

Fall 2003

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Syracuse University Archives

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Archives and Records Management

... a department of Human Services and Government Relations

archives.syr.edu

From The Director

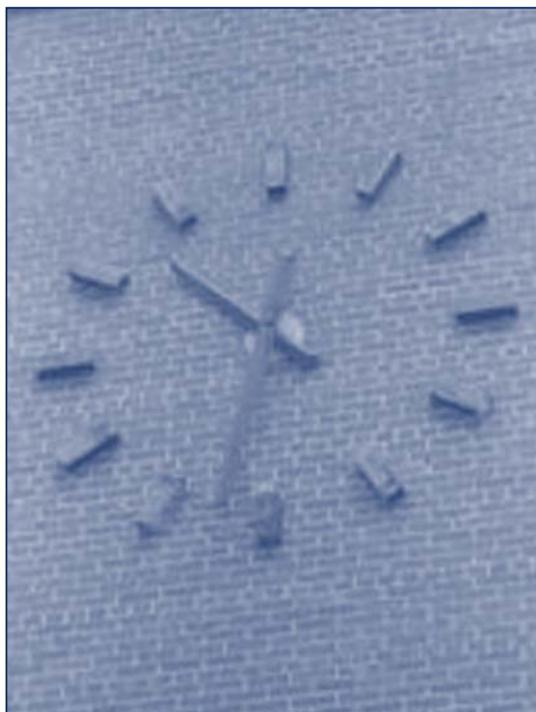
For a long time, I felt like a citizen of Dr. Seuss' Whoville, yelling, "We are here! We are here!" The University Archives has been a fixture at SU for more than 40 years, helping students, faculty, and alumni with research, but we still find people on campus who have never heard of us. On the records management side we have been working diligently for more than 10 years to let staff know that we are here to help with records and information issues. We store records in the University Records Center, provide retention periods for department records, and, when we can, offer file management assistance. Yet we often face surprise when we mention who we are and what we do.

But now it seems that we've been discovered—which is a good thing, I think. Reference requests have risen from 888 in 1995 to more than 2,600. We've added almost 10,000 boxes of records to the Records Center and Archives during this period, which shows someone knows we're here.

I am convinced that our web site is a key factor, but having a physical presence on campus is also proving valuable. We have become a fixture at Reunion and Homecoming. We joined other departments at the annual Strawberry Festival and we helped with the first Bring Your Children to Work Day last spring. We've done three staff-to-staff sessions this year and have a wonderful new display case in the Goldstein Alumni and Faculty Center. We finally have brochures and, of course, we now publish the departmental newsletter you are reading. We would like to continue to grow and welcome any ideas and thoughts you might have.

—Ed Galvin, Director

Memory Test



Can you place this photo? The clock is still on campus, but not functioning for what seems to be a legitimate reason. And no, it's not the one on Hinds Hall. Check our web site at archives.syr.edu for the answer.

New Records Retention Schedules Available

Two new general records retention schedules have been approved by the University attorneys and are now available for use by all SU staff. These schedules list the minimum legal retention period for records created, received, or maintained by University offices. One schedule covers academic records; the other is for administrative records. These schedules also provide staff with information on how long to maintain records in the office area and when they may be sent to the University Records Center for storage and eventual destruction.

Please remember, when we speak about records, we are not talking about paper only. Status as "recorded information" is not dependent upon physical format. A record can be a report, completed form, directive, map, photograph, videotape, CD, or computer tape or diskette.

The schedules offer retention periods based upon law and administrative need. Records covered include time input documents, budget records, procurement card statements, grade sheets, tenure reviews, search files, interdepartmental order forms, job action notices, student records, and more. In addition, more than 100 separate retention schedules have been produced to assist offices across campus in dealing with their own specific records. The general schedules are available on the web at archives.syr.edu/recman/retention.htm.

Archives Supports Authors

The University Archives is first and foremost a research facility, providing access to the history of Syracuse University for people interested in the academics, faculty, alumni, staff, buildings, and administration of our 133-year-old institution. Recently the Archives staff has provided able assistance to several authors whose books have been published.

- *The Orangemen: Syracuse University Men's Basketball* by Mike Waters
- *The Codebreakers: The Story of Secret Writing* by David Kahn
- *Syracuse University Football* by Scott Pitoniak '77
- *The Daily Orange: 100 Years of Our Best Stories, 1903-2003*

Daily Orange Exhibit

Syracuse Daily Orange, September 30, 1904

The current Archives exhibit in our display case at the Goldstein Alumni and Faculty Center, "100 Years of The Daily Orange," runs through December 15. The exhibit highlights materials from our collections, including photographs, awards and citations received, and special editions of the newspaper.

SU's Lost Buildings

Do you know there are currently 251 buildings on the SU campus? Do you have any idea how many buildings once stood here, but are now gone? Well, we don't either, but when you add in all the cottages and houses that once dotted the campus, and all the temporary buildings added for the GIs after World War II, we're sure that there must be an equal number of lost buildings. The Archives considers buildings to be "lost" if they have been sold (such as the medical college and Sagamore), burned (the original Minnowbrook and the Boat House), demolished (Quonseteria and the Women's Gym), renovated beyond recognition (Regent Theatre), or even those planned but not built (Alumni Hall and the fine arts complex).



One of our favorite "lost buildings" is the old Power Plant (also known as the Power House), on the site where Link Hall now stands. It was torn down, circa 1932.

Ed Galvin and Mary O'Brien spoke to about 40 staff members in September as part of the Staff to Staff program. For those of you who were not able to attend, several of the highlighted buildings are featured on the Archives web site at archives.syr.edu/arch/buildings/lostlist.htm.

