



SYRACUSE UNIVERSITY

Archives and Records Management

... a department of Human Services and Government Relations

archives.syr.edu

From The Director

This has been a busy year for us. We have seen activity increase as more staff, students, alumni, and faculty take advantage of our services, and as more departments make use of the resources of the University Records Center. With three months left in fiscal year 2002-03, we have already surpassed the number of reference requests for all of last year.

The following can be counted among this year's accomplishments: introduction of new brochures for Archives and Records Management; participation in more campus events, such as the June Strawberry Festival and Parents Weekend, in addition to our usual presence at Reunion and Homecoming weekends; progress on our publication preservation efforts, with microfilming of *The Daily Orange* and *The Syracuse Record* now completed from 1998 to 2002; and presentation of a new display case at the Goldstein Alumni and Faculty Center to highlight the historical records and artifacts held by SU Archives.

We are also very excited about the planned introduction of a new enterprise-wide records management database. This long-term effort to inventory and schedule all University records is progressing towards completion in September. In anticipation of this, we now have a permanent staff member, Larry Mead, who is processing archival collections and running the Records Center at the Hawkins Building. His duties include the deposit, retrieval, and destruction of records.

We're pleased, if a bit worn out, as we try to service your records needs. Please continue to let us know what kinds of services you would like from us. We aren't making any promises, but we will do the best we can.

—Ed Galvin, Director

New Web Site on New Server

We are happy to announce that since our last issue the department's web site has moved to a new server, and has been completely restructured for easier access, bringing its design into compliance with University guidelines for user-friendly web sites. The "Archives" portion of the site contains information on a wide variety of our holdings: our growing collection of faculty and alumni papers; our files on SU history and University buildings (with more photographs), lists of award winners, "virtual" exhibits; and a web page dedicated to our Pan Am 103 collection. The "Records Management" portion contains records retention schedules to assist departments in determining how long to retain their records as well as information on depositing, retrieving, and destroying records stored in the University Records Center. The new, improved web site was designed by Siddarth Shah, an IST graduate student, using University resources. We are pleased to say that he is now an SU staff member. Please visit us at our new addresses:

Archives and Records Management at archives.syr.edu;

University Archives at archives.syr.edu/arch;

Records Management at archives.syr.edu/recman.

Memory Test



Can you place this photo? It's not that we think you're old enough to remember it, but you might recognize the location and the well-known view it offers.

Check our website at archives.syr.edu for the answer.

Campus Life – A Century Ago

Syracuse Daily Orange, September 30, 1904

WINCHELL HALL ADOPTS RULES Three Upper Classes Make Regulations for the Freshmen

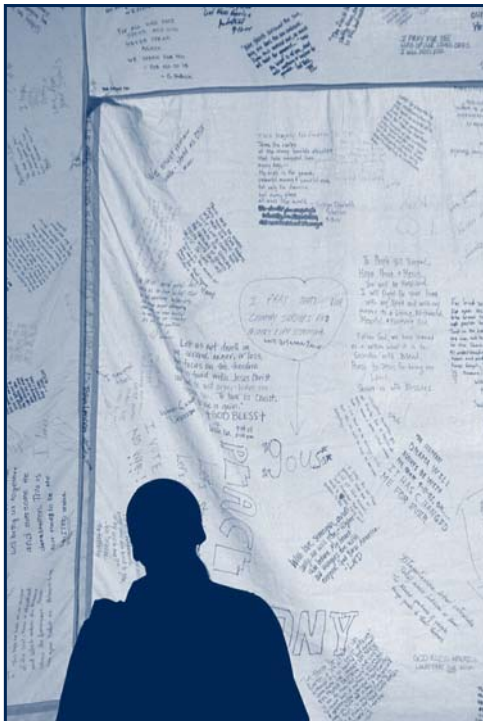
The girls of the three upper classes who room at Winchell Hall have found it wise, as well as necessary, to check the boisterous spirits of the freshmen living in that building. The sophomores, who are the self-appointed guardians of the first year students, have drawn up a set of rules, which they say will be carried out to the letter. The document drawn up by the second year girls is as follows:

It has been resolved by the sophomores of Winchell Hall that it is necessary to make and enforce the following rules:

1. Freshmen shall remain quietly in their places until upper classmen and sophomores have passed out of the dining room.

2. Do not monopolize seats in the parlor during prayers.
3. Freshmen shall distribute the hymn books.
4. No noise in the halls after 8 p.m.
5. Do not throw things out of the windows.
6. Be respectful when spoken to.
7. Freshmen should be silent when the chaperon speaks.
8. Do not dry handkerchiefs on the windows during the day.
9. Open doors for the upper classmen and sophomores and allow them to pass first.
10. See that the parlors are in order after dancing.
11. Do not entertain your callers on the front doorstep.
12. When upper classmen and sophomores have callers, they do not wish to be disturbed.
13. Allow precedence to upper classmen and sophomores in EVERY PLACE.

