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Foundation NYSNA



of The New York State Nurses Association Inc.

The Veronica M. Driscoll Center for Nursing
2113 Western Avenue • Guilderland, New York 12084 • 518/456-7858

January 20, 1989

To: Martha L. Orr, Executive Director, New York State Nurses Association

From: Cathryne A. Welch, Executive Director, Foundation of The New York State Nurses Association Inc.

Re: Materials pertinent to NHPRC-Funded Project, "Developing a Strategy for Documenting the Discipline of Professional Nursing in New York State"

Attached for distribution to the Association's Board of Directors are:

1. Series and Subseries Listings, NYSNA Archival Records;
2. Archival Policies and Procedures, approved by Foundation Board of Trustees, 12/7/88;
3. Center for History of Nursing in New York State, approved by Foundation Board of Trustees, 12/7/88.

Association Treasurer Nettie Birnbach has already received these materials in her capacity as a member of the Project Advisory Committee. Items #1 and #2 were distributed to the NYSNA Advisory Council on 1/20/89. Subsequent to the Association's January 1989 Board meeting, the "Center for History of Nursing in New York State" proposal will be widely distributed to the nursing and library-archival communities.

The Foundation deeply appreciates the Association's generous support and cooperation in all phases of project activity and the "larger work" of insuring documentation of our discipline. Additionally, project staff are most appreciative of the gracious support and assistance you and Association staff provide us in this effort.

Thank you.

CAW:be

cc: Juanita K. Hunter, President, NYSNA
Laura L. Simms, President, Foundation, NYCNA

TRUSTEES: Laura L. Simms, President; Janet P. Mance, Vice-President; Veronica M. Driscoll, Secretary; Nicholas L. Tonelli, Treasurer; Ida O. Benderson; Ellen M. Burns; Mary E. Evans; Catherine T. Foster; Susan J. Fraley; Richard M. Galkin; James R. Greaney; Celia L. Hoffron; Archie L. Hunter; Beatrice M. Latremore; Janet T. Swanson. TRUSTEES EMERITI: Carolyn L. Miller; Louise Pan; Janice R. Phillips. HONORARY TRUSTEES: Eleanor C. Lamberton; Erlene P. McGriff; Margaret G. Tyson. EXECUTIVE DIRECTOR: Cathryne A. Welch.



of The New York State Nurses Association Inc.

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2113 Western Avenue • Guilderland, New York 12084 • 518/456-7858

SERIES AND SUBSERIES LISTINGS

NYSNA ARCHIVAL RECORDS

TRUSTEES: Laura L. Simms, President; Janet P. Mance, Vice-President; Veronica M. Driscoll, Secretary; Nicholas L. Tonelli, Treasurer; Ida O. Benderson; Ellen M. Burns; Mary E. Evans; Catherine T. Foster; Susan J. Fraley; Richard M. Galkin; James R. Greaney; Celia L. Hoffron; Archie L. Hunter; Beatrice M. Latremore; Janet T. Swanson. TRUSTEES EMERITI: Carolyn L. Miller; Louise Pan; Janice R. Phillips. HONORARY TRUSTEES: Eleanor C. Lamberton; Erlene P. McGriff; Margaret G. Tyson. EXECUTIVE DIRECTOR: Cathryne A. Welch.

Foundation NYSNA

Foundation of the New York State Nurses Association Inc.

Series Listing
NYSNA Archival Records

Series I	Corporate Records
Series II	Administrative Records
Series III	Legislative Program
Series IV	Nursing Education Program
Series V	Nursing Practice and Services Program
Series VI	Economic and General Welfare Program
Series VII	Planning and Research
Series VIII	Communications, Publications and Public Relations
Series IX	Library
Series X	Organization Services
Series XI	Data Processing
Series XII	Constituent Associations
Series XIII	Photographs
Series XIV	Audiovisual Materials
Series XV	Artifacts, Memorabilia and Ephemera

cg
12/19/88

Foundation NYSNA

Foundation of the New York State Nurses Association Inc.

Series and Subseries Listing NYSNA Archival Records

Series I Corporate Records

1.1 Membership

Articles of Incorporation
Bylaws
Proceedings of Meetings
Annual Reports
Reports to Legal/Regulatory Bodies

1.2 Board of Directors

Minutes and Meeting Records
Policies
Presidential Correspondence
Executive Committee Minutes and Meeting Records
Other Committees Minutes and Meeting Records
Liaison Activity, Minutes and Meetings Records

1.3 Committee on Bylaws

Minutes and Meeting Records
Correspondence

1.4 Committee on Finance

Minutes and Meeting Records
Financial Statements and Auditor's Reports
Correspondence

1.5 Nominations and Elections

Nominating Committee Minutes and Meeting Records
Official Ballots
Tellers' Reports
Correspondence

Series II Administrative Records

2.1 Executive Director

Minutes and Meeting Records for Units Staffed by the
Executive Director
NYSNA Programs
NYSNA Administrative Departments
NYSNA Staff Position Descriptions, Policies, Organi-
zational Charts, Employee Benefits
Subject Files
Correspondence

