



Archives and Records Management

... a department of Human Services and Government Relations

archives.syr.edu

From the Director

According to Bob Dylan, “The times they are a-changin’.” New Chancellor, new buildings, new initiatives, new programs. It is happening all across the University—and hitting us in Archives and Records Management as well.

I am always amazed at how the trickle-down effect reaches us. We are contacted continually by SU staff members who say, “I’ve been asked to write a history of...” or “I need to provide the cabinet with...” or “I’m doing research for my dean on...” This often comes in response to a recent event or upcoming campus visit, or due to publicity—good or bad. We can read the local morning paper and expect a phone call later that day.

Many of the calls and e-mails we receive now are for retrievals from the University Records Center. With more than 4,000 boxes of administrative records stored with us for legal reasons, it makes sense that people want things retrieved now and then. But requests are growing at a marked rate. In January, we had more than 100 service requests for Records Center materials. Our average during the last 10-year period was 17 requests a month. Our workload is increasing at lightning speed.

Much of this is attributable to “our man at Hawkins,” Larry Mead. Larry handles incoming and outgoing boxes, including our biannual destruction. He has developed great rapport with staff members, who very much appreciate the quick turn-around in filling their requests. Of course, the better the job he does, the more people want to store with us. It’s a vicious circle. All we ask is that you please make sure what comes to us does indeed need to be kept and that it is properly boxed and identified. Oh, and please make sure you sign off on those destruction forms. We really do need the space.

Check our web site at archives.syr.edu/recman/ for everything you need to know about records management.

—Ed Galvin, Director

Memory Test



Can you place this photo? The building is no longer standing, but it once had a very important role on campus. Check our web site, archives.syr.edu, for the answer—and more photos.

Donald M. Weill '51 Donates to SU Archives

The Archives is always looking for SU material to add to its collections. Donations of scrapbooks, photographs, and memorabilia that help tell the story of SU’s students, faculty, and staff are welcome. Occasionally we are surprised by the generosity and ingenuity of our alumni. Donald M. Weill '51 named the Archives in a charitable gift annuity he recently established. The gift annuity allows Don to support our Archives and receive a lifetime stream of income. According to Don, “One of my early poems, ‘Remember Babylonia,’ contains the line, ‘Every generation builds upon the wisdom of the past.’ I believe the Archives does exactly that and I welcome the opportunity to support this important work.”

Not to overlook our voracious need for SU “stuff,” Don also presented us with a copy of his book, *The Older I Get...Light Verse from a Senior Perspective*, which includes the poem, “Remember Babylonia.” If you would like to discuss ways to help preserve the history of Syracuse University, please contact Lisa R. Moore, director of development-gift planning, at 315-443-2028.



1910 Onondagan

100 Years Ago at SU

This article is reprinted exactly as it appeared a century ago:

The Daily Orange, January 18, 1906

"FUSSING" NOW A DEAD LETTER

"Snuggling" is Revived after Thirty Years of Desuetude

The latest fad among Syracuse students is the adoption of the term "snuggling" for that which has become so widely known among eastern universities as "fussing." The new term has only sprung into popularity within the last few days, but its adoption has been so rapid and widespread that it bids fair to make "fussing" a relic of antiquity. The origin of the term at first created much curiosity until it leaked out that it is but a revival of a custom of thirty years ago. In investigating the origin of the term, a *Daily Orange* representative found that it originated in a chapel address by Professor John R. French – afterwards Dean and later Chancellor – on April 8, 1874. Doctor French used the term "snuggling" in referring to the use of the college reading room for what has been known in later years as "fussing." The *University Herald* for April 20, 1874, deplored the situation in two columns of editorial criticism. The news spread over the country like wildfire. The following

issue of the *Yale Record* contained the following:

"The *Syracuse University Herald*

gives an insight into the mysteries of mixed colleges which fairly astounds us. One of their instructors has found

it necessary

to speak seriously to the undergraduates on the prevalence of a habit of what he calls 'snuggling'. To quote his own words 'It doesn't look well to see a young lady and gentleman snuggle down so closely – that is, in the reading room it doesn't look well.' "

The Willieme Vidette declared, "Such a procedure is absolutely wrong and we consider it a conclusive argument against coeducation. Sprites of the Berkshire hills! preserve us from such an innovation." Many other papers took up the use of the term and handled it wonderingly.

After thirty years of disuse it seems strange that the old term should again spring so suddenly into favor. "Fussing" likewise had its origin at Syracuse from the caustic reference of the Chancellor to "fudge parties and other ways of fussing away the time." It is said that there is considerable opposition to the new term on the part of the "co-eds", but it is extremely popular with the men. It will be interesting to see which term will prevail at last.



Reading Room of Von Ranke Library ca. 1906, now Tolley Hall

Exhibitions

The current exhibition in our display case at the Goldstein Alumni and Faculty Center, *Mind, Heart, and Hand: A Tribute to Nursing at Syracuse University*, runs through mid-May. This exhibition and all previous Archives exhibitions are available on our web site, archives.syr.edu/arch/exhibits.htm

Upcoming Archives Exhibitions

May–September, 2006
Archives Grab Bag!

September 2006 – January 2007
Time Out! Sports from SU's Past

The Archives also mounts exhibits at Lubin House. The current exhibit, *'Equal to All Persons' Minorities in SU's History* runs through May, followed by *Tradition on the Hill*, running from May through September.

