Flight 103 over Lockerbie, Scotland, on December 21, 1988. Fifteen years later, SU Archives is pleased to announce that her papers and those of her parents, Daniel and Susan Cohen, have been donated to Archives and are now available for research.

Archives staff members first approached the Cohens a year ago when all of our Pan Am families were contacted regarding a digitization project that would enable researchers to view much of the collection on the web. The Cohens expressed interest at that time in donating their papers, as the Lockerbie trial in the Netherlands had ended and they had published their book, *Pan Am Flight 103: The Bombing, The Betrayals, and a Bereaved Family's Search for Justice*. The boxes arrived over the next several months and were slowly processed. The collection now consists of 32 boxes of records, including correspondence, sympathy cards, personal effects, trial information, news clippings, and the manuscript version of their book. This collection reflects 15 years of their diligent efforts as outspoken advocates for bringing their daughter's killers to justice.

The index to the Cohen Family Papers may be found online at archives.syr.edu/arch/panamcon.htm.

100 Years Ago at SU

The Daily Orange - February 2, 1904

Girls to Conduct Leap-Year Banquet

1906 Girls Wish to Conduct Annual Affair—Clever and Original Scheme

During the past week several of the sophomore girls have been busy circulating among their classmates and considering a proposition to conduct the coming sophomore banquet as a leap-year affair. The girls wish to have all charge, invite their partners, select a toastmaster (or toastmistress) and appoint the toast list.

The girls are already well massed for the scheme and it is probable that they will put it through at the next meeting of the sophomore class, which is to be held next week.

They have already attained the approval of the committee, which has previously had the matter in charge.

One of the prime movers of the scheme told an *Orange* reporter yesterday, "Yes, we think it will be a fine thing and we intend to do it right, too. The boys needn't expect carriages but outside of that we'll have it right."

Advocates of the plan are hard at work at Winchell Hall and at the various sorority houses.

The plan, if put through, will throw all the burden of breaking up the banquet upon the freshmen co-eds. The men would of courtesy keep out. This would make the banquet doubly interesting. The decision of the class in the matter will be awaited with pleasure.

Exhibitions

The current Archives exhibition in our display case at the Goldstein Alumni and Faculty Center, *Alumni Writings in the University Archives*, runs through April 12, 2004. The exhibition highlights materials from our collections, including examples of books, cartoons, poetry, diaries, letters, and other writings by SU alumni.

Upcoming Archives Exhibitions

April - August: *150 SU Commencements*

August - December: *50 Years Gone: Yates Castle*

Recent Additions

Since the last issue of *Access*, Archives has added many new materials to its collection, including the following:

- Non-violent studies program-Files of Neil Katz 1980-1999
- Syracuse University Homecoming banners-2003
- Teapot with image of the University Block; Hendricks Chapel china plate
- *Skidmore When I Was Dean Olds* by Claire M. Olds G'55
- Oral history transcript of former professor Pauline Atherton Cochrane
- Scrapbook and memorabilia of Chester Phillips '49
- Athletic trophies
- Photos of the 1998 Labor Day storm damage to South Campus buildings
- School of Architecture faculty minutes, publications, reports, etc.

Staff Highlights

Congratulations to assistant archivist Mary O'Brien, who reached her 30-year milestone in 2003! Mary worked in the SU Library before joining ARM in 1981. She handles most of your requests for information from our collections and is a fountain of knowledge—even about SU football!



Mary O'Brien staffs the Archives display at 2003 Parents Weekend.

Physical Inventory Nears Completion

One of the necessary preliminary steps involved in upgrading our records database, Versatile, to an enterprise-wide system is a physical inventory of all 22,880 boxes of records held by University Archives and the Records Center. This is being done to ensure that only up-to-date, correct data is migrated to the new database.

Last fall, ARM staffer Larry Mead, along with temporary employee Kathy Pieri, devoted three days each week to walking the aisles at our storage facility in the Hawkins Building. They checked each box to see if it was correctly labeled, in the correct location, and in need of any further work, such as later review to purge obsolete contents. They also verified the boxes stored in our reference collection in E.S. Bird Library. For each box, a subject name, department, deposit (accession) number, and box location was manually recorded onto forms. This part of the effort, which constitutes the actual physical inventory, was completed in November.

Larry and Kathy are now doing the second and more painstaking part of the inventory. The data on the paper forms have been verified against the data already entered in Versatile. Due to the organizational changes at the University over the years, information on many boxes is outdated and more than 6,000 box labels had to be replaced. In addition, the inventory revealed that many of the boxes in Versatile lacked detailed descriptions of their contents. These boxes are now being reviewed to ensure that the descriptions we have are correct.

All of the information recorded during the physical inventory is currently being entered into an Excel spreadsheet, which will then be used to identify boxes by type and to enable the archivist to establish priorities for future processing of archival records.



Many of the 20,000 boxes of Archives' records are stored here on the second level of the Hawkins Building on Jamesville Avenue.

Sample Records Retention Schedule

The record series below is just one you will find on the Records Management web site:
archives.syr.edu/recman/retention.htm

COURSE DESCRIPTIONS / SYLLABI DESCRIPTION:

Information on individual courses taught by department faculty; including course descriptions, syllabi, reading lists, handouts, assignments, examination schedules, etc.

RECOMMENDED RETENTION:

Retain 7 years, then destroy

NOTE:

Course syllabi may have long-term value to alumni who need to provide content for courses listed on their transcripts. Departments may wish to retain basic information on courses taught. Catalogs and bulletins, which list courses, are retained permanently by Archives.

Update on January Destruction

On a semi-annual basis, Records Management reviews its database for boxes in the University Records Center that have upcoming destruction dates. Authorization to destroy records forms are sent to any department with records eligible for destruction. The form requires a dean, director, or department head's signature for approval.

This past December, 75 authorization forms were sent to 37 different departments in the University, notifying them that they had records ready for destruction as of January 1. A total of 349 boxes will be destroyed.

Most of the destroyed records are recycled, yet others require shredding for confidentiality reasons. If shredding is done, the department is charged for all costs involved. The cost for shredding is currently 12 cents per pound, with an average weight per box of between 33 and 40 pounds.

Authorization forms will be sent June 1 for the July 2004 destruction.

Upcoming Archives and Records Management Events

- March 17** Historic Films at the College of Arts and Sciences Humanities Dinner
- April 15** Bring Your Children to Work Day
- April 20** Lost Buildings at SULA Meeting
- June 4** Reunion Weekend
Lost Buildings Talk
Display at Goldstein Alumni and Faculty Center
Display for Library

Gifts and Donations

Archives benefits from the generosity of the Syracuse University community. Donations of documents, scrapbooks, photographs, and memorabilia that help tell the story of the University, its students, faculty, and staff are always welcome. In addition, funding opportunities exist that help Archives with its efforts to process and preserve SU history.

Contact the director at 315-443-9760 to discuss donating or supporting Syracuse University Archives.

Archives Supports Orange Network

If you have a question about the University, the Orange Network will find the answer, and Archives is here to help!

So, what about this burial that used to be held by the sophomores every year during the 19th century at the end of spring classes? How did old Mr. Calculus and his wife, Ana Lytics, get sent off in such great pomp and circum-

stance? And was there really anything devilish about the ceremony? Mary O'Brien set the record straight in her interview for the Orange Network, revealing the not-so-sinister aspects of this Victorian-style block party of its day.

More rumors have yet to be revealed. Stay tuned!