From the Director

Let me start this by saying that I am a genealogist—and proud of it! It was genealogy that got me interested enough in history to get an advanced degree, and it was genealogy and history that got me into the archival profession more than 30 years ago.

Here at the SU Archives, we receive numerous e-mails and calls from people interested in their family histories and we are glad that we can usually offer them assistance. We have much information relating to alumni and former faculty and staff, and share what we can, based on applicable laws and policies.

However, lately it seems that we are delving deeper and deeper into family history to solve researchers’ queries and to support our own work with exhibitions and publications. We recently worked on the family of Chancellor Erastus O. Haven and on the families who lived in Yates Castle. Also on this page, you will find an article about a wonderful collection of letters to and from an 1882 graduate. It provides a prime example of how genealogical know-how can help us in our work here.

We also turn to fee-based web sites, such as Ancestry.com and the New England Historic Genealogical Society, to find information on SU people from the past. It is amazing how much is available now without even leaving the safety of your computer. The web has turned out to be a great source for family history, as long as you don’t take everything you read as gospel truth. Remember, anyone can post information on the web. Checking sources is critically important, and I urge anyone doing research to remember that.

So keep those cards and letters coming, folks, and we’ll do the best we can to help you identify your SU ancestors.

— Ed Galvin, Director

Dickinson Letters

In 2001, while browsing through eBay, the online auction site, we saw someone selling several letters written by Henry Dickinson, an 1882 alum. We contacted the winner, who kindly sent us photocopies of the letters so we would at least have the information. Well, this Christmas, he sent us the originals of nearly 100 more! We were amazed, and decided that the letters are so rich that we would transcribe them and put them on our web site.

The letters make reference to so many people—classmates, family, and celebrities of the day—that we’ve had to do a tremendous amount of genealogical research to identify them. It has been time-consuming work, but great fun. So we are pleased to invite you to visit a new web site, Dickinson Letters, to see what life was like for a college student from 1878 to 1882. You’ll find it very different in some ways, but in other ways, just like today: “Hi Dad. Send money!”

archives.syr.edu/arch/alumni/had.htm
Chancellor James R. Day announced in chapel of the College of Liberal Arts that John D. Archbold, president of the board of trustees, had decided to give the University a stadium. The only facts that the Chancellor gave out regarding it was that it was to be located in the natural depression in the rear of the Esther Baker Steel Hall of Physics and that it was to be of the best and built for time.

After the chapel exercises, he announced that arrangements had already been made for the grading and excavation, which would be begun as soon as the frost is out of the ground. The preliminary survey for the new field was made last year by the class in civil engineering. The final survey will be made as soon as the snow melts.

The student body as a whole knew nothing of the intended gift. When Mr. Archbold was at the mid-year meeting of the trustees and the matter of a stadium was being discussed he showed a great deal of interest, inquiring about the cost and other details. After the meeting, he went with the Chancellor and looked over the ground. Since that time, rumors have come from the New York alumni and other sources that Mr. Archbold intended making the University a gift. The letter authorizing the announcement came to the Chancellor Monday morning. The announcement was received with enthusiasm by the students, who applauded for several minutes. The chapel exercises were not very largely attended for none of the students expected anything of an exceptional nature.

This is not Mr. Archbold's first venture in an athletic field. The University owes its present field and grandstand to him. Previous to 1893, the field was rough and ungraded. At that time, Mr. Archbold directed that the field and track be put into the best possible shape, at his expense. This was done in the following two years. In 1895, he had the grandstand constructed. The field with the new grandstand was formally opened on June 8, 1895, with George H. Bond ’94 master of ceremonies. The donor refused to let the field be known by his name, so it has always been called University Oval. Mr. Archbold has also been a large contributor to the University in other ways.

The new field and stadium will be one of the best in the country. No institution of the size of Syracuse has one, and, in fact, but few of the larger colleges are so equipped. Harvard's stadium was completed less than a year ago.

The new structure will have seats on three sides of the field and, at the head (north end), space will be left for a new gymnasium, which the Chancellor says "is bound to come." It will be built in the natural amphitheater to the southeast of Steele Hall. Although work is to begin right away, the field will probably not be ready for use within a year. There is a possibility of being able to locate next season's football games there, but the idea is to grade the field and let the ground settle for ten months or a year before finishing up the work. This would mean completion about June, 1906.

### Exhibitions

The current exhibition in our display case at the Goldstein Alumni and Faculty Center, "The Chancellors: A History of Leadership at Syracuse University," runs through mid-May, 2005. This exhibition and all previous Archives exhibitions are also available on our web site, archives.syr.edu/arch/exhibits.htm

### Upcoming Archives Exhibitions

- **May-September 2005**
  Co-ed from the Start: Women Students at Syracuse University in the 19th Century
- **September 2005 - January 2006**
  Equal to All Persons: Minorities in SU's History
- **January-May 2006**
  Mind, Heart, and Hand: A Tribute to Nursing at Syracuse University

### Staff Highlights

Mary O'Brien, assistant archivist, is serving on a committee for the next National Orange Day.

