



# Archives and Records Management

... a department of Human Services and Government Relations

web site: [archives.syr.edu](http://archives.syr.edu) / e-mail: [archives@syr.edu](mailto:archives@syr.edu)

## From the Director

One thing about this job is that you never know what's waiting for you around the next bend in the road. Right now our main research project is for the Hollywood film *The Express*, about our own Ernie Davis '62 (see the article below).

These projects often come at us with little or no warning and prep time, but being the consummate professionals that we are, we take it all in stride and answer the questions to the best of our abilities (actually we run around in circles screaming, but you never see that!).

Whether it's for Hollywood, the history of the block letter "S," a book on Chancellor Tolley, the history of the Department of Biology, processing the extensive papers of Burton Blatt, or just verifying a series of names and dates in the university's alumni database, these tasks often take a great deal of time and energy and throw our attempts at planning and time management into a nose dive. And then of course there are the on-site researchers who usually give us notice of their arrival (but not always).

So we ask you to help us help you, by planning your requests and research to allow you and us enough time to get the job done. We are here to support you—faculty, students, alumni, and staff—and from the volume of requests that are coming in I'd say together we make a great team.

—Ed Galvin, Director

## Memory Test



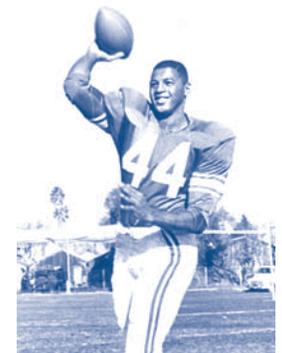
Can you place this photo? Although not very exciting, it is very noticeable if you look in the right place, and there's an interesting story involved. Check our web site, [archives.syr.edu](http://archives.syr.edu), for the answer—and more photos.

## On Track with *The Express*

One day in February we got a call...would we be available to attend a planning meeting in the office of the director of athletics for *The Express*, the upcoming movie about SU football legend Ernie Davis '62? Absolutely! Little did we know what this would entail for the SU Archives staff and the resources we hold.

To film a movie you've got to create the time and place. For *The Express* a great deal of that time and place is Syracuse University in the late 1950s and early 1960s, when Davis was on campus. So...what did the campus look like then?

The academic buildings, the dorms, Archbold Stadium, and, most particularly, the students? Hard to believe, but this was half a century ago. The costume designer needed to see contemporary fashions; the make-up and hair styles; the football coordinator playbooks; and film footage; and the set designer needed to see everything else that made up that world decades ago. No detail was too small (what were the logos on those jackets?) or too large (just what did Archbold Stadium look like?). The Archives staff and our student workers are providing ongoing information as the cameras get set to roll!



Ernie Davis '62, first African American to win Heisman Trophy

## 100 Years Ago at SU

*Syracuse Daily Orange*  
February 21, 1906

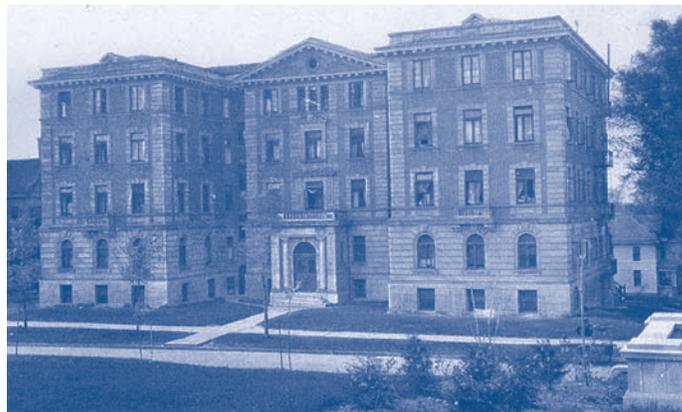
### SCARLET FEVER SITUATION HOPEFUL

*No New Cases Develop and Those Quarantined Make Merry*

The scarlet fever situation has somewhat subsided, and the University authorities entertain the hope that the epidemic has reached an end.

The girls in Haven Hall are making the most of the situation and the report comes out that the girls are making merry behind the closed doors of the quarantine. On Tuesday evening they held a full dress dinner, followed by a mock reception in which the freshman girls in the Hall took prominent parts, playing the part of men. After this there was dancing and a general good time.

No new cases have developed recently, and if none develop during the rest of this week, the quarantine will undoubtedly be raised on Saturday. The girls who are confined under quarantine at 722 Irving Avenue are longing for the time when their quarantine will be



Original Haven Hall

removed as they have heard of the promised good fortune of the Havenites. There are only nine girls in this house, while sixty girls still inhabit Haven Hall.

The quarantine on the Alpha Chi Rho chapter house in East Genesee Street was removed Tuesday and the men appeared on the hill yesterday looking none the worse for their vacation.

## Exhibitions

Goldstein Alumni and Faculty Center:

January-May 2007  
*Dancing on Cobblestones: The Photography of Gerda Peterich*

May-September 2007  
*SU in the Headlines*

Lubin House:

May-September 2007  
*Time Out! Sports from SU's Past*

Crouse-Hinds Hall:

March-September 2007  
*SU in Postcards*

Visit the Archives' online exhibition pages at [archives.syr.edu/archives/exhibits/](http://archives.syr.edu/archives/exhibits/).

## 100 Years Ago at SU

*Syracuse Daily Orange*  
April 21, 1906

### Editorial on "The Alma Mater"

"Annie Lisle" is a beautiful old tune and is now beyond the stage when anyone can copyright it and prevent its use freely by any or all. The author of the "Alma Mater" of Syracuse thought it a fitting accompaniment to the words and hence "Annie Lisle" is in the heart of every Syracusan an emblem of Syracuse.... Recently a new use for the "Alma Mater" has been found. It is found that it is especially inspiring in waltz time and serves as an excellent substitute for "Home, Sweet Home." Hence its introduction by the orchestras who play at fraternity functions.

What will you do about it, Syracuse? Will you permit your "Alma Mater" to become ragtime and waltz music? Can we not have something in Syracuse on a higher plane? Its vulgarization should

cease and the thoughtless should be made to feel that there is something which to us at least is sacred.

Let the use of Alma Mater be restricted if possible to college affairs. When the orchestra in theater plays it, sit still, just as you would keep your hat on if you heard it whistled by a newsboy. Let people feel that it belongs to the college and that it is worthy of the deepest respect.



Junius Stevens 1895  
Author of the Alma Mater

## Recent Additions to the Pan Am Flight 103 Archive

The Archives has received a number of additions to the Pan Am Flight 103 Archive in the past few months. This is significant in that some of these donations are from the families of non-SU victims. It is our hope to make SU's Pan Am Archive a worldwide source for information on the tragedy that has touched so many people. Additional donations are always welcome. Please contact the University Archives at [elgalvin@syr.edu](mailto:elgalvin@syr.edu) or 315-443-9760.

\* Papers and memorabilia of William Daniels from Kathy Tedeschi

- \* Script, videos, and interviews for NBC production "Pan Am 103: The Real Story" from Fredda Weiss
- \* Photographs of Luann Rogers from Ann Rogers
- \* News clippings before the November 2006 election from Joan Dater
- \* Marquise, Richard A. *Scotbom: Evidence and the Lockerbie Investigation*
- \* DVDs of 2005 and 2006 Remembrance Convocations
- \* Papers of Christopher Jones from Ken and Jean Jones
- \* Dornstein, Ken *The Boy Who Fell Out of the Sky* from Jane Davis

## Sample Records Retention Series

The record series below is just one you will find on the Records Management web site, [archives.syr.edu/rm/retention.html](http://archives.syr.edu/rm/retention.html).

### STUDENT EMPLOYEE TIME INPUT DOCUMENTS

#### DESCRIPTION:

Documents signed by student and his/her supervisor documenting number of hours worked in given week—the source document for input into PeopleSoft.

#### RETENTION:

Retain in office current academic year +3; shred.

#### CITATION:

Based on Code of Federal Regulations [34 CFR 668.24] which reads in part

“(e) Record retention. Unless otherwise directed by the Secretary—

(1) An institution shall keep records relating to its administration of the Federal Perkins Loan, FWS, FSEOG, or Federal Pell Grant Program for three years after the end of the award year for which the aid was awarded and disbursed under those programs...”

Approved by Bond, Schoeneck and King, July 2003.

## New Law Affects SU Personal Records

Records Management (RM) wants to bring to your attention a new state law that took effect this past December. Officially called the Disposal of Personal Records Law (DPRL), it requires businesses to dispose of records containing personal information via one of the following methods: shredding, destruction, modification, or other reasonable action to ensure that no unauthorized person will have access. The DPRL also provides penalties for those businesses that fail to comply with the law.

According to Senior Vice President and General Counsel Thomas S. Evans, Syracuse

University, a not-for-profit corporation, is subject to the DPRL.

SU creates many records that RM recommends be shredded. This instruction has been in our retention schedules for years. Now this is more than mere recommendation—it carries the weight of state law. Record series such as procurement and credit card statements; personnel files; student files and health files need to be properly disposed.

Before discarding records that have reached the approved retention period, one of the following actions must be taken:

- 1.) the record must be shredded;
- 2.) the personal identifying infor-

mation in the record must be destroyed;

- 3.) the record must be modified to make the personal identifying information unreadable; or
- 4.) another action must be taken to ensure that no unauthorized person will have access to the personal identifying information contained therein.

RM is here to provide assistance in determining which records fall under this category and, whether they are housed in the office area or stored in the University Records Center. Contact us at [archives@syr.edu](mailto:archives@syr.edu) or 315-443-3335.

## THANK YOU to our Work-Study Students

In another few weeks our student workers will be heading home for the summer, and one will be graduating. The four of us in ARM, Mary, Larry, Kathy, and Ed, would like to say “thanks” for another great year of effort. Whether it’s filing, sorting, writing, clipping, delivering, processing, researching, or scanning, we couldn’t do it without you.

So to seniors Luis Borja and Kyle Wilson; juniors Josh Eberle, Manda Galvin, and Mary Siconolfi; sophomores Abby Christian and Johnathan O’Kelley; and freshman Hil Galvin; we say “thank you” for being part of the ARM family.

## ARM Announces New Web Site

Same address—new home! After several fits and starts we finally have a totally redesigned web site. Kathy Pieri of our staff coordinated the effort, and our division web specialist Beth Mahoney came up with the design and did the actual work. We are all very pleased with the look and increased functionality. Come visit us at [archives.syr.edu](http://archives.syr.edu).



## Gifts and Donations

The 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, and its students, faculty, staff and alumni are always welcome. In addition, funding opportunities exist to assist the Archives in its efforts to process and preserve the history of SU. Contact director Ed Galvin at [elgalvin@syr.edu](mailto:elgalvin@syr.edu) or 315-443-9760 to discuss donating or financially supporting the Syracuse University Archives.