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2.2 Deputy Director
Minutes and Meeting Records for Units Staffed by
the Deputy Director
Subject Files
Correspondence

2.3 Accounting
Ledgers
Payroll Records
Banking Records
Correspondence
Subject Files

2.4 Membership Processing
Policies and Procedures
Membership Rosters, Demographic Descriptions

2.5 Personnel Files

2.6 Office Operations
Policies and Procedures
Correspondence

Series III Legislative Program

3.1 Council/Committee Minutes and Meeting Records
3.2 Position Statements and Testimonies
3.3 Program Implementation
3.4 Subject Files

Series IV Nursing Education Program

4.1 Council/Committee Minutes and Meeting Records
4.2 Statements, Positions, Testimonies
4.3 Program Implementation
4.4 Subject Files

Series V Nursing Practice and Services Program

5.1 Council/Committee Minutes and Meeting Records
5.2 Statements, Positions, Testimonies
5.3 Program Implementation
5.4 Subject Files

FOUNDATION NYSNA

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Series VI Economic and General Welfare Program

- 6.1 Council/Committee/Delegate Assembly Minutes and Meeting Records
- 6.2 Statements, Positions, Testimonies
- 6.3 Program Implementation
- 6.4 Subject Files
- 6.5 Bargaining Units (same as Councils of Nursing Practitioners and Local Units)

- Organizing
- Request for Representation
- Unit Formation
- NYSNA Recognition Request
- Election
- Litigation

Negotiations

- Proposals
- Bargaining
- Contract

Contract Administration

- Interpretation
- Grievances
- Litigation

Series VII Planning and Research

- 7.1 Council/Committee Minutes and Meeting Records
- 7.2 Statements, Positions, Testimonies
- 7.3 Program Implementation
- 7.4 Subject Files

Series VIII Communications, Publications and Public Relations

- 8.1 Official Publications (indicate inclusive dates)

- State Bulletin of the New York State Nurses Association
- Quarterly News
- New York State Nurse
- Journal of the New York State Nurses Association
- Report
- Legislative Bulletin
- Statewide, City Nurses News, Erie County Nurses News

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- 8.2 Communications, Publications and Public Relations Department (formerly Communications and Publications Department)
- Council/Committee Minutes and Meeting Records
 - Press Releases
 - Program Implementation
 - Subject Files
- Series IX Library
- 9.1 Policies and Procedures
 - 9.2 Statements, Positions, Testimonies
 - 9.3 Program Implementation
 - 9.4 Subject Files
- Series X Organization Services
- 10.1 Policies and Procedures
 - 10.2 Program Implementation
- Series XI Data Processing
- 11.1 Policies and Procedures
 - 11.2 Program Implementation
- Series XII Constituent Associations
- 12.1 District Nurses Associations
 - Bylaws/Articles of Incorporation
 - Designation as NYSNA Constituent Association
 - Subject Files
 - 12.2 American Nurses Association
 - Bylaws/Articles of Incorporation
 - Designation of NYSNA as ANA Constituent Association/Member
 - Subject Files
- Series XIII Photographs
- Series XIV Audiovisual Materials
- Series XV Artifacts, Memorabilia and Ephemera

12/19/88



of The New York State Nurses Association Inc.

The Veronica M. Driscoll Center for Nursing
2113 Western Avenue • Guilderland, New York 12084 • 518/456-7858

ARCHIVAL POLICIES AND PROCEDURES

APPROVED BY THE BOARD OF TRUSTEES, 12/7/88

TRUSTEES: Laura L. Simms, President; Janet P. Manco, Vice-President; Veronica M. Driscoll, Secretary; Nicholas J. Tancelli, Treasurer; Rita C. Santorico, Ellen M. Burns, Mary E. Evans, Catherine T. Foster, Susan J. Fraley, Richard M. Calkin, James E. Greeney, Colleen Haffner, Arthur L. Hunter, Rosemary M. Latremore, Janet T. Swanson. TRUSTEES EMERITI: Carolyn L. Miller, L. J. Pan, Janice R. Phillips. HONORARY TRUSTEES: Eleanor C. Lamberton, Erlene P. McGriff, Margaret G. Tyson. EXECUTIVE DIRECTOR: Catherine A. Moran

FOUNDATION NYSNA



of The New York State Nurses Association Inc.

The Veronica M. Driscoll Center for Nursing
2113 Western Avenue • Guilderland, New York 12084 • 518/456-7858

December 7, 1988

ACTION NEEDED

TO: Board of Trustees

FROM: Cathryne A. Welch, Executive Director

RE: Proposed Archival Policies and Procedures

It is necessary for the Foundation to adopt policies and procedures to guide its activities as an archival repository and curator. Attached are a set of proposed policies and procedures which are consistent with those of well-established archival repositories. These have been reviewed by the Advisory Committee of our NHPRC-funded project, "Developing a Strategy for Documenting the Discipline of Professional Nursing in New York State," and reflect the recommendations of that committee. Project staff and the project archival consultant recommend that the Foundation Board of Trustees approve these policies and procedures as presented with the understanding that relevant dates regarding record restriction periods will be established after review of applicable law, standard archival practices and consultation with donors of archival records.

