



SYRACUSE UNIVERSITY

# Archives and Records Management

... a department of Human Services and Government Relations

web site: [archives.syr.edu](http://archives.syr.edu) / e-mail: [archives@syr.edu](mailto:archives@syr.edu)

## From the Director

We need our alumni! Alumni share information from their personal memory banks. Alumni donate materials to further enrich our already rich collections. And alumni support our efforts financially, which enables us to provide the quality service you have come to expect.

For us, this year especially has been one driven by alumni interest.

In June the Student Dean Program held its 75th reunion on campus. Archives staff served on the planning committee and we were on the program. The student deans have been very generous to their alma mater over the years, which in turn provided Archives with enough funding to hire a student to process the 47-box collection dating back to 1931. They also funded an extensive web site that includes a history of the program, complete class list, photographs, and an index to the entire collection.

Also this year donor funds provided student support to process a collection of more than 3,000 WWII photographs taken by late ESF professor John A. Meyer. Meyer's wife, Marion, had already donated his academic papers. These photographs, and the accompanying web site, are opening up a new avenue of research for us.

A third major alumni-driven project was a joint effort with the University Library. Archives was given money by several drama alumni to scan and post all of the Boar's Head Dramatic Society playbills to our web site. Our site connects with the Library's CONTENTdm site, which is hosting the playbill database. More than 200 playbills dating back to 1906 are available for viewing and are completely searchable by name.

All of these sites are linked from our main Archives web page, [archives.syr.edu](http://archives.syr.edu), and we invite you to visit and spend some time.

I want to publicly thank Marion Meyer, the student deans, and the drama alumni who made this possible. We're now waiting for more interesting ideas and support from alumni. Let us know what you'd like to see next!

—Ed Galvin, Director

## Memory Test



Can you place this photo? It is no longer standing, but was once a very special place for alumni. Check our web site, [archives.syr.edu](http://archives.syr.edu), for the answer—and more photos.



Shirley Fenner Reidenbaugh '54 pins a Boar's Head pin on Archives Director Ed Galvin, making him an honorary member of the society. This original pin was donated by Boar's Head member Robert J. Varga '49. Shirley was the key player in finding funding for this major Archives effort.

## New Archives Web Sites

Boar's Head Dramatic Society  
[archives.syr.edu/arch/activities/bhds\\_index.htm](http://archives.syr.edu/arch/activities/bhds_index.htm)

Student Dean Program at Syracuse University  
[archives.syr.edu/arch/programs/studean/](http://archives.syr.edu/arch/programs/studean/)

John Meyer WWII Photograph Collection  
[archives.syr.edu/arch/faculty/jameyerph.htm](http://archives.syr.edu/arch/faculty/jameyerph.htm)

## 100 Years Ago at SU

*Syracuse Daily Orange*  
Monday, October 22, 1906

### Many Hurt in Falling Bleachers A Serious Accident Occurs During Saturday's Game

In the second half of the game Saturday afternoon a section of the old bleacher stands at New Star Park collapsed, hurling some three hundred people with a mass of broken timbers twenty feet to the ground below. In all about one hundred and fifty were injured and few escaped without a cut or bruise.

While no one was killed outright seven received very serious injuries some of which may prove fatal.

Rev. Christopher J. Donigan, assistant pastor of St. John the Evangelist Church, and one of the most popular Catholic priests in the city, suffered a fracture of the spine near the neck and is lying between life and death at St. Joseph's Hospital.

.....  
The crowds on all the stands were cheering the successful attempt of the 'Varsity to hold the Colgate attack and the teams were lining up for another scrimmage when the crash came without a moment's warning.

It was seen at once that a large section of the old stands had collapsed and it seemed impossible that some of the great crowd had not been killed instantly. Most of the large crowd kept their seats and the cheering section across the field kept up their singing and cheering. Those who did attempt to get to the scene of the accident were held back by an efficient police protection and only doctors were allowed to reach the place.

There was little outcry and no danger of a panic. The work of rescue began at once and willing hands lifted timbers and bore the injured away from the scene, so that in less than ten minutes everyone had been removed from the wreckage. Automobiles were pressed into service for removing the injured before the ambulances arrived, and in fifteen minutes play was resumed.

