



Archives and Records Management

... a department of Human Services and Government Relations

web site: archives.syr.edu / e-mail: archives@syr.edu

From the Director

Whenever I take keyboard in hand to write these short messages for the newsletter I always have the fear that I will end up complaining about how busy we are. Well, we are of course, but so are others at SU. You don't need to read my "woe is me" words.

But this time I do want to let our readers know that we in Archives and Records Management (ARM) do have other things that keep us occupied besides fielding reference requests and storing boxes in the Records Center.

Being that we have shared responsibility for all aspects of SU's records—historical or current—we find ourselves as members of or supporting all manner of University committees. Right now ARM staff serve on the Pan Am 103 20th Anniversary Committee, the Visitor Center and Museum Committee, a security committee, and a recently reformed Imaging Committee.

Over the past year or more we have also served on the Digital Repositories Committee, SUNY ESF Archives Committee, and an Offsite Storage Committee. In all these cases it is impossible to say no as all these committees have records or retention issues associated with them.

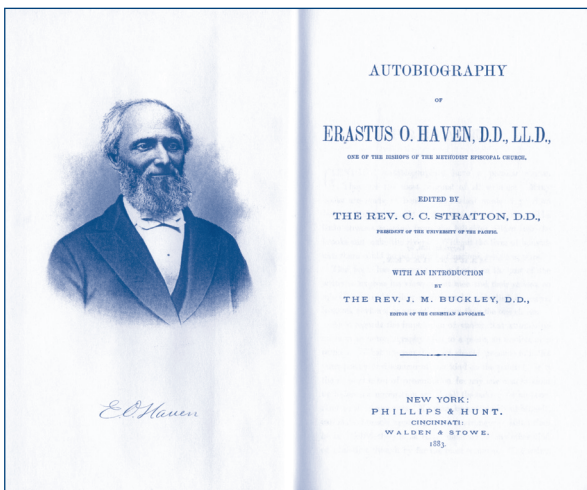
It is important that ARM has a voice in this work, or at the very least the ability to review committee reports that somehow relate to documentation. It is just part and parcel of the job.

—Ed Galvin, Director

Memory Test



Can you place this photo? No, it's not on campus, but it has a strong historical connection with SU. Check our web site, archives.syr.edu, for the answer—and more photos.



A New Accession

Archives is pleased to announce an important new accession—the 1883 *Autobiography of Erastus O. Haven*, second chancellor of the University. The book was donated by Quentin Armstrong '52, Haven's great-grandson. Armstrong had the book preservation photocopied and then given to a conservator in Maine to be repaired. Archives received both the original book that has been in the Haven family since publication and a bound reprint for use by researchers.

*Chancellor Haven Book
Donated to Archives*

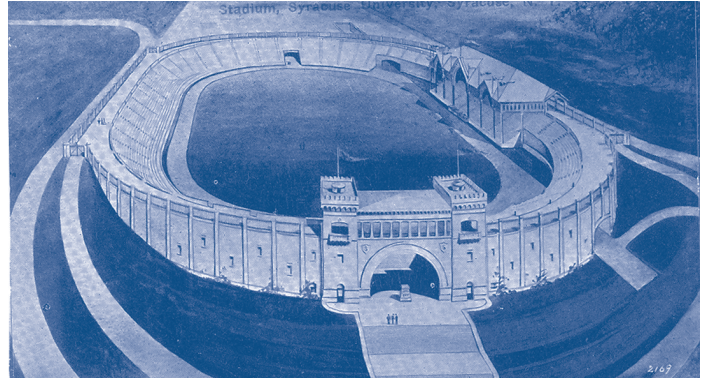
100 Years Ago at SU

Syracuse Daily Orange
September 25, 1907

HOBART OPENS FOOTBALL SEASON

First Game to be Played in Stadium – Many Freshmen Out

The Hobart team, accompanied by their coach, William H. Murray, will arrive at 10 o'clock this morning for the opening game of the Syracuse football schedule. Little is known of the strength of the Hobart team, but they always manage to make the game interesting, and no doubt the contest this afternoon will be well worth watching.



Archbold Stadium

Exhibitions

Goldstein Alumni and Faculty Center:

September 2007 – January 2008
Art of the Onondagan

January - May 2008
Ivan Mestrovic's Legacy at SU

May – September 2008
A Century of SU Game Programs

Lubin House:

September 2007 – January 2008
SU in Postcards

January – May 2008
Art of the Onondagan

Crouse-Hinds Hall:

September 2007 – January 2008
Syracuse Handbooks through the Decades

January – May 2008
New Beginnings: From Groundbreakings to Ribbon Cuttings

Visit the Archives' online exhibition pages at archives.syr.edu/archives/exhibits/.

