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Guide to the Ellis Hospital Collection, 2014.71

Creator: Ellis Hospital

Accession Number: 2014.71

Extent: 8.93 cubic feet (3 boxes, 8 cases, 1 flat file for oversized material, 1 book box, and 15 bound items that are not in any housing)

Source: Ellis Hospital, 2013 – 2014

Inclusive Dates: 1885 – 2012

Bulk Dates: 1960-1982; 2004 - 2007

Access: Access to this collection is unrestricted.

Abstract: The Ellis Hospital Collection consists of a variety of materials pertaining to the history and daily proceedings of Ellis Hospital.

Scope and Content Note:

The Ellis Hospital Collection consists of a variety of materials relating to the history of the Ellis Hospital in Schenectady, NY. The material is not comprehensive, and over half of the collection is composed of photographs, photographic negatives, and photograph proof sheets related to: construction work on the hospital for various expansions; general views of the exterior and interior of the hospital; nursing and other staffs both at work and in semi-formal arrangements; hospital managers; and hospital volunteers. Some photographs do not seem to be directly related to any of these subjects, and so have been designated "Miscellaneous." A few photographs and publications have been categorized "Oversized," and are housed separately. Included in the rest of the collection are newsletters; newspaper clippings, magazines and articles; pamphlets and flyers; official documents such as hospital by-laws and annual reports; correspondences, most of which are email; memos; meeting minutes and extracts of minutes; public relations material; legal material; historical reports; miscellaneous items; and ephemera. A portion of these items exist as material bound in codices or binders, which are treated as unique items assigned to the series "Bound Materials." Though some of the items in the Ellis Hospital Collection are from the late-nineteenth and early-twentieth centuries, most fall within a period ranging from about the mid-1940s to 2012, with an emphasis on the 1960s and 1970s, and on the early 2000s.

Organization History:

The idea for the formation of what would become Ellis Hospital began with James J. Marlette, an editor at the *Daily Star* newspaper, who was distressed by the lack of a city hospital in Schenectady in 1883, population then around 13,000. Though twenty-six practicing physicians were available within the city, serious injuries and ailments often forced prospective patients either to endure the crowded infirmary operated from the city almshouse on Paige Hill (later, Hamilton Hill), or to make a twelve-mile journey to the better equipped Albany Hospital. By the late nineteenth century, injuries in the downtown Schenectady area were both common and often industrial in nature, caused by accidents taking place either in factories or around the city's transportation venues, such as the railroad and the canal. To start a serious discussion about the lack of a proper institution to care for such patients within the city, Marlette wrote an editorial urging for the establishment of a city hospital.

Initially, few people outside of the community of the Schenectady County Medical Society took serious notice. There were some discussions between Society members and certain wealthy men of the town about the issue in late 1884, and most agreed that the establishment of a dispensary would be wholly beneficial for the public. However, the project soon stalled, and there seemed to be little that could revive it. This changed following the maiming and death of a barge helmsman who suffered catastrophic injuries after being caught between the hull of his boat and a canal wall in October of 1885, and subsequently received neither adequate medical care nor a proper environment in which to be treated until it was far too late to save him. The idea of a dispensary was suddenly given new life, and to this end the group that had initially agreed upon its establishment was quickly reconvened. The articles of corporation were filed on November 7th of that year, and a month later a suitable location was found at 108 Union Street (later, 408 Union Street) and renovations were begun.

This institution, the Schenectady Free Dispensary, began operation on December 25, 1885, in a three-story building that initially included two beds in its infirmary, and a cot and table in its exam room. The number of beds was expanded to eight in 1887, and the name was changed to the Schenectady Hospital and Free Dispensary in 1890. Though well operated, it soon became clear that this small clinic could not hope to respond to a widespread health emergency, as was demonstrated with a typhoid fever epidemic that erupted that spring and continued until the end of the year. In the wake of this severe straining of the dispensary's resources and employees, talks began to suggest moving the enterprise to a new location, where a larger facility could be built. The decision was approved, and in the summer of 1891 construction began on the new hospital building on Jay Street. The project was helped financially by a bequeathal of \$25,000 by Charles G. Ellis, son of the businessman John Ellis who had taken the defunct Schenectady Locomotive Engine Manufactory and turned it into the successful Schenectady Locomotive Works in 1851, with the single stipulation that the new hospital be named after his father. The hospital's first day of operation was on March 27, 1893.

The first few years of Ellis Hospital were somewhat rocky, impacted as it was by the

1893 recession, but by the end of the decade it had managed to right itself. This was due in part to a second bequeathal of \$25,000, this time by Dr. Robert Fuller, who had been a physician and surgeon at the dispensary from its first days. As the population of Schenectady continued to grow in response to the city's industry boom throughout the late-nineteenth and early-twentieth centuries, first more than doubling to 31,600 by 1900, then swelling to approximately 58,000 by 1906, Ellis Hospital kept pace. It was one of the first hospitals in the United States to adopt the X-ray in 1900, only five years after its discovery. In 1903, it also established its School of Nurses, a three-year course for women interested in entering the field. In response to the explosion in Schenectady's population in a mere fifteen years, the decision was made to again move to a new location. This time, six acres were purchased at the junction of Nott Street and Rosa Street. The location was prescient since, though at the time this area was at the fringes of the community, within five years it would be completely inhabited.