There were many tales told yesterday of narrow escapes and some of heroic rescue. The general feeling is one of wonder that some of the vast crowd who went down were not killed instantly and many more hurt seriously. Most of those who were in the accident lost their hats or glasses and had their clothes torn. Hats and articles that were picked up by the police can be secured by their owners at the office of the Chief of Police.

## Exhibitions

The current exhibition in our display case at the Goldstein Alumni and Faculty Center, *Time Out! Sports from SU's Past*, runs through mid-January 2007. This exhibition and all previous Archives exhibitions are also available on our web site, [archives.syr.edu/arch/exhibits.htm](http://archives.syr.edu/arch/exhibits.htm).

### Upcoming Archives Exhibitions

**January-May 2007**  
*Dancing on Cobblestones: The Photography of Gerda Peterich*

**May-September 2007**  
*SU in the Headlines!*

The Archives also mounts exhibits at Lubin House, where *Archives Grab Bag* runs through March 2007, and on the ground floor of Crouse Hinds Hall, where *Cover Art: The Onondagan through the Decades* is on display until mid-January 2007.

## Recent Additions

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

- 2,000 videotapes from CSTL Video Production Services
- Doris Soladay's files on women's athletics, ca. 1970-80
- 2 brass bells used by Dean John French (1825-97) to call classes together at SU from Nancy Hough
- Minutes of the Executive Council of the Class of 1956 from Joan Poppe Hunt '56
- Papers of John D. Nagle (political science)
- Photos of Manley Field House during and post construction from King & King Architects
- Delta Upsilon fraternity records
- Photos and key chain of Joselyn "Kim" Reina, Pan Am 103 flight attendant, from Ted & Betty Reina
- Cheerleading megaphone of Edgar Workman '43
- Papers of Charlotte Lansing '20, actress and singer
- 20 photos of winter carnival (1946-50) taken by Bert Carman '50

## Staff Highlights

**Ed Galvin** has been named Chapter Member of the Year by the Central New York Chapter of ARMA International.



## New Collection! The Student Dean Program

by Amanda Galvin

The Student Dean Program began in 1931 when Graduate Study in Personnel Administration was introduced at Syracuse University by Dean of Women Eugenie Leonard. The program prospered for 33 years under the leadership of strong program administrators, particularly Eunice Hilton. One of the first of its kind, the Student Dean Program emphasized the strong leadership skills of women.

The student deans created lasting bonds with both the program and with each other. Financial donations to the University Archives on behalf of the student deans allowed for the processing of the collection. The collection began with a total of 25 large boxes, which came from the office of the Student Dean Program, from individual student deans, and from Marion Meyer, a former student dean and assistant dean of the School of Management at Syracuse University. Each box contained an array of files and loose materials from the time of the program and the

correspondence and reunion efforts since the program's end.

I began the process in the summer of 2005 by looking at each box individually, and assessing what was piled in it. Each box was filled with such miscellaneous matter as photographs, brochures, exams, newsletters, and correspondence.

Using box inventory reports, I began to get organized. Seeing what was similar in each box, I began to make broad categories for the material. I shifted material from all over the collection to fit into these categories. Once grouped together, I needed to get more specific. Because of the size of the collection, there was a lot of information to learn. Reading documents was essential to making sure that each paper was correctly filed away in new, acid-free folders. Content was now grouped by date, in

alphabetical order, and by category. In order to make the collection more accessible, it was moved from large carton boxes to new 5-inch boxes. Once each folder was grouped together and in its new home, I needed to add the box and folder contents into the Archives' electronic database, Versatile. The collection was completed on June 12, 2006, and consists of 47 boxes.



Marion Waterman Meyer (l.) with freshman students assigned to Mace Cottage

I was honored to be invited to attend the Student Dean Diamond Jubilee, a luncheon reunion in honor of the 75th anniversary of the Student Dean Program in June 2006. There I was able to meet with women who were in the Program and hear how it greatly affected their lives. Following lunch, Ed Galvin and I presented the completed student dean collection to the student deans. It was incredibly rewarding to be finished with the collection and to see how important it was to these women. I was asked to pull individual folders and newsletters from the time they were in the program. All were touched to see this memorabilia again.



