



*New York State Archives*

**Willard Psychiatric Center Policy and Procedure Manuals  
B2478**

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## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	This series consists of policy and procedure manuals for Willard programs and departments, with most submitted to or reviewed by the Quality Assurance office. Some manuals contain updates, notes, commentary, or review requests. All contain established administrative instructions for how each program or department was expected to be run, as well as standards on which to be judged during review.
<b>Creator:</b>	Willard Psychiatric Center (N.Y.)
<b>Title:</b>	Policy and procedure manuals
<b>Quantity:</b>	8 cubic feet
<b>Inclusive Date:</b>	1960-1995
<b>Bulk Date:</b>	bulk 1980-1982, 1992-1994
<b>Series:</b>	B2478

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## Scope and Content Note

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This series consists of policy and procedure manuals for Willard programs and departments, with most submitted to or reviewed by the Quality Assurance office. Some manuals contain updates, notes, commentary, or review requests. All contain established administrative instructions for how each program or department was expected to be run, as well as standards to be judged on during review. Some books of rules and regulations appear. A few manuals were created by the New York State Office of Mental Health, federal agencies, or the Joint Commission on Accreditation of Hospitals.

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## Use of Records

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### Access Restrictions

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

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## Administrative Information

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### Acquisition Information

This series was transferred under records disposition authorization number 11696.

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## Access Terms

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- Psychiatric hospitals--New York (State)--Employee rules
- Administering psychiatric hospitals
- Willard (N.Y.)
- Training
- Mentally ill--Care--New York (State)
- Mental illness--Treatment--New York (State)
- Seneca County (N.Y.)
- Mental health facilities--New York (State)
- New York (State)
- Employees' manuals
- Willard State Hospital (N.Y.)
- New York (State). Office of Mental Health
- New York (State). Department of Mental Hygiene