CAW/be
12/5/88

TRUSTEES: Laura L. Summs, President; Janet P. Manro, Vice-President; Veronica M. Driscoll, Secretary; Nicholas L. Tonelli, Treasurer; Ida O. Benderson, Ellen M. Burns, Mary E. Evans, Catherine T. Foster, Susan J. Fraley, Richard M. Galkin, James R. Greaney, Celia L. Heffron, Archie L. Hunter, Beatrice M. Latremore, Janet T. Swanson. TRUSTEES EMERITI: Carolyn L. Miller, Louise Patti, Janice R. Phillips. HONORARY TRUSTEES: Eleanor C. Lambertsen, Erlene P. McGriff, Margaret G. Tyson. EXECUTIVE DIRECTOR: Cathryne A. Welch.

FORM A-1

FOUNDATION OF THE NEW YORK STATE NURSES ASSOCIATION INC.

Archives and Special Collections Program

Purposes

- 1) To appraise, collect, organize, describe, preserve and make available records of permanent administrative, legal, fiscal and historical value of the Foundation of the New York State Nurses Association Inc., the New York State Nurses Association and selected other records of professional nursing of enduring value in New York State;
- 2) To provide adequate facilities for the retention, preservation, servicing and research use of these records;
- 3) To serve as a research center for the study of the Foundation's and Association's history and the development of professional nursing in New York State by members of the nursing profession and the scholarly community at large;
- 4) To facilitate efficient management of the recorded information produced by the Foundation's units and offices;
- 5) To promote within the nursing profession and public at large knowledge and understanding of the origins, programs, goals and achievements of the Foundation, the Association and the discipline of nursing in New York State;
- 6) To serve as a repository of last resort, usually on an interim basis, for other records of professional nursing of enduring value in New York State pending placement of such records in appropriate permanent locations.

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FORM A-2

FOUNDATION OF THE NEW YORK STATE NURSES ASSOCIATION INC.

Archives and Special Collections Program Collections Development Policy

Introduction

The Foundation's collection development policy derives from the purposes of its archives and special collections program. These purposes specify that the Foundation will: preserve and make available for public use its archives and the archival records of the New York State Nurses Association; serve as a repository of last resort, preferably on an interim basis, for other professional nursing records of enduring value pending placement of such records in appropriate permanent locations; serve as a research center for and to promote increased understanding of the development of the Foundation, the New York State Nurses Association and professional nursing in New York State.

Foundation and Association Archives

The Foundation's and Association's Archives consist of those records of permanent administrative, legal, fiscal and historical value. These records document the growth and development of these two organizations, pursuit of their corporate purposes, their relationships with other organizations and roles in the community at large. Records that reflect development and implementation of organizational policy and programming are of particular significance.

Decisions regarding preservation of administrative, legal and fiscal records shall be made by these organizations' officers, chief executive officers and the administrator of the archives program. Decisions regarding other records of historical value of each organization shall be made by the organization's chief executive officer and the administrator of the archives program with such consultation as they deem valuable.

Records described above shall be collected in the format originally generated or subsequently reproduced, e.g.,: minutes, reports, transcriptions, files, letter books, notebooks, ledgers, photographic materials, sound and video recordings, computer tapes and discs, microforms, printed matter, maps, film and ephemera. These archival records constitute the Foundation's collection priority.

(over)

FOUNDATION NYSNA

Manuscripts

The Foundation's manuscript collection focuses on records documenting the development of professional nursing in New York State. Records in these areas are of particular significance: the professionalization of nursing; the profession's role in health care delivery; the development of specialization within the discipline; the economics of nursing and health care delivery; and ethical-legal issues in nursing and health care. These may exist as individuals' personal papers or other records, as records of nursing organizations or agencies and, occasionally, as records of non-nursing organizations.

As a general rule, the Foundation will collect originals of such records if they contain documentation of nursing not already contained in Foundation and Association archives and are in danger of loss or destruction because no other institution will assume responsibility for them. Resources permitting, the Foundation will collect reproductions of such records as needed to stimulate and foster research.

Rare Books and Pamphlets

Rare books and pamphlets documenting professional nursing in New York State are collected primarily to support the Foundation's role as a research center, making available materials which cannot easily be attained elsewhere. Collection of these materials is subject to available resources.

Memorabilia

The Foundation will collect artifacts and memorabilia only if such materials are integral components of documentation of professional nursing in New York State; and are in danger of loss or destruction because no other institution will assume responsibility for them or they will be better utilized if retained by the Foundation.

FOUNDATION NYSNA

FORM A-3

FOUNDATION OF THE NEW YORK STATE NURSES ASSOCIATION INC.