100 Years Ago at SU

October 7, 1907

NEW FACTS ABOUT SIMS HALL UPPERCLASS GOVERNMENT

Acting upon the advice of the authorities, the upperclassmen of the hall undertook at the beginning of the year to formulate some rules for underclass conduct. The following regulations are the result of the committee appointed, which consisted of K.E. Bielby and Leon Shaw:

- I. The resident upperclassmen shall have charge of the student government of Sims Hall, and may elect such officers as they deem necessary.
- II. A committee shall be appointed for the purpose of dealing with cases of misconduct.
- III. Any breach of dining room etiquette shall be considered serious misconduct.
- IV. There shall be no smoking in the dining room.
- V. Upperclassmen shall not start songs in the dining room.
- VI. The hall shall be quiet after 8 p.m.



Sims Hall

Relatives View Pan Am Flight 103 Archive

On October 27, Victims of Pan Am Flight 103 again held its fall meeting at Syracuse University. ARM staff moved much of the Pan Am Flight 103 archive to a conference room where it was open to family and friends all day. ARM continues with its plan to enlarge the archive to represent all 270 victims of the 1988 bombing. Please contact University Archivist Ed Galvin at elgalvin@syr.edu or 315-443-9760 to discuss donating materials or financially supporting this important endeavor.



Helen Engelhardt, widow of Pan Am victim Tony Hawkins, reviews materials in the Pan Am Flight 103 archive.

Records Management Status Reports

RECORDS RETENTION SCHEDULE PROJECT

As of the end of November, RM has completed the re-approval process on 88 retention schedules. Another 15 are still awaiting final approval, and we expect those to be complete by the time this newsletter is in your hands. Our next task is to take these 103 individual department schedules and identify record series that appear in more than one schedule and get those series on to our general schedules on the web site.

We thank all the records coordinators and department heads who have supported this important compliance project. If any department believes it has recurring record series that have not been brought to our attention, please contact us at archives@syr.edu.

RECORDS COORDINATOR PROJECT

RM now has 360 SU staff assigned as records coordinators or backups representing more than 240 campus departments. These coordinators serve as primary liaisons between the department and records management; coordinate any records deposited into the Records Center; act as the central control point for any files or boxes retrieved from the Records Center; facilitate disposition of records at the end of the legal retention period; coordinate access to department records by non-department staff; and review any department retention schedule for required updates and changes.

If your department has not yet designated a coordinator, please contact Larry Mead at lamead@syr.edu as soon as possible so that we can ensure that you are receiving up-to-date information on issues affecting SU records.

We thank all the SU staff who have already taken on this important function.

Sample Records Retention Series

This record series has recently been approved by Bond, Schoeneck and King for use by University offices. Other record series are listed on the records management web site, archives.syr.edu/rm/retention.html.

CONFLICT OF INTEREST / COMMITMENT QUESTIONNAIRE

DESCRIPTION:

Form signed annually by selected University staff, research faculty and members of the Board of Trustees indicating potential conflicts of interest between personal or outside interests or activities and those of the University

RETENTION:

Retain any copies two years in office; shred

NOTE:

Office of Record: Audit and Management Services and Trustee Relations maintain originals seven years from date of execution of form; Office of Research maintains originals seven years from termination of grant.

New Archives and Records Policies

In September the University released a new online policy manual. The purpose of the policy project was to standardize policy format; eliminate redundancies; improve organization, accessibility, search, and navigation; clarify processes for submitting new policies and revising existing policies; and link to and coordinate with policies in the *Faculty Manual*, *Student Handbook*, *Academic Rules and Regulations*, and those established through the University Senate.

Among those are two covering the work of ARM. The University archives policy is at supolicies.syr.edu/ethics/archives.html and the University records policy, at supolicies.syr.edu/ethics/records.html. We suggest that all SU staff familiarize themselves with the policies, as there are department responsibilities involving records creation, management, and disposition. Please direct any questions or concerns to ARM at archives@syr.edu.

Staff Highlights

- **Larry Mead** celebrated his fifth anniversary with ARM in August.
- **Ed Galvin** has been elected to the board of directors of the Mid-Atlantic Archives Conference (MARAC).

Archives Photos Appear in NYS Archives Magazine

Eight Archives photographs accompanied the article by James Eichsteadt G'99 on the 1970 student strike, appearing in the Fall 2007 issue of *New York Archives* magazine.

Fall 2007 *New York Archives* magazine



Boar's Head Drama Society News!

Shirley Fenner Reidenbaugh '54, our Boar's Head champion and benefactor, is now volunteering her time sorting and identifying the 1,100 negatives in the George Chaput Negative Collection. These are negatives of dramatic productions from the mid-1940s to the mid-1960s, not only of Boar's Head, but also of downtown musicals, and the Regent, Civic, Westcott, and Oneida playhouses. Shirley is getting these ready to scan for our Boar's Head web site at archives.syr.edu/archives/collections/boars_head.

We have almost raised enough money to cover the cost of scanning and adding a number of these to enhance the 207 playbills now on the web.

Gifts and Donations

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, staff, and alumni are always welcome. In addition, funding opportunities exist to assist Archives in its efforts to process and preserve the history of SU.

Contact the director, Ed Galvin, at elgalvin@syr.edu or at 315-443-9760 to discuss donating to or financially supporting the Syracuse University Archives.