



New York State Archives

Willard Psychiatric Center Administrative Records B1470

New York State Archives
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Overview of the Records

Repository:	New York State Archives
Summary:	These records include newsletters, circular letters, and memorandums relating to administrative policies, procedures, and activities distributed to Willard State Hospital (later Willard Psychiatric Center) by the Department of Mental Hygiene. Also included are statistical reports; lists of patients' property on admission; death register books; diphtheria and syphilis test results; and a register of reported diseases. The department's newsletter, "Mental Hygiene News," contains news of staff changes; activities; and mental health related topics. Records are partially restricted.
Creator:	Willard Psychiatric Center (N.Y.)
Title:	Willard Psychiatric Center administrative records
Quantity:	7 cubic feet
Inclusive Date:	1874-1977
Series:	B1470

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Arrangement

B1470-96:Arranged by type of record.

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Scope and Content Note

This series documents the official administrative policies, procedures, and activities of Willard State Hospital (later Willard Psychiatric Center) and other state institutions as directed and reported by the Department of Mental Hygiene.

"Mental Hygiene News" (1934-1989), a newsletter published by the Department of Mental Health, contains news of the department and state hospitals including staff changes and activities; articles on topics related to mental health; announcements and reports of

conferences and meetings; and reports of activities and programs of groups associated with the mental health field.

Circular letters (1874-1932) contain general notifications from the State Commission in Lunacy (later Department of Mental Hygiene) concerning fiscal matters; missing persons; requests for information or reports; policy and procedure changes; announcements of appointments; legal opinions; and changes in laws and regulations. Some copies of replies are attached. Many of the earliest letters are handwritten and are addressed specifically to the Willard Asylum for the Insane.

Memoranda and Information for Physicians (1954-1958) from the Department of Mental Hygiene contain information and directives concerning such matters as medical procedures; administrative policies and procedures including admission, release, and transfer of patients; legal opinions and changes in Mental Hygiene Laws and Correction Laws; and revisions of General Orders.

Memoranda (1951-1959) from various officials and offices of the Department of Mental Hygiene as well as other state agencies to directors of state institutions include instructions, directives, and general notifications of changes in administrative policies and procedures as well as announcements of medical findings, personnel changes, and other information pertinent to state institutions.

Minutes of the Course in Hospital Administration (1946-1947) contain minutes and notes of a 10-session course conducted by the Department of Mental Hygiene for associate directors and administrative assistant directors in the Department of Mental Hygiene, and also by administrative officers of the departments of Health and Correction.

B1470-02: This accretion consists of several record types documenting a wide variety of administrative functions. Records include statistical reports (1962-1965); lists of patient's property on admission (1907-1943); work order for Electrical Dept. (1939-1940); criminal designation requests (1952-1956); death register books including date, name, infirmary or ward, and by whom the body was removed from the hospital (April 1965-Nov. 1967); and a register apparently documenting security staff schedules and times of various rounds made (Nov. 1958-Dec. 1959). Also included are long distance call registers (1959, 1962); diphtheria tests results (Sep-Nov 1940) and syphilis test results from Division of Laboratories and Research (June 1941-Aug 1950); a register of diseases report to the Dept. of Mental Hygiene (July 1936-Dec. 1964); and correspondence and invoices re: educational, training, and entertainment files show to patients and staff (ca. 1949-1950).

Also included are a few copies of patient case files (ca. 1950s); by whom the copies were made and for what purposes are unknown.

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Related Information

Related Material

Series B1491, State Commission in Lunacy policy and meeting records, contains other official memoranda received by the state hospitals from the State Commission in Lunacy.

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Other Finding Aids

Available at Repository

Container list.

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Use of Records

Access Restrictions

Records identifying patients are restricted in accordance with Mental Hygiene Law, Section 33.13, relating to confidentiality of clinical records. Access is permitted under certain conditions upon approval by the Office of Mental Health.

Administrative Information

Custodial History

These records were transferred to the State Archives from Willard Psychiatric Center at the time of its closure in April, 1995.

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Access Terms

- Psychiatric hospitals--New York (State)
- Willard (N.Y.)
- Administering psychiatric hospitals
- Guidelines
- Regulating psychiatric hospitals
- New York (State)
- Mental health facilities--Employees--New York (State)
- Psychiatric hospitals--New York (State)--Employee rules
- Training
- Regulations
- Seneca County (N.Y.)
- Mental health facilities--Law and legislation--New York (State)
- Willard State Hospital (N.Y.)
- New York (State). Office of Mental Health
- Willard Asylum for the Insane
- New York (State). Department of Mental Hygiene