Archives and Special Collections Program Appraisal Guidelines

Records and other materials documenting professional nursing in New York State will be accepted for accession if they fall within these criteria:

- 1) The records are official records of the Foundation or the New York State Nurses Association, or a Foundation or Association-related organization, group or individual;
- 2) The records have permanent administrative, legal, fiscal and historical value or other unique value in promoting research and/or understanding of the Foundation, the Association and/or professional nursing in New York State;
- 3) The records do not exist elsewhere; or, if they do, availability in the Foundation's collection will significantly enhance research and/or understanding of the Foundation, the Association and/or professional nursing in New York State;
- 4) The records are governed by policies which protect relevant confidentiality while providing timely access to appropriate users;
- 5) Foundation or other resources enable the level of processing and space allocation necessary to preserve the records and provide access to them for research purposes.

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FORM A-4

Foundation of the New York State Nurses Association Inc.

Archives and Special Collections Program

ACCESS POLICY

The intent of this policy is to safeguard the confidentiality of information about individuals and certain Foundation, Association and other organizational operations while at the same time permitting access to research materials.

To obtain access to records in the Foundation Archives--including records of the Foundation, the New York State Nurses Association and other archival collections--every researcher must complete an archival search record (Form A-5). Guidelines for use of the Archives are included on this form. Please note a prior appointment is requested to guarantee availability of records and adequate working space.

Archives staff will respond to telephone and written reference requests with the understanding that reference requests of the staff of the Foundation, the New York State Nurses Association and any other donor organizations take precedence. Reference provided by Archives staff does not negate the need for completion of the reference request form.

Access to collections other than Foundation and NYSNA archives is governed by conditions set forth in Deeds of Gift (Form A-6) for individual donors and Foundation. New York State Nurses Association records will be made available to scholars for the purposes of historical, education, or social science research under these terms.

Foundation Records:

Foundation archival records will normally remain closed for ___ years from the date of their creation. Exceptions are:

Board of Trustees minutes and files	___	years
Financial records	___	years
Personnel records	___	years

Only the staff of the office of origin may have access to restricted materials.

NYSNA Records:

Various NYSNA council and committee minutes and Annual Proceedings of the New York State Nurses Association are readily available and can be accessed through the Library without appointment. NYSNA produced oral history tapes and transcripts, NYSNA's collection of dissertations and various audio-visual materials produced by NYSNA or involving NYSNA staff may also be accessed through the Library. Library policy governs use and loan of these materials.

Association archival records will normally remain closed for a maximum period of ___ years from the date of creation. The opening date for files spanning several years will be ___ years from the most recent

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date. The only records closed for longer periods are: Corporate and Executive Committee minutes - restricted ___ years; personnel files - restricted ___ years; Economic and General Welfare grievance case files - restricted ___ years; violations of the Code for Nurses case files - restricted ___ years. Other records may be restricted for more than ___ years with the permission of the Executive Director.

During the restricted period the records will be available only to the office of origin, the staff of the Foundation Archives, and Association Executive Director or designee. Written permission of the Executive Director will waive these requirements. This policy will not impinge upon the normal administrative uses of Association records.

Requests for permission to examine any records in the Foundation Archives in connection with cases at law or legal proceedings of any kind will be referred to the Foundation's legal counsel and, if indicated, legal counsel of the donor organization.

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FORM A-5

Foundation of the New York State Nurses Association Inc.

Archives and Special Collections Program

RULES GOVERNING USE OF ARCHIVAL RECORDS

Hours: 9:00 am - 4:30 pm - by appointment

PERMISSION TO EXAMINE archival materials will be granted to qualified researchers upon completion of the Archival Search Record (reverse side), and agreement to abide by the following rules governing the use of materials. Such permissions are granted subject to whatever restrictions may have been placed on the material by the donors or depositors. (See Access Policy for the Foundation Archives)

RULES OF USE

1. Coats are to be left in the coat room. Brief cases, bags and backpacks should be checked at the Library desk.
2. All archival materials must be used in the Library reading room unless prior arrangements have been made with Archives staff. No materials may be removed from the reading room. The quantity of material examined at any one time may be limited.
3. Original order of materials and folders must be maintained. Staff should be promptly notified of any apparent disarrangement. Researchers are requested to use only one folder from a box at a time. Materials may not be folded, written on or handled in any way to cause damage.
4. The use of any pen is prohibited. Pencils are available from Library staff for researcher use if needed.
5. Smoking, drinking or eating are not allowed.
6. All photocopying of materials will be done by staff at the established charge and subject to established restrictions. Single photocopies are made for the researcher's personal reference only. Markers for identifying material to be copied will be provided upon request. The number of copies made at any one time and for any one user may be limited because of limitations of staff or facilities. Supplying a photocopy is not an authorization to publish.

I have read the rules governing the use of the archival materials deposited in the Foundation of the New York State Nurses Association Inc. and I agree to abide by them.

