From the Director

This fall, all of us in Archives and Records Management were busy with Inaugural Year activities centering on the arrival of Chancellor Nancy Cantor. I anticipated some extra work producing reports and background information on our efforts dealing with records. However, I didn’t expect the important and exciting new ventures that have come to our own department.

Chancellor Cantor’s theme for this year is The University as Public Good: Exploring the Soul of Syracuse. This theme has touched us in a number of ways. Archives is represented in the Gallery 300 exhibition that opened in the Chancellor’s area in October. Selected covers of student publications held by Archives are on display, as well as samples of Vic the Vet cartoons done by Gabe Josephson ’50 during the post-World War II “G.I. Bulge” here on campus. Also, Archives is now the home for the impressive inauguration banner, created especially for the November 5 ceremony.

I am honored to be a part of the Inaugural Year team and to serve on the Gained Knowledge Subcommittee that is looking to capture the essence of this special year. My particular effort is to ensure that this notable year is documented, both for the historical record and to capture “lessons learned.” I am contacting all event coordinators and helping them determine which records to deposit in a new archival collection we will produce after the year closes. I am pleased that two of our exhibits have been accepted as part of this year’s events and will be included in the effort.

With the assistance of our staff here in Archives, the strong community-building efforts headed by the Chancellor will be available to researchers for generations to come. That is, after all, why we do this.

—Ed Galvin, Director

New Information on Yates Castle

When we mount an exhibit in our display case or on our web site, our hope is to educate and to evoke memories among members of the University community. With the Yates Castle exhibition, we exceeded our expectations.

Publicity about the former SU “castle” led Harry Schlotzhauer ’39 to donate the actual key to the castle door.*

June Merrow Fitch and her niece, Judy Jones, visited the exhibit. June grew up in the Yates Castle Gatehouse, used as a home for the University’s campus foreman, a position occupied by her father, Ervin Merrow, in the 1920s and ’30s. She came to us with stories, including one about sitting in the gatehouse, watching President Franklin Roosevelt drive by on his way to lay the cornerstone for the new medical school in 1936.

Roger Herz ’55, made a monetary donation to the Archives to help preserve our records of Yates. It is very much appreciated.

*Yates Castle was torn down in 1954. For more information, see our web site at archives.syr.edu/arch/exhibits/yts.htm.

Can you place this photo? It was taken in a current campus building. The window at the rear may offer a hint. Check our web site at archives.syr.edu for the answer—and more photos.

Key to Yates Castle
100 Years Ago at SU
The Daily Orange… September 26, 1904

THE SYRACUSE FLAG

For the protection of our honored college color, “The Orange,” we desire to call the attention of the freshmen to the fact that the only Syracuse flags or banners which are truly representative of Syracuse are the ones with the entire orange field.

Unfortunately there are among the stocks of the city dealers a few flags with a field half orange and half blue.

Some of these have already been sold to students ignorant of the fact that Orange is the college color. It is true that we use blue for lettering purposes; but this color has never been either officially or customarily adopted as a coordinate color.

Buy a Syracuse flag and buy it right away; but see to it that it has an all orange field.

Exhibitions

The most recent Archives exhibition in our display case at the Goldstein Alumni and Faculty Center, “50 Years Gone: Yates Castle Remembered,” ran through mid-January. Yates Castle by James Renwick, architect of the Smithsonian Institution and St. Patrick’s Cathedral in New York City, stood on Irving Avenue until razed in 1954 to make way for an addition to what is now SUNY Upstate Medical University. The exhibition included photographs and postcards, printed matter, and news clippings.

Upcoming Archives Exhibitions
January – May 2005
“The Chancellors: A History of Leadership at Syracuse University”

May – September 2005
“Co-ed from the Start: Women Students in the 19th Century”

Recent Additions

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

- Photographs and clippings of Ernie Davis
- Class of 1940 materials from Helen and Joseph Parker
- Alpha Phi sorority records
- Pan Am 103 album, compiled by Fall 1999 London photo class
- School of Architecture student drawings
- Environmental Health office correspondence
- Deceased alumni and donor files, 1993-97
- “Up in Lights,” a student show from 1954
- Congressional citation honoring former Chancellor Kenneth A. Shaw and Mary Ann Shaw
- Addition to papers of Huston Smith (religion)

Staff Highlights

We are pleased to welcome Kathy Pieri to our group. Kathy, who worked with us for several years as a temp, has now joined us as an academic year staff member. She will oversee Versatile (the department’s enterprise records database), serve as key person for our extensive web site, and process existing and new archival collections. Welcome, Kathy!