Sheets of Expression



On the day following the terrorist attacks of September 11, 2001, the Syracuse University Student Association sponsored an opportunity for students, faculty, and staff to give vent to grief, fear, anger, and other personal reactions by writing on bed sheets stretched across the

Quad. Named the "Sheets of Expression," these outpourings of emotion by members of the SU Community were of instant historic value and were charged to the SU Archives for safekeeping. They were loaned for display in Hendricks Chapel in September 2002 to commemorate the first anniversary of the attacks.

Recent Additions

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

Papers of Joseph Weinberg, Professor of Physics

Football game programs, 1891-1968

Office of Special Events: historical records

The Goon Show, 1972: videotape

Arents Pioneer Medal, 1960

Delta Upsilon Fraternity History, 1935-1939

Papers of Shannon Davis, Pan Am 103 student (addition)

College banners: Human Development, Nursing, and Social Work

Papers of Constance Timberlake, Professor of Child, Family and Community Studies

Vic the Vet, a book of cartoons by Gabe Josephson '50

New Records Management Database

Archives and Records Management has a new database: Versatile Enterprise! Since 1992, the department has been using Versatile software to track the more than 21,000 boxes of records it keeps in the Archives and in the University Records Center. Originally a DOS program, then adapted to a Windows version, Versatile software was made available several years ago as a comprehensive package designed to meet archiving and records needs. It was time for us to upgrade.

The new, server-based software was installed last fall and, in December, all A/RM staff underwent three days of intensive training in its use. While similar to the Windows version, the new database offers us many more capabilities. Among the advantages is access allowing selected SU staff to enter data into their own files and to search their own stored records. Retention schedules, destruction authorizations, and a charge-out system are imbedded right in the software. We are still discovering new advantages in Versatile Enterprise, but it is already a great boon to the records management program.



Record Cartons used for storage

Staff Members Speak to Local Records Managers

Ed Galvin and Mary Ann Hess hosted and presented a program at the February 11 meeting of the Central New York Chapter of the Association of Record Managers and Administrators [ARMA]. The luncheon meeting was held at the Goldstein Student Center. Ed spoke about the varied attempts over the years to firmly establish a records management program for SU, recounting “fits and starts” before the RM program received the Chancellor’s approval in 1990, leading to the creation of the University Records Center.

Ed joined SU in 1995 to run the fledgling RM program. Problems at that time, such as sub-standard storage areas and the need for a web presence in the face of increasing reference activity, presented formidable challenges. With the University administration’s assistance, however, the department was able to survive and prosper.

A two-year project was approved and Mary Ann Hess was hired to review recurring record series and record-keeping systems; analyze those systems and recommend efficiencies; review legal/administrative requirements for retention of records; and prepare retention schedules.

Mary Ann then explained how she began the project in September 2001 by inventorying department records, interviewing staff, researching legal retention periods, and getting retention schedules approved. She reported that more than 100 departments were visited, with 20 still to be scheduled. Over 70 of her record retention schedules have been approved and are now in use by SU staff to deal with records — paper and electronic — that are part of daily university life. The presentation was followed by a tour of the University Records Center at Hawkins.

Records Management Tips

File management doesn’t have to be a daunting task. Here are three quick tips:

DO TWO THINGS AT ONCE: Someone has put you on hold. While you are waiting, open a file drawer and grab a file. Look through it and purge any outdated or unimportant information. Have a storage box handy to fill while waiting for the person to return to you.

BUDDY SYSTEM: If a student or co-worker is in the office with you and you find you have up to 15 minutes before a meeting, lunch, or leaving for the day, each of you

should take a file drawer to purge or empty. You can destroy the outdated material, or box material that needs to be retained and send it to the Records Center or Archives.

MAKE A PLAN: Schedule a block of time into your busy schedule for purging files on a regular basis, i.e. the end of each semester, monthly, yearly, or schedule one file cabinet each week, until completed.

Archives Prepares for Another Reunion Weekend

Archives staff will once again be on hand to meet and greet returning alumni on Reunion Weekend 2003, to be held on June 6 and 7. Each year, staff members bring along some treasures from the collections to share with alumni, paying special attention to those returning for their 50th. We invite all SU alumni, students, faculty, and staff to come by our booth and share memories of “the way SU used to be.”



Archives staff member Mary Ann Hess (left) greets alumni from the Class of 1952 during last year's Reunion Weekend.

Drawings of the Tomb of the Unknown Soldier

Earlier this year, Archives received a request for information from Thomas Sherlock, the Historian at Arlington National Cemetery in Virginia, across the Potomac River from Washington, D.C. Checking our web site, Sherlock found that the SU Archives has many drawings of the Tomb of Unknown Soldier and the area surrounding it at Arlington because the Tomb's designer, Lorimer Rich '14, was also the architect of our own College of Law and of

Grant Auditorium. We are fortunate to have 19 map case drawers of the architect's drawings.

Sherlock was specifically interested in the sarcophagus of the World War I soldier, which has been scheduled for repair. It turns out that we do indeed have the drawing he was looking for, and we sent a copy to him. We are happy to do our bit to help preserve our nation's capital!