Signature of Researcher _____

Date _____

ARCHIVAL SEARCH RECORD

Date: _____

Searcher: _____

Type of Inquiry: _____

Staff

Non Staff:

In-Person

Mail

Phone

NON STAFF

STAFF

Name _____

Name _____

Address _____

Title _____

Phone _____

Dept./Program _____

Student ID No. _____

School _____

Other ID _____

Purpose of Research (complete for all users)

Post Graduate Degree

Undergraduate Degree

Association Research

Other (specify) _____

Form of Answer:

Phone

Mail

Used in-house (non-staff)

Files signed out (staff only)

photocopies provided _____ number of copies

files returned (staff only)

Search topic/records requested (complete for all users)

Records consulted:

FOUNDATION NYSNA

FORM A-6

Foundation of the New York State Nurses Association Inc.
Archives and Special Collections Program

Accession No. _____
Collection No. _____

DEED OF GIFT

Name of Collection _____

Name of Donor _____ Phone _____

Address _____
Street City State Zip

I hereby donate the papers and items described herein to the Foundation of the New York State Nurses Association Inc. Archives to become its permanent property. The papers and items will be housed at the Veronica M. Driscoll Center for Nursing to be administered in accordance with the Foundation's established policies. The gift of these papers and items and future accretions to the Collection is made subject to the following terms and conditions:

1. Title to the materials transferred hereunder will pass to the Foundation of the New York State Nurses Association Inc. as of the date of the signing of this instrument.
2. It is the Donor's wish that the materials donated to the Foundation of the New York State Nurses Association Inc. by the terms of this instrument be made available for research in the Foundation Archives as soon as they have been received, arranged and cataloged. The papers shall be available for research purposes in accordance with the regulations and policies of the Foundation Archives governing the use of manuscript materials for research purposes, subject only to those restrictions which may be specified below.
3. The Donor hereby gives, donates and conveys to the Foundation of the New York State Nurses Association Inc. all literary and other property rights in the unpublished letters and other manuscripts that have hereby been given or that may later be given to the Archives unless restriction is indicated. (See reverse side)

(over)

FOUNDATION NYSNA

RESTRICTIONS

Access: _____
Copyright: _____
Other: (attach extra sheet if needed) _____

Any items within the collection which are not retained shall be:
(donor to initial choice)

Returned to Donor: _____ Discarded: _____ Other: _____

Donor Signature Date

Accepted by: _____ Title _____
Date _____

DESCRIPTION OF THE DONATION: (attach any listings)

Cu./Linear Ft. _____ No. of Boxes _____ No. of vols. _____ No. of Items _____

INSTRUCTIONS FOR STAFF: Complete form. File one copy in control file,
send one copy to donor.

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FORM A-7

file: Control File
Accession File

Foundation of the New York State Nurses Association Inc.
Archives and Special Collections Program

ACCESSION RECORD

Accession No. _____ Collection No. _____

Title:

Office of Origin:

Donor Name/Address:

Date Collection Received: _____

Inclusive Dates: _____ Bulk Dates: _____

Quantity upon Arrival: ___ linear ft. or ___ items:

___ record cartons ___ ms. boxes or _____

Accompanying Finding Aids (describe):

Condition of Material (physical and order):

Restrictions:

Description of Records:

Temporary Location: _____

(over)

FOUNDATION NYSNA

Accession No. _____

PROCESSING CHECKLIST

ACCESSIONING AND INITIAL PROCESSING	WORK DONE BY (Initial)	DATE COMPLETED
<input type="checkbox"/> Assign accession number	_____	_____
<input type="checkbox"/> Generate locator file	_____	_____
<input type="checkbox"/> Establish control file	_____	_____
<input type="checkbox"/> Generate box description	_____	_____
<input type="checkbox"/> Verify box listings	_____	_____
<input type="checkbox"/> Label boxes	_____	_____
<input type="checkbox"/> Donor acknowledgement	_____	_____

Notes:

<input type="checkbox"/> Collection analysis (attach)	_____	_____
<input type="checkbox"/> Rearrange (describe)	_____	_____
<input type="checkbox"/> Flag security records	_____	_____
<input type="checkbox"/> Prepare separation sheets	_____	_____
<input type="checkbox"/> Generate finding aid consisting of	_____	_____
<input type="checkbox"/> cover sheet	_____	_____
<input type="checkbox"/> biography/organizational history	_____	_____
<input type="checkbox"/> scope and content note	_____	_____
<input type="checkbox"/> series description	_____	_____
<input type="checkbox"/> container list	_____	_____
<input type="checkbox"/> folder list	_____	_____
<input type="checkbox"/> other special list (describe)	_____	_____
<input type="checkbox"/> index (describe)	_____	_____

PRESERVATION

<input type="checkbox"/> Re-box: ___ rc or ___ ms boxes	_____	_____
<input type="checkbox"/> Acid-free folders	_____	_____
<input type="checkbox"/> Photocopy Thermofax, clippings,	_____	_____
<input type="checkbox"/> Paper clips/fasteners removed	_____	_____
<input type="checkbox"/> Encapsulate/enclose fragile items	_____	_____
<input type="checkbox"/> Keep log of special preservation problems	_____	_____