Motto of the Student Deans:  
"Personnel Point of View"

You can learn more about the Student Dean Program, the Archives' collection, and the reunion on the Syracuse University Archives' web site: [archives.syr.edu/arch/programs/studean/](http://archives.syr.edu/arch/programs/studean/).



Amanda Galvin pulls material for former Program Director Ellen Peterson Fairchild G'39.

## New Collection! The Boar's Head Dramatic Society

by Ed Galvin

In 2004 Shirley Fenner Reidenbaugh '54 organized a reunion of former members of the Boar's Head Dramatic Society. The driving force was the 100th anniversary of the 1904 founding of the society. Boar's Head faded as an organization in the late 1960s, but many alumni remember fondly the days when they "trode the boards" at Syracuse University.

Over the years the Archives has collected an estimated 10 cubic feet of playbills, fliers, photographs, correspondence, meeting minutes, membership certificates, scrapbooks, and other records related to the Boar's Head. Much of the information is in the collections of Drama Department directors Sawyer Falk and Gerald Reidenbaugh.

On June 5, 2004 the Archives put together a small exhibit of playbills and photographs for the returning Boar's Head members. A

memory book was created and former members were invited to add their personal recollections of their experiences.

The idea of creating a web site was raised and Shirley Reidenbaugh set about to raise the necessary funds. She wrote to several fellow alumni and successfully raised enough money for the Archives to hire a graduate student to work on the effort.

Mark Custer, a graduate student in the School of Information Studies, joined the Archives in

January 2006 as an intern. He was charged with identifying all productions and locating all extant playbills; providing all the needed metadata for each playbill; working on the actual Archives web site; and working with the Syracuse University Library which agreed to host the collection as part of their Digital Library. With his dedicated help and the support of the staff of Digital Library Development Services, the database of Boar's Head playbills has become a reality.



Former Drama Department chair, Gerald Reidenbaugh

It is hoped that in a viewable format on the Internet that these images will be of great educational value not only to

Syracuse University students studying directing or scenic and costume design, but to similar students around the world.

The collection is available on the Archives' web site:

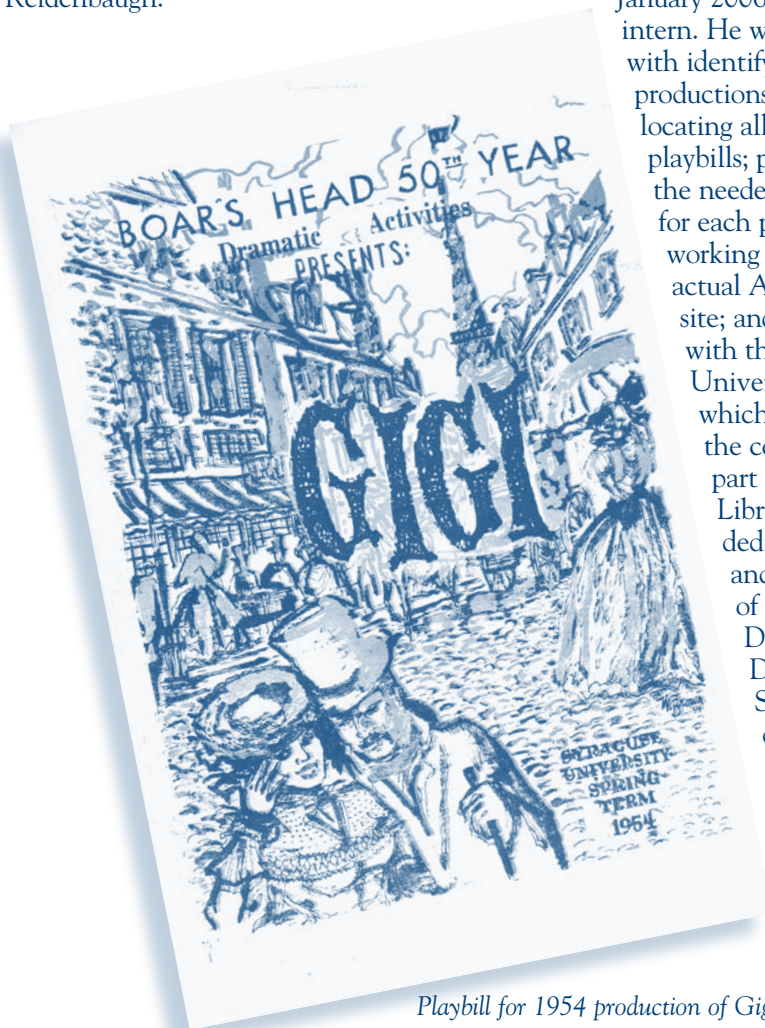
[archives.syr.edu/arch/activities/bhds\\_index.htm](http://archives.syr.edu/arch/activities/bhds_index.htm).



