



New York State Archives

**Willard Psychiatric Center Meeting Minutes of Executive
Committee and Director's Cabinet B1504**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of meeting minutes of the "Director's Cabinet" of Willard Psychiatric Center and its predecessor, the Executive Committee. Permanent members of these groups included the director, deputy directors, chief of psychiatry, director of nursing, director of personnel, and business officer.
Creator:	Willard Psychiatric Center (N.Y.)
Title:	Meeting minutes of Executive Committee and Director's Cabinet
Quantity:	2 cubic foot
Inclusive Date:	1962-1985, 1988-1995
Series:	B1504

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Arrangement

B1504-96: Reverse chronological by date of meeting.

B1504-19: Chronological.

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Scope and Content Note

This series consists of meeting minutes of the "Director's Cabinet" of Willard Psychiatric Center and its predecessor, the Executive Committee. Permanent members of these groups included the director, deputy directors, chief of psychiatry, director of nursing, director of personnel, and business officer. Minutes typically include lists of attenders; memoranda announcing agenda; abstracts or summaries of reports; background and reference material; and management plans. The minutes pertain to a variety of topics including staff development; outpatient services; management roles and responsibilities; program reports; coordination of programs with other agencies; agency policies; budget; and staffing.

Executive Committee meeting minutes range from from 1965 to 1985. Director's Cabinet meeting minutes range from 1988 to 1995. Also included are minutes from meetings of the Nursing Services Committee, which date from 1962 to 1965 and were filed with minutes of Executive Committee meetings.

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Use of Records

Access Restrictions

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

Administrative Information

Acquisition Information

B1504-96: Records were transferred to the State Archives from Elmira Psychiatric Center.

B1504-19: Records were transferred to the State Archives from Willard Psychiatric Center.

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Access Terms

- Plans (reports)
- Willard (N.Y.)
- Administering psychiatric hospitals
- Employees--Training of
- New York (State)
- Mental health facilities--New York (State)
- Mental health personnel--New York (State)
- Minutes (administrative records)
- Psychiatric hospitals--New York (State)--Administration
- Planning
- Seneca County (N.Y.)
- New York (State). Office of Mental Health

- New York (State). Department of Mental Hygiene