Quantity of records after processing: _____ linear ft _____ items
 _____ record center boxes _____ manuscript boxes

Permanent Location _____

Name of Processor _____ Date Completed _____

FOUNDATION NYSNA

December 7, 1988

TO: Board of Trustees
FROM: Cathryne A. Welch, Executive Director
RE: Proposed Center for History of Nursing in New York State

In the course of carrying out activities of our NHPRC-funded archives/documentation strategy project, it has become clear to staff that there is a need for a Center for History of Nursing in New York State and that assumption of responsibility for such a Center is consistent with Foundation purposes. The attached document summarizes the purposes and roles of discipline history centers, the need for a nursing history center in New York and rationale for Foundation assumption of the responsibility. Staff recommends that the Board of Trustees approve the policy decision to establish the Center for History of Nursing in New York State and the accompanying implementing recommendation which will provide for conduct of Center activities in a manner consistent with Foundation resources.

CAW/be
12/7/88

CAW/be
12/15/88 corrected

FOUNDATION NYSNA

A Proposal to Establish

The Center for History of Nursing in New York State

Introduction

The Foundation's primary purpose is to increase public understanding of nursing, the nursing profession and the arts and sciences on which human health depends. Several scientific disciplines similarly concerned with increasing public understanding of their respective sciences or services and their impact on society have found discipline centers to be most effective instrumentalities. Notable examples include: the American Institute of Physics Center for History of Physics; the Carnegie-Mellon University Hunt Institute for Botanical Documentation; the Center for History of Chemistry sponsored by the University of Pennsylvania and the American Chemical Society; Center for History of Electrical Engineering; Charles Babbage Institute for History of Information Processing sponsored by the American Federation of Information Processing Societies and the University of Minnesota; and the University of Wisconsin American Institute of the History of Pharmacy.

Role and Function of Discipline Centers

Discipline centers serve two purposes: 1) to promote involvement of those within the discipline in the history of the discipline, and 2) to promote public understanding of the discipline. The acknowledged model for discipline centers is the American Institute of Physics Center for History of Physics.

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Its stated purposes are to:

- 1) insure that the original source materials documenting the growth and impact of physics in our time are preserved;
- 2) conduct, encourage and help make possible scholarly studies that will contribute to understanding of the development of modern physics and its relation to society;
- 3) stimulate an appreciation of the history of physics within the physics community; and
- 4) foster wider public interest in the historical development of recent physics and its role in society.

Generally speaking, the acquisition or collection policies of discipline centers are parsimonious. Existing centers promote - and actively facilitate - preservation and use of records in their natural or logical homes. One exception is the collection of historical records of the discipline's professional societies.

Typical discipline center activities include:

oral history, bibliography, surveys of manuscript sources, publication of newsletters and historical works, professional and popular promotion of the discipline's history, active assistance to institutions in establishing effective records management and archival programs and administration of fellowships for research.²

Elliott notes that discipline centers "transcend the established organizational structure of science and technology, and therefore are able to carry out a significant role in coordinating the historical enterprise on a national and (ultimately) international level."³

FOUNDATION NYSNA

Existing Centers for Nursing History

There is no existing National Center for Nursing History in the United States. Significant historical collections and resources are available at: the Mugar Memorial Library, Boston University; Teachers College, Columbia University; Rockefeller Archives Center; Nursing Museum, Pennsylvania Hospital; Midwest Nursing Center, University of Illinois; National Archives; National Library of Medicine; and individual collections at institutions such as New York Hospital and Massachusetts General Hospital. Recently, the University of Pennsylvania School of Nursing has established a Center for the Study of the History of Nursing with a projected focus on the states of Pennsylvania, Delaware, New Jersey and Maryland. Efforts are also underway in Kansas to identify and preserve historical records in that geographic area.

Need for a Center for the History of Nursing in New York State

The emergence and development of professional nursing in New York State has been a seminal influence on the discipline and society at large, nationally and internationally. The origins of modern nursing education, the shape of nursing legislation, contemporary practice patterns and modalities - these and countless other important developments took root in New York State. Moreover, professional nursing in New York remains a significant social force. Annual graduations from basic nursing education programs here are the highest in the country. The number of master's and doctoral programs in nursing is greater

7 FOUNDATION NYSNA

than in any other state. Health care services here - with nursing as their central service - are among the most professional in the world.

Professional nursing in New York State is clearly a critical element of the state's larger development. The records of the discipline are thus an indispensable component of the state's illustrious history.

To date, no institution or organization has assumed responsibility for preservation and use of the records of the nursing discipline as a statewide entity.

