

## **Medical Center Archives**

**NewYork-Presbyterian/Weill Cornell**

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## **Collection Development Policy**

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*The collection development policy is essentially a planning tool formulated to guide the archives' staff in making informed decisions on potential accessions. The collection development policy is, therefore, an essential component of the appraisal process through which materials are added to the collection (and in some cases, deaccessioned). Equally important, the policy insures an appropriate balance between the archives' resources and its commitments. The policy will be reviewed annually for revision.*

### **I. General Policy**

Medical Center Archives of NewYork-Presbyterian/Weill Cornell acts primarily as the final repository for records of enduring value created in the conduct of business—education, research, and patient care—at NewYork-Presbyterian Hospital/Weill Cornell Medical Center and Weill Medical College and Graduate School of Medical Sciences of Cornell University. The records of antecedent institutions to the hospital and medical college/graduate school are also within the primary scope of the archives collection development policy (see appendix for list of institutions). It is the responsibility of the archives' staff to acquire and appraise these records, to arrange and describe them, to preserve and retain them, and to make such records available for reference or research by staff, students, and the general public—in accordance with the archives' current access policies.

Records of enduring value shall be defined as all records—in any media or any format, including electronic—that have ongoing historical, administrative, legal, or financial value. Ideally, in the aggregate, such records will document both the organization and the activities of *all* departments, divisions, offices, and units of the hospital, the medical college, and the graduate school (including student organizations, auxiliaries, and alumni associations). These records of enduring value may include, but are not limited to, the following:

- ✓ accreditation reports
- ✓ affiliation agreements
- ✓ annual reports
- ✓ audio-visual materials (including audio and videotapes, CDs and DVDs, films, photographs, and slides)
- ✓ biographical information regarding faculty and staff
- ✓ budgets (annual finalized reports only)
- ✓ correspondence & memoranda
- ✓ committee minute and reports
- ✓ histories (printed or oral)
- ✓ maps and architectural drawings
- ✓ memorabilia (news clippings, programs, pins, posters, etc.)
- ✓ policy and procedure manuals
- ✓ publications (including annual reports, catalogs, bulletins, class schedules, conference proceedings, directories, newsletters, and yearbooks)
- ✓ reports and planning documents
- ✓ research project reports, including final grant reports
- ✓ theses
- ✓ subject files
- ✓ web pages (electronic files)

The archives acquires such records through active solicitation on the part of the archivists and benevolence on the part of administrators in a manner that is consistent with the records retention policies of both the hospital and the medical college (Hospital Policy and Procedure Manual # R148; Cornell University Policy Library # 4.7). In the case of the hospital, the archives will direct primary attention toward acquiring the records of the Office of the President, the Board of Trustees and its committees, the Office of the Secretary, the Medical Board, and the major clinical services. In the case of the medical college and graduate school, primary attention will be directed toward acquiring the records of the Board of Overseers, the Offices of the Deans, the Executive and General Faculty Councils, and the major academic departments. The archives will especially seek to acquire material from any administrative, academic, or clinical unit where the material is of historical interest but is in proximate danger of neglect or destruction.

Additionally, the personal and professional papers of some doctors, nurses, and/or professors associated with the medical center will be actively sought. The archives will automatically accept the papers of Nobel laureates, chairs of departments, professors emeriti, and/or recipients of the hospital's annual Greenberg Distinguished Service Award. Papers of other individuals will be accepted at the discretion of the Head of Archives. Acceptance will be based, in whole or in part, upon the following considerations: rank or position of the individual, length of service at the medical center, national reputation in an academic/clinical field, and prior interest or contributions toward the development of the archives. A Deed of Gift will accompany the transfer of all personal papers to the archives. Greater consideration for acceptance will be given to those papers that contain few—if any—access restrictions in the Deed of Gift.

## II. Special Considerations and Exceptions:

1. Although it is not presently within the primary scope of the collection development policy to accept records pertaining to NewYork-Presbyterian Hospital/Columbia University Medical Center or records pertaining to other hospitals within the NewYork-Presbyterian Healthcare System, such records may be considered for acceptance when they closely complement or greatly enhance a better understanding of the records of NewYork-Presbyterian Hospital/Weill Cornell Medical Center.
2. Because of special collection agreements made in previous years, the archives will continue to collect and preserve the records of the Rogosin Institute and the Women's Medical Association of New York City.
3. Records from any source that for reasons of confidentiality and/or legality are permanently closed to access will not be accepted. This category of records may include certain patient medical records, student academic records, or personnel records.
4. The archives will not accept financial transaction documents. Such documents include, but are not limited to, cancelled checks, credit card slips, invoices, purchase orders, ledger reports, petty cash vouchers and/or receipts, and any non-final budget reports.
5. Multiple copies (more than two) of any publication, program, flier, form, etc., will generally be discarded.
6. The archives will not normally accept rare books or medical instruments unless they are extremely relevant to the history of the hospital or the medical college/graduate school. Apart from a few such items retained for reference or exhibit purposes, rare books and medical instruments currently held by the archives will be deaccessioned and will be offered to other appropriate collecting institutions.
7. The archives will not normally accept films or videocassettes not produced by and about the hospital or the medical college/graduate school. For example, medical films by outside sources used for classroom instruction will not be accepted. Videotapes of televised interviews by medical center physicians will not usually be accepted.
8. Medical slides will not be accepted unless the transferring unit or donor can convincingly demonstrate their long-term research or exhibit value.

## **Appendix**

*Medical Center Archives of NewYork-Presbyterian/Weill Cornell serves as the final repository for records of enduring value from the following institutions:*

### **Primary Institutions:**

NewYork-Presbyterian Hospital/Weill Cornell Medical Center, 1998-[ongoing]

Weill Medical College and Graduate School of Medical Sciences of Cornell University, 1998-[ongoing]

### **Antecedent Institutions:**

The Society of the New York Hospital, 1771-1997

Cornell University Medical College, 1898-1998

Cornell University Graduate School of Medical Sciences, 1952-1998

Cornell University-New York Hospital School of Nursing, 1877-1979

The Society of the Lying-In Hospital of the City of New York, 1799-1965

Manhattan Maternity and Dispensary, 1905-1939

Nursery for the Children of Poor Women and Nursery and Child's Hospital, 1854-1910

New York Infant Asylum, 1865-1910

New York Nursery and Child's Hospital, 1910-1947

New York Asylum for Lying-In Women, 1823-1899

### **Other Institutions:**

The Women's Medical Association of New York City, 1902-[ongoing]

The Rogosin Institute, 1983-[ongoing]