Jerry Stiller '50 (left) shaking hands with Sawyer Falk

The Archives thanks Syracuse University Library staff members Suzanne Preate, Mike Puckett, Penelope Singer, Pamela Thomas, and Nancy Turner, and our own Archives staff member Kathleen Pieri for all their time, energy and enthusiasm. But the greatest applause must go to the Boar's Head alumni whose generosity made all this possible.

- Jerry Stiller '50
- Earl F. Simmons '49
- Julian Tomchin '53
- Gifts made in memory of Priscilla Gillette Perrone '47
- Gilbert Cates '55
- Jerry Leider '53
- John J. Moore '50
- Shirley Fenner Reidenbaugh '54



Playbill for 1954 production of Gigi



## New Collection!

### The John A. Meyer WWII Photograph Collection

by Kyle Wilson

The John Austin Meyer photograph collection was donated to the Archives by his wife, Marion Waterman Meyer, who also funded the processing of the collection.

For those of you who don't know who Dr. Meyer was, he served as a polymer chemistry professor at SUNY ESF and also was chief photographic officer in Gander, Newfoundland, during WWII.

In the summer of 2005, I was handed the daunting task of processing more than 3,000 photographs and negatives. The collection came to us in a number of large boxes and oversized photograph cases. Within the large boxes were smaller boxes chock—full of prints and negatives, encased in wax paper sleeves. Many of the prints had been annotated by Dr. Meyer and most of the negatives were in sleeves with thorough descriptions typed on

the photographs. I labored endlessly, removing prints from their old deteriorating sleeves or shuffling through loose stacks of them, and then inserting them into fresh plastic archival preservers. This process of categorization took half of the summer, and this was just the prelude to matching up the clutter of negatives to as many prints as possible. So the rest of the summer was spent in front of the light box, identifying transparencies, trying to remember if I had seen its print in the

past, sifting through the categorical boxes, and then finally completing the process of finding the match. The process, though painstaking, was actually quite a bit of fun. Luckily I was working with some pretty incredible stuff. As I worked diligently to make sense of the myriad prints and negatives, I was also able to examine some one-of-a-kind WWII aircraft photographs, a job that I'm sure some "WWII buffs" would dream of.

It was certainly a rewarding experience to take such an interesting collection from an array of materials of different types and sizes, to a cohesive series of well-organized boxes. The collection currently consists of 17 boxes, four of the boxes are oversized, and these contain large matted prints that Dr.



J. A. Meyer, Chief Photographic Officer, Gander Air Force Base



A Lysander on the runway

the front. However, just as many were not accompanied with a description or any indication as to where or when the photograph was taken or what the photograph was of.

After strategizing a plan of attack, I decided there was no easy route. I slowly began devising categories for the prints as I began to recognize similarities throughout



An A-20C in flight over Newfoundland

Meyer used to display his photography. These contain some of his most impressive work, in my opinion. Most of the prints have now been matched to their respective negatives, and it is now easily accessible for researchers and WWII enthusiasts alike. Check out the collection and learn more about John Austin Meyer on the web at [archives.syr.edu/arch/faculty/jameyer.htm](http://archives.syr.edu/arch/faculty/jameyer.htm).

Here is a sampling of John Meyer's photographs, and I encourage you to come check it out at University Archives.

## New Collection! The Papers of Burton Blatt

by Maude Falcone



Burton Blatt (1970)

When I saw the announcement describing the opportunity to assist with the processing of the Burton Blatt papers, I immediately thought to myself, “I want that job!” and picked up the phone to find out how to apply. Several summers before, I had worked for the Archives and knew it was a pleasant, congenial environment.