Rationale for Foundation Establishing the Center for History of Nursing in New York State

Foundation purposes clearly embrace the role, functions and activities of established discipline centers. Indeed, the Foundation has already undertaken certain discipline center responsibilities - namely, assumption of archival responsibilities, initiation of a strategy to document the discipline of nursing in New York State and assumption of responsibility for an oral history project documenting dimensions of professional nursing in New York State. Foundation establishment of the Center for History of Nursing in New York State will: focus professional and public attention on the need to identify, preserve and use nursing records of enduring value; stimulate use of such records and thus promote increased understanding of and involvement in nursing's development; and provide a vehicle for enlisting scientific and financial support for preserving and understanding nursing's history.

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Recommendation

It is recommended that: 1) the Foundation establish the Center for History of Nursing in New York State; and, 2) the Board of Trustees request the Research and Development, Education and Fund Raising Committees to develop an implementing proposal for establishing and maintaining the Center for History of Nursing in New York State.

It is suggested that an interim report on this proposal development be presented at the next meeting of the Board of Trustees.

CAW/cc
10/16/88

CAW/be
10/18/88 corrected

CAW/be
10/18/88 corrected

References

1. Warnow, Joan N. and the AIP Advisory Committee on the Documentation of Postwar Science, Guidelines for Rapid Appraisal at Major Research Facilities, American Institute of Physics, New York, 1982, Revised 1985.
2. Elliott, Clark A., History of Science in America: News and Views (Vol. II, No. 3, May 1983), cited in Joan Y. Klein, Helen Willa Samuels & Barbara Trippel Simons, Approaching the Records of Modern Science and Technology: A Guide, Massachusetts Institute of Technology, 1985, p. 84.
3. Ibid.

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THIRD INTERIM NARRATIVE REPORT ON PROJECT:

"Developing a Strategy for Documenting the Discipline of Professional Nursing in New York State"

Grant Number: 88-013
Report Period: January 1 - June 30, 1989
Submitted by: Foundation of the New York State Nurses Association Inc.
Veronica M. Driscoll Center for Nursing
2113 Western Avenue
Guilderland, NY 12084

BACKGROUND

Purposes of this project are to make available to the public the archives of the New York State Nurses Association* and initiate development of a coordinated strategy for documenting the discipline of professional nursing in New York State.

The New York State Nurses Association, founded in 1901, is the oldest and largest state nurses association in the country, with a membership of about 31,000. Its records date from 1900 and reflect pioneering work in nursing legislation, education, practice, and economic and general welfare. They contain invaluable data re the evolution of: the nursing discipline, the modern health care delivery system, the role of women, labor relations in health care and ethical-legal issues in health care.

Project goals are to:

....transfer the Association archives to the Foundation of the New York State Nurses Association** and arrange and describe them for public use;

....develop archival policies and procedures for appraisal, accession, description, access, use and security of the collection;

....determine future plant, equipment and human resources needed for continuing preservation and use of the evolving Association archives;

....initiate identification of the gaps in the records of professional nursing of enduring value in New York State; and

....initiate a structure and process for development of a coordinated strategy for documenting the discipline of professional nursing in New York State.

A project advisory committee, comprised of leaders in the nursing and archival disciplines, and a highly qualified archival consultant (see Appendix I) provide expert guidance to project activities.

PROJECT ACTIVITIES

From December 31, 1988 through June 30, 1989 project activities have included:

- 1) regularly scheduled consultation with project consultant and one meeting of the project advisory committee;

* Hereinafter referred to as the Association

** Hereinafter referred to as the Foundation

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- 2) site visit of project, including meeting with project staff and Association executive staff, by Nancy Sahll, Director, Records Program, NHPRC;
- 3) meeting of project staff with representatives of the Association's nineteen constituent district nurses associations to provide overview and progress report on project activities and initiate assessment of applications to district nurses associations' records management and archival programs;
- 4) meeting of project staff with Association's Board of Directors to review and assess project progress and discuss the plans of the Foundation for conduct of an oral history program and other Center for History of Nursing in New York State activities;
- 5) meetings of project staff with Association Executive Director to review proposed records management manual and retention schedules;
- 6) approval by Association Executive Director of retention schedules for substantial portions of Association records and institution of regularly scheduled, documented transfers and dispositions of these records;
- 7) agreement by Association and Foundation Executive Directors regarding procedures for transfer of significant portions of Association records to Foundation archives and subsequent access to these records;
- 8) meetings of project staff with Association professional and administrative staff to review project progress and assess validity and application of proposed records-management policies and procedures;
- 9) ongoing consultation of project staff with Association staff regarding records creation and maintenance, retention needs and transfer procedures;
- 10) refinement of the "series and subseries listings" to clarify its purposes as an Authority Listing to reflect the Association's organization, structure, functions and operations and to provide a framework for arrangement, description and access to the Association's archival records;
- 11) accession of Association records in storage into the new records-management system with creation of relevant documentation;
- 12) continuing identification and photocopying of obviously fragile materials;