Recent Additions

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

- History of Sigma Alpha Epsilon Fraternity and chapter photographs from Ford Whipple
- Victims of Pan Am Flight 103 clippings and "Yesterday and Forever" CD from Helen Engelhardt
- 1930's Syracuse football pennant
- Hendricks Chapel book by Richard L. Phillips '63, G'65 and Donald G. Wright '32
- Papers of art professor and alumna, Ann S. Zielinski '51, G'59, G'71
- Athletics memorabilia including clippings, 1988 framed poster signed by former football head coach Paul Pasqualoni, and 2003 basketball championship materials from Flora Workman '46, G'64
- Framed Reflections of Syracuse University Sports Commemorative Lithograph from Flora Workman
- 1952 football team photo with actresses Vera-Ellen and Ann Gwynne from Frank Teas '52

Staff Highlights

Ed Galvin is the New York representative to the Society of American Archivists (SAA) Key Contact Program, responsible for assisting new SAA members and retaining existing members.

Records Management

What is “Records Management”? Why Should I Care?

Information is at the center of everything an organization does: strategy management, research and development, compliance. How the organization manages that information and its corporate records can directly affect its ability to compete, comply with regulations, recover from disaster - in other words, to operate efficiently.

The systematic control of records throughout their life cycle is the definition of records management.

What are records?

Records are the evidence of what the organization does. They capture its business activities and transactions such as contract negotiations, business correspondence, personnel files, and financial statements, just to name a few.

Records come in many formats:

- Physical paper in our files such as memos, contracts, marketing materials, and reports
- Electronic messages such as e-mail content and their attachments and instant messages
- Content on the Web site, as well as the documents that reside on PDAs, flash drives, desktops, servers, and document management systems
- Information captured in the organization’s various databases

When there’s a lawsuit, all of these—including the copies that individuals have retained and any items deleted from the system—may be identified as discoverable. That means they could be used against the organization in a lawsuit.

Why is records management important?

Records are information assets and hold value for the organization. Organizations have a duty to all stakeholders to manage them effectively in order to maximize profit,

control cost, and ensure the vitality of the organization. Effective records management ensures that the information needed is retrievable, authentic, and accurate. This requires

- Setting and following organizational policies and best practices
- Identifying who is responsible and accountable for managing records
- Creating, communicating, and executing procedures consistently
- Integrating best practices and process flows with other departments throughout the organization

Employees use records and information daily to

- Perform daily business transactions
- Deliver goods and services consistently and with integrity
- Identify vital records and establish guidelines and resources to maintain business continuity after a disruption or disaster
- Comply with legislative and regulatory requirements
- Manage risk
- Protect the interests of all stakeholders inside and outside of the organization
- Provide documentation of research for the development of products and services
- Preserve the organizational identity and history

Who is responsible for managing records and information?

Everyone is. Each employee has an important role to play in protecting the future of the organization by creating, using, retrieving, and disposing of records in accordance with the organization’s established policies and procedures.

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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

FACULTY PERSONNEL FILES

DESCRIPTION:

Personnel records for employed faculty, used to document period of employment, position changes, salary, performance goals and objectives, etc. These folders may include such items as initial appointment letter; renewal of appointment letter; May salary letters; curriculum vitas (CVs) and updates; reports and recommendations for untenured faculty; leave applications and approval/denial letters; leave reports and funding data; teaching evaluations; news articles about the faculty member; congratulatory correspondence, etc.

RETENTION:

Retain in office one year after termination; send to Records Center for indefinite retention.

NOTE:

The retention for faculty personnel records is currently under review to determine if these files need to be retained longer than the “six years after termination” period that governs other employee personnel records maintained by the Office of Human Resources.

Archives and Records Management Events

February 8	Presentation—Albany Alumni Club
February 21	Presentation to SU's Advisory Group on Academic Processes (AGAP)
March 24-25	VPAF103 Meeting, New Jersey
April 7	Presentation-Sarasota Alumni Club
April 8	Presentation—Fort Myers Alumni Club
May 10	Presentation on Lost Buildings—Lubin House, New York City
June 2-3	Reunion Weekend Booth at Goldstein Alumni and Faculty Center
June 3	Display for Nursing Breakfast
June 13-16	Z-tech Conference—Boise, Idaho
June 15-16	Presentation—New York Archives Conference Meeting, Poughkeepsie, New York
June 22-24	Student Deans Reunion

Status of the Boar's Head Project

Last issue, we told you we hoped to be announcing the Boar's Head Dramatic Society web site in this issue of the newsletter. Well, we admit we are not quite ready. The project has begun and will be well underway by the time you read this, but as we go to press, we have just begun.

Mark Custer, an intern from the School of Information Studies, is on board. He is a second-year graduate student with an interest in databases, the web, and primary source materials—a great match to our needs! He is gathering playbills from all Boar's Head productions, from 1904 to the 1970s. These will be scanned, and together with all appropriate metadata (e.g. production name, dates, theater, director, cast members), put onto the web in collaboration with the SU Library's CONTENTdm software.

Please be patient a little while longer. We are confident you will be very pleased with the results.

Architectural Drawings in the Archives

Much hoopla surrounded the opening, last January, of the Warehouse in downtown Syracuse, temporary home to the School of Architecture. We have our own architectural story to share. Last fall, we received a call from King & King Architects LLC in Manlius, N.Y., asking if we wanted drawings and blueprints of SU buildings

the firm had worked on over the years. Of course we did. Founded by former SU professor Archimedes Russell, King & King is an important part of SU history, responsible for such buildings as Haven, Heroy, Link, and Bird.

The donation consisted of 129 rolls of drawings for many buildings, including

Lyman, the bookstore, steam station, tennis court building, and Regent Theater. Our next step is to match these with drawings we have received from our Office of Design and Construction, and sort and index them in our database, so architecture students and others can reference them.