More than this, however, was the nature of the project. As a graduate student in Cultural Foundations of Education with an interest in historical research, the history of education and disability studies in education, I was familiar with Blatt’s reputation as a nationally known advocate for deinstitutionalization and an innovator in the development of community-based services and inclusive education for children with disabilities. The chance to be involved with his papers was intellectually exciting and a rare opportunity to further my understanding of the

historical processes informing these issues. Of particular interest was the idea that I would have full access to a body of historical evidence that was, for all practical purposes untouched, and would have first-hand experience in the archival methods through which documents are organized for researchers.

I, along with another graduate student Brian Burtt, began work in June. I still remember my first thoughts as I saw the 60 boxes of paper we were supposed to put in order. It was like, “OK, we can do this. But how?” There was a lot of paper without a lot of organization, at least not that I could see. So we spent a week exploring the boxes to develop a basic organizing schema. In the end we decided to build our schema around the foundational

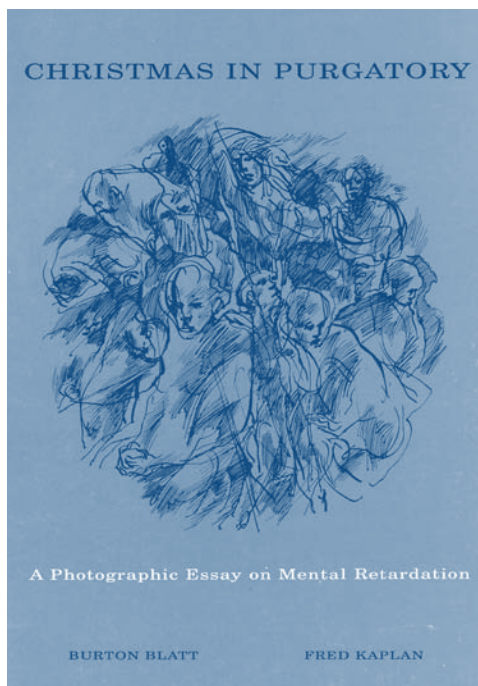
categories “teaching, research, and service.” From what we could glean from Blatt’s vita and biography, it is consistent with how he organized his career, and would make intuitive sense to academic researchers given the centrality of these categories to university careers in general.

Then we did a first run through the materials, assigning them to the appropriate category and developing subdivisions and additional groups as needed. Basically we wanted to make sure it all “fit” into our schema, and, happily enough, there was very little that didn’t. This first run also helped us familiarize ourselves with the documents, particularly his published and unpublished writings. After this we did another more or less permanent run through, putting materials in archival quality folders and boxes.

The most challenging and gratifying aspect of the work involved Blatt’s manuscripts. He was an amazingly prolific writer and it took some investigation to figure out what manuscript material went with which publication. Sometimes I felt like a little kid when after a week or so of puzzling over a batch of manuscript material, something suddenly fell into place and I could see what it was and how it fit into the collection.

In general, my summer with the Blatt papers was both educative and interesting. Not only did I develop a greater understanding of how historical documents are collected and stored, but I developed an appreciation for Burton Blatt himself, his humanism, and his place within the history of American education and influence on the lives of people with disabilities.

[archives.syr.edu/arch/faculty/blatt/](http://archives.syr.edu/arch/faculty/blatt/)



Front cover of *Christmas in Purgatory*

## New Records Coordinator System in Place

This past spring Records Management reestablished the Records Management Coordinator System for administrative and academic departments. Records Management policy states that all University departments and offices are to designate a staff member to be the primary liaison to Records Management.

This system will streamline the production of department records retention schedules, and better manage the flow of paper and electronic records to and from the University Records Center at the Hawkins Building. Each department is designating one staff member (and one back-up) to serve as records coordinator for that department whether or not they store their records in the Records Center.

The coordinator will:

- Serve as primary liaison between the department and Records Management
- Coordinate any records deposited into the Records Center

- Act as central control point for any files or boxes retrieved from the Records Center
- Facilitate disposition of records at the end of legal retention periods
- Coordinate access to department records by non-department staff
- Review any department retention schedule for required updates and changes

Records Management has created a listserv for coordinators to keep them abreast of procedural changes and changes to existing retention schedules, and to allow coordinators to assist each other with records concerns. All coordinators are being automatically enrolled.