Ed Galvin addressed the general meeting of the Victims of Pan Am Flight 103 Inc. in Newark, New Jersey, in March. The Archives is assisting the organization with its records.
Recent Additions

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

- WWII photographs taken by John Austin Meyer
- 2004 Champs Sports Bowl memorabilia
- Four Bell Playhouse radio materials
- Photograph album—Syracuse University Class of 1875
- Pan Am 103 audiotape—Postcards from Shannon
- Alumnae bulletins of Hospital of the Good Shepherd
- Five books of editorial cartoons by Doug MacGregor
- Saltine Warrior long-sleeved tee-shirt, circa 1975
- Clippings and postcards of Yates Castle

The Do’s and Don’ts of Depositing Records!

At a university, summer is an optimum time to clean out offices and dispose of obsolete papers. We’re here to help. Inactive records that need to be kept for legal reasons should be boxed up and sent to the Records Center for storage until they can be destroyed. Records of historical value should be turned over to the University Archives. Any records not needed for ongoing work should be destroyed.

The best place to begin is on our web site, archives.syr.edu/recman/. This should provide you with the basics of what you need to know. Check the retention schedules for administrative and academic records to see what records must be kept. If you do plan to send boxes to the Records Center for storage, then the DO and DON’T list below should help you get started. As always, if you are stuck, call us at 315-443-3335 or e-mail archive1@syr.edu.

DO pack material only in standard record cartons (available from Materials Distribution, 12 to a carton, Order #CS10-0802), measuring 15” x 12” x 10”. Boxes larger than this will not fit on shelving and will not be accepted.

DO include a listing of the contents of your boxes. Records Management’s small staff cannot create listings for you. Should you need to retrieve a file during the time the boxes are in storage, it is your responsibility to be able to identify in which box the file is located.

DO keep a copy of the deposit paperwork in your office. Again, it is your responsibility to identify in which box your materials are located.

DO contact Physical Plant in your zone when your boxes are ready to be deposited. Records Management does not have the capability to pick up boxes.

DON’T pack anything higher than the top edge of the box. If you do, boxes will not fit on shelving.

DON’T send transfiles, grocery boxes, photocopy paper boxes, etc. These and other odd size boxes do not fit on the standard shelving used in the Records Center. The glue holding together grocery and photocopy paper boxes wears out in due course.

DON’T send hanging file folders. The hooks on these folders break down the edges of the boxes and keep the covers from fitting on the boxes.

DON’T affix deposit forms or lists to the tops of the carton lids. They are torn in transit.

DON’T mix years. When sending records such as student files, do not put items from more than one year in the same deposit. If you do, this kind of problem may result: records from 1998 would have to be retained an extra year until the records from 1999 are ready for destruction. Records Management will gladly supply you with as many Accession Numbers as you need.

DON’T send materials whose legal retention dates have passed (e.g., IDs more than two years old, travel vouchers more than two years old, and payroll time sheets more than one year old). These records and others DO NOT need to be retained longer than their approved retention. To check retention dates for these and other University records, see the General Records Retention Schedule.

We hate to say it, but boxes not complying with the above requirements will have to be returned to the depositor for repacking at the depositor’s expense.

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

ANNUAL REPORTS

DESCRIPTION:
Reports documenting yearly activities and accomplishments of schools, colleges, departments, programs: containing growth, problems and solutions, projections for the future, etc.

RETENTION:

- Originating Office: Send two copies to Archives at time of publication; retain any other copies for five years in office, then destroy.
- All Other Copies: Retain five years in office, then destroy.

NOTE: Annual reports are often maintained as a series within the dean or director’s subject files. They may be sent to the Archives as part of the subject files.
### Upcoming Events

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<th>Date</th>
<th>Event</th>
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<tr>
<td>May 4</td>
<td>MayFest</td>
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<tr>
<td>June 3</td>
<td>Reunion Weekend presentation to alumni on traditions</td>
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<tr>
<td>June 3-4</td>
<td>Reunion Weekend booth at Alumni Center</td>
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<td>June 16</td>
<td>Lost Buildings of Syracuse University, UGS Staff Day,</td>
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<td>September 30</td>
<td>Presentation to L.C. Smith College of Engineering and Computer Science</td>
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<td>War Years Reunion</td>
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### Remember!

Remember to send two copies of every newsletter, brochure, flier, poster, or booklet produced by your school, college, department, organization, or club to the University Archives at the time of publication. The easiest way is to just add us to your distribution list. The Archives maintains copies of all University publications as a permanent record. This aids researchers and even helps departments locate older copies of their own publications.

### Gifts and Donations

The Archives benefits from the generosity of the Syracuse University community. Donations of documents, scrapbooks, photographs, and memorabilia that help to tell the story of the University, its students, faculty, and staff are always welcome. In addition, funding opportunities exist that help the Archives in its efforts to process and preserve the history of SU. Projects, such as the transfer of 16mm football films to a more stable medium and the production of prints of drama department negatives, are just two of the tasks awaiting funding.

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

### Preview of Upcoming Exhibition

In May 2005, the Archives is mounting an exhibition on women students of the 19th century. Among those highlighted is Belva A. Lockwood 1857, G1871. Lockwood was the first woman to receive her party's nomination for President of the United States, and the first woman to argue a case before the U.S. Supreme Court. The exhibition will be in our display case on the first floor of the Goldstein Alumni and Faculty Center (see page 2).