



New York State Archives

Willard Psychiatric Center Board of Visitors' Reports B1436

New York State Archives
222 Madison Avenue
Albany, NY 12230
archref@nysed.gov
URL: <http://www.archives.nysed.gov/>

Table of Contents

Overview of the Records	3
Arrangement	3
Scope and Contents	3
Related Information	5
Other Finding Aids	5
Use of Records	5
Administrative Information	6
Access Terms	6

Overview of the Records

Repository:	New York State Archives
Summary:	The monthly reports of the Board of Visitors of Willard Psychiatric Center consist of superintendent/directors' reports and Board of Visitors meeting minutes. The reports discuss epidemics; patient and staff health; accidents; department reports; statistics related to admissions, deaths, and discharges; staff promotion and activities; and fund allocations. The minutes record each member's observations, inspections, and interviews.
Creator:	Willard Psychiatric Center (N.Y.)
Title:	Board of Visitors' reports
Quantity:	7.4 cubic feet
Inclusive Date:	1905-1995
Series:	B1436

[^ Return to Table of Contents](#)

Arrangement

Chronological by date of report.

[^ Return to Table of Contents](#)

Scope and Content Note

Earlier Board of Visitors monthly reports consist of original typescript sheets and standard printed forms with typed information. Earlier reports tend to include more statistics and information concerning farm products and activities. Later reports (ca. mid-1980s) are printed rather than typed and sometimes have photocopied newspaper articles concerning Willard State Hospital attached.

Each monthly report is divided into two parts. The first part consists of information submitted by the superintendent (later director) of Willard; the second part consists of the minutes of the monthly Board of Visitors meeting.

Part one of the monthly reports typically opens with a statement on epidemics and general health of patients and employees. Following is a summary of the numbers of admissions, deaths, and discharges. Most categories are broken down by sex and totaled. Also included are numbers of patients in the hospital at Willard at the end of the reporting month; number on leave without consent; number in convalescent care; number in family care; number of patients received by transfer; number on leave; number of vacancies for employees at Willard; and number of vacancies for employees at the Sampson Division. Statements follow for the number of accidents reported to the Department of Mental Hygiene (including number of accidents resulting in fractures); significant promotions of staff; staff attendance at conferences and meetings; and allocations of funds.

Following this general section in the monthly report are summaries by functional units. These include: the Dental Department, the Alcoholic Unit (later renamed Alcoholic Rehabilitation Services and finally phased out of existence by the Board in June 1969), the Intensive Retreatment Unit (or Intensive Treatment of Chronic Patients), Library Services, Mechanical Repairs, Nursing Services, Occupational Therapy Department, Operating Room, Personal Hygiene Department, Physical Therapy Department, Psychology Department, Recreation Department, Rehabilitation Program, the Sheltered Workshop Unit, and the School of Nursing.

Beginning March 1969, the monthly reports contain additional summaries of patient services, activities, statistics, and events from each of the home county units and from units caring for patients out of the hospital district.

Part two of each monthly report consists of the minutes of the Board of Visitors meetings. For early dates the minutes are usually brief, typically consisting of a single typescript page. The bulk of the minutes are reports by each member of his/her observations, inspections, interviews, and related activities; most observations were taken and reported on the day of the monthly meeting, and comment on the general appearances of the patients, grounds and facilities. Added remarks include programs attended and other general information. Signatures of members attending appear on the minutes. A yearly attendance report is attached to the minutes for the last meeting of the calendar year. Minutes for later dates tend to contain more substantive discussion of administrative policy.

B1436-96A: This accretion consists of reports documenting the final meetings of the Willard Psychiatric Center's Board of Visitors. Most of the content of the reports, minutes, and attachments deals with transfer of patients to other facilities; community concerns; staff transfers and layoffs; and other issues related to the final closure of the facility.

[^ Return to Table of Contents](#)

Related Information

Related Material

B1433Series B1433, Annual Reports of the Board of Visitors, contains reports dated 1927-1972

B1502Series B1502, Board of Visitors sign-in logs, includes minutes of board meetings (for the earliest years)

B2505Series B2505, Background material for Board of Visitors' reports, contains related records

B2540Series B2540, Incident reports, contains related records.

[^ Return to Table of Contents](#)

Other Finding Aids

Available at Repository

Additional descriptive information on functional unit reports of the Willard State Hospital is available.

B1436-96: Container list is available at the repository.

[^ Return to Table of Contents](#)

Use of Records

Access Restrictions

There are no restrictions regarding access to or use of the material.

Administrative Information

Acquisition Information

These records were transferred to the State Archives by authorization 19069.

[^ Return to Table of Contents](#)

Access Terms

- Willard (N.Y.)
- Administering psychiatric hospitals
- Mentally ill--Commitment and detention
- Managing mental health facilities
- Mentally ill--Care--New York (State)
- Monitoring state government institutions
- New York (State)
- Mental health facilities--New York (State)
- Minutes (administrative records)
- Public welfare
- Reporting
- Mental health planning--New York (State)
- Psychology, Pathological
- Institutional care
- Mental health policy--New York (State)
- Psychiatric hospital patients
- Seneca County (N.Y.)
- Ovid (N.Y.)
- Psychiatric hospitals--Employees--New York (State)
- Annual reports
- Monthly reports
- Willard State Hospital (N.Y.)
- New York (State). Office of Mental Health
- New York (State). Department of Mental Hygiene