Staff Highlights

In August, we said goodbye to **Mary Ann Hess**, who completed a two-year records management survey project. Mary Ann worked with more than 300 SU staff members to produce 130 records retention schedules that are now being used to dispose of obsolete records.

Ed Galvin was elected treasurer of the Central New York Chapter of ARMA, the Association for Information Management Professionals, for 2003-2004. He also served as co-chair of the Society of American Archivists Appointments Committee this year, assisting the incoming president with filling vacant committee slots.

Recent Additions

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

- A State of New York legislative resolution congratulating the SU Men's Basketball team and Coach Jim Boeheim, 2003
- Writings of Miriam Luby Wolfe and videotapes of Steven R. Berrell, Pan Am Flight 103 students
- Historical information on South Asia Center Program, Global Affairs Institute
- Freshman beanie, 1967
- Wrestling trophies and plaques, 1960 - 2000
- Edward Altman's scrapbook of SU, 1949 - 1953
- Architectural drawings of 110 Dorset Avenue, Syracuse, by SU professor Gordon Wright (B.C.E., 1889; B.Ar., 1892), 1917
- Theta Alpha Fraternity materials

Central New York ARMA

SU Records Management is a member of ARMA International, the Association for Information Management Professionals. ARMA is a not-for-profit association serving more than 10,000 information management professionals. ARMA International members include records and information managers, archivists, corporate librarians, imaging specialists, legal professionals, knowledge managers, consultants, and educators.

There are many local chapters, including our own

Central New York Chapter. CNY ARMA meets bi-monthly and provides informative sessions for members and guests on such subjects as the following: electronic forms and workflow; e-mail management, from creation to destruction; digital collection and preservation; and computer privacy. If you would like to be added to the e-mail notification list regarding upcoming meetings, please send an e-mail to Ed Galvin at elgalvin@syr.edu.

The University Records Center



The University Records Center is housed at the Hawkins Building.

The University Records Center is a secure, cost-effective, climate-controlled facility. It is specifically designed to hold University records that must be retained for legal or administrative reasons, but are not referenced often enough to warrant storage in expensive office space. Once there, records can “wait out their time” until destruction. Records stored in the Records Center may be retrieved, normally within 24 to 48 hours. Emergency requests can also be handled.

Any school, college, department, or organization may

store records at the Records Center. There is no charge for the storage of records that must be retained for legal reasons. After retention periods are fulfilled, boxes stored in the Records Center are destroyed upon receipt of a signed destruction notice from the appropriate department head.

January Destruction

Part of the job of the Records Center is to destroy obsolete records that have reached their minimum legal retention period. This is done twice each year, in January and July. Departments that have boxes reaching the approved destruction date this January will be contacted by staff member Larry Mead after December 1. If your department receives an “Authorization to Destroy Records” form, we ask that you give it your attention in order to return it to us before the end of the calendar year. In order for us to maintain our schedule and to provide space to you and other staff who need to store records with us, we need to ensure that the obsolete material is destroyed by the end of January.

Sample Records Retention Schedule

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

PERSONNEL FILES DESCRIPTION:

Exempt non-faculty, non-exempt staff, and bargaining unit personnel files that include routine personnel forms and other employee-related records. They are used to document period of employment, position changes, salary, performance goals and objectives, etc. These files

may consist of some or all of the following: application for employment, personnel data form, clearance from the Health Center, letters of recommendation, probationary forms, performance evaluations, letters of warning, supervisor check lists, status changes, etc.

RETENTION:

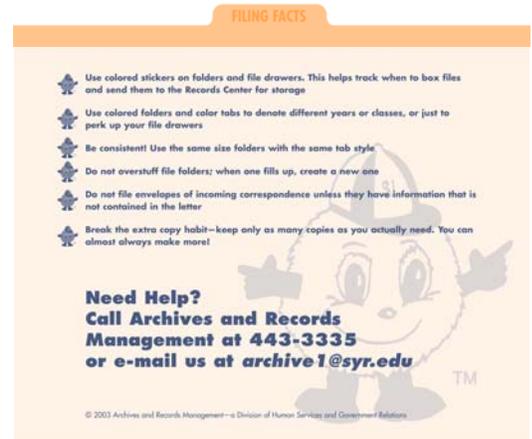
Retain in office **1 year** after employee terminates; send to Records Center for **6 years**; then destroy.

Archives and Records Management Joins the Strawberry Festival

For the first time, Archives and Records Management teamed with other Syracuse University departments to promote their services to the campus community at the annual Strawberry Festival.

“Otto the Orange” highlighted some helpful hints for filing on a card that was used as a giveaway. The orange and blue card can live up your file drawer, as well as provide suggestions for helping with this routine task.

Congratulations to Mary Sue McGough, Academic Advising and Counseling Services, who won the drawing for a case of record cartons.



New on our Web Site

When the College for Human Development (CHD) closed in 2001, its academic departments were split between the College of Visual and Performing Arts and the new College of Human Services and Health Professions. The papers, however, were turned over to the University Archives. Now processed with funds from CHD, the collection is available for researchers. The finding aid is on the Archives' web site.

The collection dates from 1928 to the college's closing in 2001. Included are deans' subject files, annual reports, budget reports, faculty minutes, 75th anniversary infor-

mation, memorabilia, newspaper clippings and scrap-books, photographs, slides, and compact discs. The collection is stored in 23 boxes and one oversized package, totaling 29 linear feet. Note to researchers: It is the policy of Syracuse University to restrict access to the papers of any school or college for 30 years. Researchers interested in viewing any restricted files should contact the University Archives to discuss how to obtain the necessary permission.

Web site: archives.syr.edu/arch/schcoll/hdpapers.htm