If any department has not yet designated a records coordinator, please let Records Management know at [archives@syr.edu](mailto:archives@syr.edu) or call 443-3335.

## Sample Records Retention Schedule

The record series below has been updated to include those students on leave of absence of undetermined length. This is just one records series you will find on the Records Management web site, [archives.syr.edu/recman/retention.htm](http://archives.syr.edu/recman/retention.htm).

### STUDENT RECORDS, UNDERGRADUATE DESCRIPTION:

Folders maintained by academic departments on undergraduate students attending the University that may contain grade reports, lists of courses taken, advisor's notes, references, evaluations, add/drop forms, petitions, work study information, SAT scores, correspondence, etc.

### RETENTION: GRADUATED STUDENTS, INACTIVE STUDENTS, DENIED STUDENTS, ACADEMICALLY TERMINATED STUDENTS, THOSE WHO HAVE WITHDRAWN FROM THE UNIVERSITY OR ARE ON LEAVE OF ABSENCE OF UNDETERMINED LENGTH:

Retain in office 2 years, send to Records Center for 5 years, then destroy

### STUDENTS ADMITTED, BUT NOT ENROLLED:

Retain in office for 1 year, send to Records Center for 2 years, then destroy

### CITATION:

New York Civil Practice Law and Rules § 213

### NOTE:

The Office of the Registrar maintains the official student transcript as a permanent record.

## Records Retention Schedules Being Reviewed

More than 100 existing University Record Retention Schedules are being reviewed this year. These schedules provide record holders with recommended retention periods for records, paper and electronic, to ensure that departments are in compliance with federal and state record-keeping requirements. The department schedules supplement the two major University schedules for academic and administrative records that are available at [archives.syr.edu/recman/retention.htm](http://archives.syr.edu/recman/retention.htm).

## ARM Provides Help with E-Mail

Records Management now offers information to assist the University community with managing their e-mail. This is particularly important as the University migrates to Active Directory and a new e-mail system. These pages contain selected University policy data and basic help. They are at [archives.syr.edu/recman/e-mail.htm](http://archives.syr.edu/recman/e-mail.htm).

Much of this information is based on "Managing the Digital University Desktop," a National Historical Publications and Records Commission (NHPRC) grant-funded, joint project that studied computer file management practices in academic units and administrative offices at the University of North Carolina at Chapel Hill and Duke University.

Anyone interested in further information on this important project is encouraged to visit their extensive web site, [ils.unc.edu/digitaldesktop/](http://ils.unc.edu/digitaldesktop/).



## Jesse Peck Diaries

Last spring, again due to the generosity of our loyal alumni, ARM was able to acquire



the 27 diaries of Rev. Jesse Peck, referred to by some as the “father of Syracuse University!”

Jesse Truesdell Peck (1811-83) was a Methodist bishop and former chairman of our Board of Trustees. He is one of the founders of Syracuse University and the person who made the first substantial financial donation to establish the University in 1870. The former Peck Hall

of University College was named for him, as is the Jesse Truesdell Peck Professorship of Literature in the College of Arts and Sciences, currently held by Mary Karr.

The collection was acquired from a local dealer and was presented to the Archives on National Orange Day 2006. Archives has now begun the process of scanning the diaries and transcribing them.

## Archives and Records Management Events

- October 3-4** Homecoming Display in Schine
- October 5-6** Homecoming Display in Goldstein Alumni and Faculty Center
- October 10** Burton Blatt Institute Celebration at Lubin House
- October 25-28** MARAC Conference, Morristown, New Jersey
- November 3** Pan Am 103 Remembrance Convocation
- November 4** VPAF103 Meeting
- December 21** Pan Am 103 Memorial Ceremony, Cairn

## Gifts and Donations

The Archives benefits from the generosity of the Syracuse University community. Donations of documents, scrapbooks, photographs, and memorabilia that help tell the story of the University, its students, faculty, and staff are always welcome. In addition, funding opportunities exist to assist 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 suitable storage for architectural drawings, are just two of the tasks awaiting funding.

Contact the director at 315-443-9760 or at [elgalvin@syr.edu](mailto:elgalvin@syr.edu) to discuss donating or supporting the Syracuse University Archives.