At the same time the new Ellis Hospital was being constructed at its current location, so too was the Whitmore Home for Nurses, which was to house the students of the hospital's nursing program. The hospital officially opened on October 15, 1906; in just its first year it still found itself sometimes overwhelmed with patients, and so plans were made for an addition. An east wing was duly added in 1908. This pattern of expansion became typical for Ellis Hospital: in 1915 the addition of the A-Wing opened; in 1922, following the major fund-raising drive "Help Your Hospital" in 1920, the E-Wing was constructed; in 1926, the D-Wing; in 1939, the B-Wing, which was then expanded in 1959; in 1965, the H-Wing; in 1972, the H-Wing tower; and, in 2012, the Emergency Room started undergoing its own expansion.

Aside from its expansions and additions, Ellis Hospital also started operating its first combustion-engine ambulance, an Alco built and gifted by the American Locomotive Company, which was assigned to the hospital emergency corps in 1911. Near the end of World War I, in October of 1918, the hospital was tasked with treating a sudden epidemic of Spanish Influenza. A pathologist at the hospital, Dr. Warren B. Stone, developed a vaccine early in the month, and by late October enough of the vaccine had been manufactured to begin administering it to patients. The incident showed that Ellis Hospital was capable of preventing illnesses as well as treating them.

Following World War I, in recognition of its excellent services rendered, Ellis Hospital was accredited by the American College of Surgeons. This lasted until 1952, when the Joint Commission on Accreditation of Hospitals assumed control of the program, though Ellis has continued to receive periodic accreditation in the subsequent decades.

During World War II the hospital was again pushed to its limits, as it faced both a severe shortage of nurses and an influx of manufacturing injuries in the form of the war workers who were coming to Schenectady's factories. The staffs were greatly assisted by the Volunteer Aides of Ellis Hospital program, which was founded in 1930, and included general volunteers, Red Cross aides, and members of the U.S. Nurse Cadet Program; though, due to the color of the uniforms the Volunteer Aides wore, they were often simply called the "Pink Ladies." In 1944, Ellis was also chosen as a depot center for the

distribution of penicillin, which at that time was still a new drug only available in strictly limited supplies.

After the war, in 1946 and 1947, the hospital's medical and surgical residency training programs were approved by the Council on Medical Education and the Hospitals of the American Medical Association. In 1949, Ellis Hospital, along with Roosevelt Hospital in New York City, was chosen for an experimental program to test the feasibility of treating mental illness in a general hospital setting. A year later the three-year psychiatric residency program was initiated; it became a full-fledged clinical department in 1981. Since then, Ellis Hospital has consistently taken advantage of new medical technologies, including the ballistocardiograph in 1952, the radiographic and fluoroscopic X-ray in 1954, and the X-Omat in 1958.

The hospital celebrated its centennial in 1985, and has continued to expand since then. In 1999 it had over four-hundred doctors and dentists in its employ, and was the second largest employer in Schenectady. Ellis Hospital merged with the Bellevue Women's Hospital and St. Clare's Hospital, now called the McClellan Street Health Center, in 2007.

Organization Note:

The records have been organized into the following series:

- Series 1: Photographs; 1885 – 1984
- Series 2: Official Material; 1891 – 2012
- Series 3: Publications; 1900 – 2008
- Series 4: Newsletters; 1940 – 1988
- Series 5: Public Relations, Communications; 1910 – 2008
- Series 6: Reminders; 1972 – 2005
- Series 7: Bound Materials; 1885 – 1976

Finding Aid Created By/Date: Angela Matyi, October – November 2016

Series 1: Photographs (1885 – 1984)

Materials in the series are arranged alphabetically and, within this arrangement, chronologically. The series is not comprehensive. It includes photographs, photographic negatives, and photograph proof sheets. Many of these are related to hospital construction projects, hospital staffs, and hospital residents and managers. Please note, some photographs have been deemed "Oversized," and so are housed together in Box 9 regardless of their content.