- 13) continuing identification of records to be reviewed by appraisal panel;
- 14) continuing refinement of histories of the Association and its programs and preparation of finding aids;
- 15) continuing refinement of an archives processing manual;
- 16) completion of a preliminary study of creators and custodians of records of professional nursing in New York State by project records clerk (done in conjunction with academic requirements);
- 17) continuing refinement of a model for documenting professional nursing in New York State;
- 18) preparation for invitational conference focusing on coordinated strategy for documenting nursing in New York State;
- 19) presentation and/or discussions by project staff at diverse nursing, Rotary, records-management and archives groups to publicize project, heighten awareness of the need to document nursing and promote involvement in and support of this effort;
- 20) completion of Modern Archives Institute educational program by archives coordinator;
- 21) attendance of MARAC spring meeting by archives coordinator and project director;
- 22) attendance at MARAC/SAA documentation strategy workshop by project director;
- 23) attendance by archives coordinator at the New York State program on "Realistic Solutions for Improving Conservation Environments for Library and Archival Collections";
- 24) continuing participation of archives coordinator in ASMA and Capital Area Archivists and attendance at education sessions.

RESULTS/IMPACT

Important progress has been made in this report period in completing the design of and implementing an efficient records-management program for the Association. This, in turn, has facilitated development of procedures essential to the Foundation's accession of Association archives. Improved management and use of records by Association staff are obvious. While archival accession is far from complete, identification and provision of access to records needed for research has also been

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enhanced. Moreover, assessment of future plant, equipment and human resources needed for ongoing preservation and use of Association records can now proceed on a more knowledgeable and systematic basis.

The process of regularly scheduled and thorough communication between and among project personnel, Association, district Nurses Associations and Foundation representatives continues to generate enthusiasm and support of the project's current activities and the documentation strategy the project aims to initiate. With increasing frequency project staff and Foundation representatives receive invitations and requests to assist in determining the archival value of diverse nursing records and arranging for their proper care.

Regrettably, an injury sustained by the project director on May 29 necessitated postponement of the first invitational conference on documentation strategy, scheduled for June 13. This one-day conference was to have focused on design of a model for documenting the discipline. A second one-day conference, in the fall, was to have focused on implementation of the strategy. Fortunately, all who were confirmed to attend the June conference - as well as some important others who were unavailable on that date - are able to attend a two-day session scheduled for September 12 and 13, 1989. This meeting will embrace both design and implementation of the documentation strategy. Attendance at this conference will include a wide array of highly expert archivists, records-managers and scholars in diverse disciplines. Despite the delay, we are confident conference outcomes will fully meet project goals.

Cathryne A. Welch

Cathryne A. Welch, EDD, RN
Project Director
July 28, 1989

cc: Harry J. Barkman
Laura L. Simms
Juanita K. Hunter
Martha L. Orr
John F. Dojka
Foundation Board of Trustees
Association Board of Directors
Project Advisory Committee
Project Appraisal Panel

APPENDIX I

Project Personnel

"Developing a Strategy for Documenting the Discipline of Professional Nursing in New York State"

Archival Consultant: John F. Dojka - Head, Special Collections Department and Institute Archivist, Folsom Library, Rensselaer Polytechnic Institute

Advisory Committee:

Bettie Birnbach, EDD, RN
Nursing Historian
Director at Large, New York State Nurses Association

Veronica M. Driscoll, EDD, RN
Nursing Historian
Secretary, Foundation of the New York State Nurses Association Inc.

Evelynn C. Gioiella, PhD, RN
Dean, Hunter-Bellevue School of Nursing
Hunter College of the City University of New York
President, Council of Deans of Nursing, Senior Colleges and Universities of New York State
American Association of Colleges of Nursing Representative of the Interagency Council of Library Resources for Nursing

Jean E. Johnson, PhD, RN
Professor of Nursing and Site Director, Robert Wood Johnson
Clinical Nurse Scholars Program (Post Doctoral Program)
School of Nursing
University of Rochester

David Ment, PhD
Head of Special Collections
Milbank Memorial Library
Teachers College, Columbia University

Claire Murray, MS, RN
Vice-President, Patient Care Services
St. Mary's Hospital
Troy, New York

Darwin H. Stapleton, PhD
Director, Rockefeller Archives Center
Adjunct Professor, Rockefeller University

Joan N. Warnow
Associate Director
Center for History of Physics
American Institute of Physics

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Appraisal Panel:

Nettie Birnbaeh, EdD, RN
Nurse Historian

Veronica M. Driscoll, EdD, RN
Nurse Historian

Karen Buhler-Wilkerson, PhD, RN (or other designated
representatives of the Center)
Archivist, Center for the Study of the History of Nursing
University of Pennsylvania

Philip Mason, PhD
Director, Archives of Labor & Human Affairs
Walter P. Reuther Library
Wayne State University

Susan M. Reverby, PhD
Women's Studies Program
Wellesley College

John D. Thompson, MS
Professor of Public Health
Yale University School of Medicine

Records Clerk/Archives Technician: Robert E. Youngberg

Archives Coordinator: Carol A. Gallacchi

Project Director: Cathryne A. Welch
Executive Director
Foundation of the New York State Nurses
Association Inc.