Director Ed Galvin was the featured speaker at the inaugural meeting of the College and University Archives Roundtable of Central New York, held November 9 at Le Moyne College. He spoke about the SU Archives photograph collection and the issues involved in providing access.

Ed Galvin attended the service commemorating the 16th anniversary of the bombing of Pan Am Flight 103 at the Memorial Cairn in Arlington National Cemetery on December 21.

Anniversaries

A university of this size is bound to have its share of anniversaries, and Archives is ready to help, whenever we can, with information, photographs, and memorabilia. This past fall was an exceptionally busy time. Archives worked with several schools about to celebrate anniversaries, including Maxwell (80th anniversary), Newhouse (40th) and the School of Education, whose 100th is coming up in 2006. Archives also helped the sociology and transportation departments with histories.
**Preservation and Electronic Media**

The New York State Archives is a treasure trove of information regarding all aspects of the preservation of historical media. We in the archival profession have the accumulated knowledge to deal with paper and photographic records, but new types of media are being thrown at us all the time. That is why attending workshops and courses on the preservation of digital and magnetic media is so important for archivists and records managers.

Here are some guidelines, promoted by the New York State Archives, for protecting data:

- Consider all electronic media temporary storage.
- Migrate data to new formats before formats become obsolete.
- Set up a schedule to spot-check media.
- Refresh videotape every 10 years; audiotapes and discs, every 3-5 years.
- Maintain master copies in archival storage and duplicate copies for viewing.
- Adhesive labels can destroy data and shorten the life of a CD or DVD. Use water-based, not solvent-based, markers or write on the hub surrounding the center hole.
- Videotapes will last 15 to 30 years, but must be rewound every 3 years or so.

- CD-Rs should last 10 to 50 years, if stored under proper conditions.
- Store CDs and DVDs vertically in jewel cases.
- Images should be at 300 dpi for good quality preservation; web images do not need to be more than 100 dpi.

**Sample Records Retention Schedule**

These record series are just a couple of examples of what you will find on the Records Management web site, archives.syr.edu/recman/retention.htm

**FACULTY PROMOTION AND TENURE REVIEWS**

**DESCRIPTION:**
Materials relating to the tenure and/or promotion process for faculty, documenting the process and decisions made by the promotion and tenure committee. It may include times and locations of meetings, lists of meeting attendees, duration of each meeting, significant actions taken, copy of letter to candidate indicating approval or denial, and initiations of recommendations.

**RETENTION:**
Retain in office three years from close of review, send to Records Center for four years, then destroy.

**CITATION:**
New York Civil Practice Law and Rules § 213

**BUDGET RECORDS**

**DESCRIPTION:**
Monthly or semi-annual printouts from the Financial Accounting/Budgeting System [General Ledger System] received by each department itemizing budget transactions for the previous period; including, but not limited to, the Account Detail Activity report, Revenues and Expenditures Summary reports, and Account-Fiscal Year to Date report.

**RETENTION:**
Retain in office three years for audit purposes, then destroy.

**NOTES:**
The original data is maintained as a permanent part of the General Ledger System.

As of January 31, 2005, Printouts are no longer generated.
First Archives Crossword Puzzle!

What do Eileen Collins, *The Red Badge of Courage*, the Olympics, bowl games, and *The West Wing* all have in common? They are all part of the new Archives crossword puzzle. Done as a handout for Homecoming this year, it’s now on our web site at archives.syr.edu

So you think you know a lot about SU history? Test yourself—no one will grade you on it.

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 and 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. The transfer of 16mm football films to a more stable medium and the production of prints of drama department negatives are just two examples of projects that await funding.

Contact the director at 315-443-9760 to discuss your support for the Syracuse University Archives.