Item/Box/Folder Listing:

Box	Folder	Item Title
1	1	Photographs – Administration; undated
1	2	Photographs – Aerial Photos; undated
1	3	Photographs – Ambulance; undated
1	4	Photographs – Awards, citations, grants, gifts; undated
1	5	Photographs – Building fund photographs; 1955 – 1956
1	6	Photographs – Buildings-Exteriors; undated
1	7	Photographs – Buildings-Interiors; undated
1	8	Photographs – Buildings-Interiors-Hallways and corridors; undated
1	9	Photographs – Buildings-Interiors-Patient rooms; undated
1	10	Photographs – Buildings-Jay St. + Union St. locations; undated
1	11	Photographs – Business office; undated
1	12	Photographs – B-wing-Opening; undated
1	13	Photographs – Cardiac care/Cardiology; undated
1	14	Photographs – Central services; undated
1	15	Photographs – Chapel; undated
1	16	Photographs – Christmas; undated
1	17	Photographs – Clinic; undated
1	18	Photographs – Clinical services bldg.; undated
1	19	Photographs – Community service; undated
1	20	Photographs – Construction of B-wing (1956 – 1957); 1956
2	21	Photographs – Construction of B-wing (1956 – 1957); 4/1957 – 6/1957
2	22	Photographs – Construction of B-wing (1956 – 1957); 6/1957 – 9/1957
2	23	Photographs – Construction of B-wing (1956 – 1957); 10/1957 – 1958 + unknown date
2	24	Photographs – Construction of H-wing (1964); 1964 – 1965
2	25	Photographs – Construction-New addition; 1975 – 1976
2	26	Photographs – Disaster drills; undated
2	27	Photographs – Dispatch office; undated
2	28	Photographs – Doctors-Group; undated
2	29	Photographs – Doctors-Individual; undated
2	30	Photographs – E.E.G. (Electroencephalograph); undated
2	31	Photographs – Emergency room; undated
2	32	Photographs – Employees of the month; 8/1976 – 12/1977
2	33	Photographs – Employees of the month; 1/1978 – 11/1978
2	34	Photographs – Employees of the month; 1/1979 – 12/1979, 1/1980 – 6/1980 + unknown dates
2	35	Photographs – Events; undated
2	36	Photographs – Exhibitions; undated
2	37	Photographs – Fire drills and engines; 8/1977 – 11/1978 + unknown date(s)
2	38	Photographs – Food service; undated
2	39	Photographs – Halloween; undated
2	40	Photographs – Hands (close-up photographs); unknown dates
2	41	Photographs – Helipad/Helicopter; undated
2	42	Photographs – Holidays-Variou; undated
2	43	Photographs – Hospital construction: boiler room (+ related documents); 6/9/1960 –

		10/18/1974 + unknown dates
2	44	Photographs – Hospital construction: unspecified construction projects; 7/10/1957, 8/19/1977, unknown date
3	45	Photographs – Hospital exterior: aerial views; 1950 – 1964, 1984, unknown dates
3	46	Photographs – Hospital exterior: aerial views; unknown date(s)
3	47	Photographs – Hospital exterior: entrance, parking lot, façade incl. damage, garden; unknown date(s)
3	48	Photographs – Hospital exterior: model and illustrations of Ellis; unknown date(s)
3	49	Photographs – Hospital exterior: uncategorized material; unknown date(s)
3	50	Photographs – Inhalation therapy; undated
3	51	Photographs – Intensive care unit; undated
3	52	Photographs – Interns and house staff; undated
3	53	Photographs – Interviews; undated
3	54	Photographs – Laboratory; undated
3	55	Photographs – Laundry/Linen; undated
3	56	Photographs – Library; undated
3	57	Photographs – MacDonald oncology-hematology unit; undated
3	58	Photographs – Maintenance; undated
3	59	Photographs – Managers and hospital residents; unknown date(s)
3	60	Photographs – Medical equipment and technicians; 5/1977 – 9/1978 + unknown date(s)
3	61	Photographs – Medical equipment and technicians; unknown dates
3	62	Photographs – Medical equipment and technicians; unknown dates
3	63	Photographs – Medical records dept.; undated
3	64	Photographs – Medical Society mtg.; 6/1/1950
3	65	Photographs – Meetings; undated
3	66	Photographs – Miscellaneous; undated
3	67	Photographs – Miscellaneous photographs; 1956, 1967, unknown date(s)
3	68	Photographs – Nuclear medicine; undated
3	69	Photographs – Nursery; undated
3	70	Photographs – Nurses and nursing; undated
3	71	Photographs – Nurses: individuals and groups; 7/26/1965 – 12/1978 + unknown dates
4	72	Photographs – Nurses and staff: group pictures; 1945 – 1957
4	73	Photographs – Nurses and staff: group pictures; 1957 – 1962 + 1950s (non-specific)
4	74	Photographs – Nurses and staff: group pictures; 1962 – 9/1977, 1960s (non-specific), unknown dates
4	75	Photographs – Nurses and staff at work; unknown dates
4	76	Photographs – Obstetrics; undated
4	77	Photographs – Opening of new wing: exterior construction; 1957 – 1958
4	78	Photographs – Opening of new wing: exterior construction; 6/14/1963 – 9/23/1963
4	79	Photographs – Opening of new wing: exterior construction; 10/22/1963 – 12/28/1963
4	80	Photographs – Opening of new wing: exterior construction; 1/27/1964 – 9/23/1964
4	81	Photographs – Opening of new wing: exterior construction; 3/25/1965 – 5/26/1965
4	82	Photographs – Opening of new wing: exterior construction; unknown date(s)
4	83	Photographs – