Vol. 7 No. 1 Spring 2008

SYRACUSE UNIVERSITY

Archives and Records Management

. . . a department of Human Services and Government Relations

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From the Director

A recent article by Jeannie F. Simmonds in *Currents*, the Council for Advancement and Support of Education's magazine, encourages advancement professionals to "get to know the campus archivist." She tells advancement staff to "turn to them [archivists] for the information that explains a donor's reticence or enhances a fond memory. The archives staff members know the photographs, the video clips, and the original documents."

Well God Bless Her—what can I say, she's right!

Here at the SU Archives, we have a long tradition of working well with staff from Institutional Advancement. We have given tours, where we explained our goals and collections to them. Archives staff have worked with them to provide memorable presentations to alumni at events around the country. In fact, we have several alumni talks scheduled through this summer.

Most importantly, we have developed strong personal relationships with a number of advancement staff across campus who understand what Archives can do to help the University reconnect with alumni. In turn, advancement staff are helping us with our fund-raising efforts. They are working closely with us to identify potential donors, for collections and financial support. Our major fundraising effort—the Pan Am Flight 103 Archives—rolls steadily on, thanks to the support we receive from our friends and colleagues in Institutional Advancement.

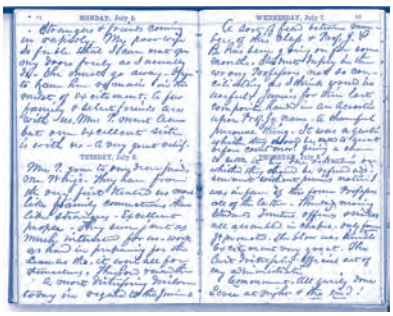
Simmonds put it well when she wrote, "To understand the soul [of an institution], you need the archivist."

—Ed Galvin, Director

Memory Test

Does any part of this look familiar? Check our web site, *archives.syr.edu*, for the answer—and more photos and information.

Jesse Peck Diaries Web Site Opens



Typical pages from Rev. Peck's 1852 diary.

The University Archives is proud to announce the opening of a new web site highlighting the diaries of Rev. Jesse T. Peck. Peck was a bishop in the Methodist-Episcopal Church, and one of the founders of Syracuse University. In 1870, he and three others donated $25,000 to start the new institution. He served as president of Syracuse University's Board of Trustees from 1870 to 1873, and was a member of the board until his death in 1883.

In 2006, the University was able to purchase 27 of Peck's personal diaries due to the generous support of a number of individuals and alumni clubs. The first diary, written in 1852, has been transcribed and is now available on the web. Peck's small handwriting, abbreviations, and mid-19th century language make this an arduous process, but well worthwhile. The collection includes entries made during the establishment of the University, as well as other events of national importance—such as the Civil War and the assassination of President Lincoln.

archives.syr.edu/archives/collections/trustee/peck/peck.html.

100 Years Ago at SU

Syracuse Daily Orange
March 6, 1908

CAKE, PIE, AND FUDGE ARE SAFE

Fire in Parker Cottage Destroys the Furniture Only

There was a fire in one of the girl's rooms in Parker Cottage yesterday, considerable damage being done. It is not known how the fire started. The girls left the room in perfect order at about 10 o'clock in the forenoon. At about 12 o'clock the attention of Mrs. J. A.R. Scott was drawn by a girl who said that Parker Cottage was on fire. After investigation, she found that there was a considerable blaze in a room on the second floor.

A number of students were passing by at the time and Philip Lightall and Ernest Knodel volunteered to go up and put out the blaze. The upper hall was filled with dense smoke. The students went into the room and began to throw the burning things from the window. While they were doing this, Mrs. Scott, together with two girls in the house, carried buckets of water to the men with which to extinguish the flames. One of the girls ran over to the cottage next door and got a fire extinguisher. With this and the water the men put out the blaze before it was necessary to call the fire department.

Parker Cottage on the right.

The beds, curtains, rugs and a number of other small things were completely ruined. A large box which was filled with cake, pies, cookies, fudge and other good things was not touched. The girls had a spread last evening on its contents to celebrate their escape.

Exhibitions

Goldstein Alumni and Faculty Center:

January–May 2008
Ivan Mestrovic's Legacy at SU

May–September 2008
A Century of SU Game Programs

Lubin House:

January–May 2008
Art of the Onondagan

May–October 2008
New Beginnings: From Groundbreakings to Ribbon Cuttings

Crouse-Hinds Hall

January–May 2008
New Beginnings: From Groundbreakings to Ribbon Cuttings

May–September 2008
The Campus in Maps

Visit the Archives online exhibition pages at *archives.syr.edu/archives/exhibits/*.

Archives Provides Athletics Photos

The University Archives has entered into an arrangement with Syracuse Steiner Collectibles to provide visual images of athletes, games, and campus venues from its collections. Syracuse Steiner Collectibles is producing collages, framed photographs, and other items, using images such as those held by the Archives.

Archives has already begun scanning images of SU football legends Jim Brown, Ernie Davis, Larry Csonka, Tim Green, Floyd Little, and Art Monk for possible use by Syracuse Steiner Collectibles. Basketball greats Pearl Washington and Dave Bing and lacrosse's Gait brothers are under consideration as well. Archives is also preparing a vast array of images of Archbold Stadium, the Carrier Dome, and Manley Field House to accompany individual player and game shots.

2003 Syracuse men's basketball team commemorative plaque, which includes an actual piece of the hardwood court from the Carrier Dome.

Visit the Syracuse Steiner web site at *SteinerSports.com* and search for Syracuse.

Recent Additions

Since last fall, the Archives has received many new additions to its collections, including the following:

- Silver Spoon with SU crest from Sheilah A. (Ragan) Lavelle '59
- Additions to the papers of Huston Smith—religion professor
- Papers of Suzanne Miazga, Pan Am 103 victim, donated by her father
- Scrapbooks of Jane C. Amidon
- Correspondence between Frank J. Anderson G'51 and Wharton Miller, dean of the Library

Records Management and OnBase

Records Management (RM) is working toward a solution to provide departments with access to the database containing information on their boxes stored in the University Records Center. Versatile, the database RM has been using since 1992, offers this capability, but at extra cost. That option is not out of the realm of possibilities, but with other alternatives (including OnBase) becoming more widely used at SU, RM will be looking into other solutions. Stay tuned; we'll keep the records coordinator network informed.

Archives Accepts Records of CLAG

The University Archives is pleased to announce the acquisition of a new collection: the Conference of Latin Americanist Geographers (CLAG). CLAG was founded in 1970 to further geographic education and research on Latin America. Its executive director is SU geography professor David Robinson. Last year, an agreement was signed between the Archives and CLAG, which calls for Archives to process, house, and provide access to the records of CLAG.

The collection arrived in large boxes, and although somewhat organized, was in need of restructuring. It has been reorganized for easy access, put into acid-free folders and boxes, and entered into our computer database.

The collection includes the CLAG newsletter, conference materials, correspondence, video and audio tapes, and other general files covering the years 1970 to 1990. A bilingual web site, in English and Spanish, is being created and should be available soon at *archives.syr.edu/archives/collections/clag/*.

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*.

Correspondence, Administrative

Description: Incoming and outgoing correspondence relating to activities of school, college, or department
Retention:

- **Policy Related**: Correspondence between individuals, departments, or external parties related to significant policy or decision making. **Permanent**
- **Contractual and Financial**: Correspondence between individuals, departments, or external parties containing legal, fiscal, or administrative information. **Contract termination plus 7 years**
- **Transitory**: Correspondence between individuals, departments, or external parties containing no substantive legal, fiscal, or policy information. **1 year**
- **NYS DOH and DEC**: Correspondence with New York State Department of Health and New York State Department of Environmental Conservation. **3 years**

Staff Highlights

- We want to extend our best wishes and a hearty "Well Done!" to our graduating seniors: **Luis Borja, Josh Eberle, Amanda Galvin,** and **Mary Sinconolfi.** We will miss you.
- Congratulations to Assistant Archivist **Mary O'Brien** who reached 35 years with SU in March.

Need to Reach Us?

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Clip and save

SU Staff Attend Pan Am 103 Memorial Service

Each year, family and friends of the victims of Pan Am Flight 103 gather on December 21 at the Memorial Cairn in Arlington National Cemetery. On that date 19 years ago, the plane was blown up by a terrorist bomb over Lockerbie, Scotland, taking 270 lives, including 35 students studying abroad with Syracuse University. This year, SU staff members and students attended the service in Washington, D.C. SU held its own service at Hendricks Chapel the same afternoon.

SU staff members at Pan Am 103 Memorial Cairn, Arlington National Cemetery, December 21, 2007: Eileen Fahey, Ed Galvin, Judy O'Rourke, Kelly Homan Rodoski.

Support Needed for Pan Am 103 Archives

Archives has embarked on a $2 million fund-raising effort to create and endow the position of archivist for the Pan Am Flight 103 Archives, a collection of critical importance to Syracuse University, our nation, and the world. That archivist will reprocess and steward the existing collection and process all new donated materials; assist families, organizations, and individuals with records issues; and digitize as much of the collection as possible to allow Internet access to original documents and visual images.

Families and friends of those lost on Pan Am 103 have already shown great generosity by donating materials and making financial gifts to support the project. Your financial support of this effort helps ensure that the memories and records of this event and its victims are forever protected.

If you would like to discuss how you can help, please contact University Archivist Edward L. Galvin at *elgalvin@syr.edu* or 315-443-9760.

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