

ACCESS

Newsletter
Vol. 1 No. 1 Spring 2002

Archives & Records Management
Syracuse University



Inaugural Message...

The SU Archives holds many newsletters from many University departments and organizations. So it seemed about time to start one of our own.

Our department, part of the Division of Human Services and Government Relations, handles two important functions for SU.

The first, Archives, is the most visible and exciting. The Archives is a research facility housing the University's historical records – including Trustees' and Chancellors' papers, publications, photographs, masters theses and dissertations, clippings, faculty and alumni papers, and more – over 15,000 boxes! The Archives handles about 2,000 reference requests each year.

Our other major area of responsibility is Records Management – a business function that manages all University records from creation to final disposition. We survey and schedule records for retention and destruction purposes. We also offer centralized storage at the University Records Center.

Both of these keep us quite busy thank you, but we are here to help you - SU staff, faculty and students - with your records needs – new or old. Read on and also visit our website:

<http://sumweb.syr.edu/archives>

Ed Galvin, Director

WHO WE ARE

A/RM has a small but dedicated staff here to help you with your records needs.

EDWARD L. GALVIN, Director, has been at SU since September 1995. Ed has over 25 years experience in historical records and the management of inactive business records.

MARY M. O'BRIEN, Assistant Archivist, handles most requests for information from the Archives and is our knowledge point for SU history. Mary has been with A/RM since 1981 and with SU for nearly 30 years.

MARY ANN HESS, Records Analyst, came to us last year to help with microfilming the records of the Trustees. She is now working on a two-year project to survey and schedule all recurring business records at SU.

KATHY PIERI, Clerk, helps out part-time at Hawkins with the data-entry of information on all those boxes you send us.

LARRY MEAD, Records Center Clerk and Archives Processor, is with us for a while to handle the storage area and to help with processing the records of the College for Human Development and the papers of former Vice Chancellor Finla Crawford.

SIDD SHAH, our Intern from IST, is redesigning our website and working on our Microsoft Access databases.

Our Main Office Area at Bird Library:



University Archives



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 with its efforts to process and preserve the history of SU.

Contact the Director at 315 /443-9760 if you would like to discuss donating or supporting the Syracuse University Archives.

RECENT ADDITIONS:

In the past few months the Archives has added many new materials to its growing collections. Here are just a few:

Facilitated Communications: papers

University Union Television: A/V Materials

Papers of Ben Schwartzwalder: Football Coach

Diaries of Heman Howe Sanford: Latin Professor at SU in the 1870s

Paul J. Sedgwick Papers: Botany professor and photographer

College for Human Development: Complete historical records of the College

Papers of Prof. James A. "Jim" Ridlon: magazines, articles, correspondence, scrapbooks and videotapes highlighting his career as an artist

Papers of William C. Fleming: Fine Arts professor and author of *Arts and Ideas*

Color Photographs of Lacrosse Coach Roy Simmons Jr. Retirement Party

JUST CALL ME BILL... NOT WILLIAM

With the celebration of National Orange Day on March 24th each year, the Archives fields requests for the answer to our most asked question...Why the color Orange?

The answer is as simple as blue and pink, the University colors in 1889 that University students, sports fans in particular, were not enthusiastic about. Was there another, livelier choice available that hadn't yet been used by another university? Yes! According to Baird's College Manual, a reference book of the day, no college had used the single color of orange.

Unanimously accepted, orange became official in 1890. And what is the connection to William of Orange and National Orange Day? There isn't a connection to William, but there sure is to Bill...Bill Orange, that is. Student Harry Sheridan Lee wrote "Bill Orange: A Syracuse Football Song" in the late 1890's and it's been a favorite ever since. No wonder the nickname "The Orangemen or Orangewomen" came to be associated with every University sports team!
- MOB

Archives Stacks at Bird



Records Management

THE GREAT TWO-YEAR RECORDS PROJECT!!!

Last September we began an intensive two-year effort to survey and schedule all records held by SU. This is vitally important as most records we create, use and maintain have retention periods based on federal or state law.

Mary Ann Hess is doing the legwork on this for us. Since September she has worked with over 40 departments and met with nearly 100 SU staff. Over 20 department schedules are complete and approved, and another 14 are awaiting approval.

We are also redoing the General Academic Schedule and the General Administrative Schedule and will be posting those soon on our website.

So what does all this mean for you? When your department has an approved retention schedule, you will know how long to keep your records and whether to keep them in the office or in the Records Center. You will know when to dispose of records - what to destroy and what to send to the Archives for permanent retention. The most important thing is that you will be in compliance with the law.

If you have worked or are working with Mary Ann, we thank you for your support. If your door hasn't been knocked on yet, please be patient - you're in the queue.

Record Cartons Used for Storage



The HOW-TO Section

Watch future issues for other helpful hints on dealing with your records

PACKING A STORAGE FILE BOX 101

It's the end of the year. Time to clean out old files, and start with new ones. Top of your priority list? ...It certainly is *not*.

Wait! Did you just empty that file drawer into one box? Does it contain various types of records, making the box so heavy now that it takes two of our football players to lift it? ...into a closet for now! ...until someone has time to sort it, *and* do the paper work, *and* send it to the Records Center...maybe next week? Send it to the Records Center only to have someone say, "the box doesn't fit on the shelf, and ask what records are you storing and how long does it need to be kept?"

Here are Four Simple Tips:

First, when placing papers in folders, put **ONLY** about 35 sheets of paper per folder. When you're retrieving folders it's easier to pull out and replace the file in a file drawer or storage box. **PLEASE NO** hanging file folders in the storage box - it damages the box.

Second, there are storage boxes available from Materials Distribution, requisition them with your next supply order. They are a manageable size (12 ½ X15 ½), with covers, and handles; they fit nicely on the Records Center shelves. (see the photo to the left)

Third, fill the box so that when the files are pushed back in the box they gently fall forward (in the box). This is the "jelly" effect, making it easier for A/RM staff to pull and replace a folder when needed. **PLEASE REMEMBER** when packing the boxes **ONLY ONE SERIES OF RECORDS PER BOX**. As an example, mixing this year's grade sheets with last year's payroll records could be a disaster. It is better to separate series and years into individual boxes.

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If you are unable to fill a box with just one series, then complete the box with a series that has the same destruction date. Check the Administrative or Academic Retention Schedules on the A/RM web site to find out how long to keep your records. **REMEMBER** don't mix records with different destruction dates in the same box.

Fourth, the paper work! As you begin to pack the box simply type up a list of what you have stored in the box. Fill out an *A/RM Records Transmittal and Inventory* form, then place the form and the typed listing in the first box of the deposit.

You'll find the form and more information on storing records on our web site:

<http://sumweb.syr.edu/archives/recman>

Call the Records Center staff (x3335) for an accession (deposit) number for the boxes.

CONGRATULATIONS! YOU DID IT!

-MAH

**Need help? Send us an
e-mail!**

archive1@syr.edu

WHAT TO DO WITH PUBLICATIONS!!!

Remember the University Archives! The Archives maintains a record set (2 copies) of EVERY publication produced by each school, college, department, unit or organization connected with SU. These are kept permanently for research and exhibit purposes and also as a record of University accomplishments. So remember to send 2 copies of each newsletter – brochure – published report – book – flyer – bulletin – catalog, etc. to the Archives at 611 Bird. Future researchers will be glad you did.

**Watch for our new and
improved website**

**coming soon
to a web browser
near you!**

<http://sumweb.syr.edu/archives>
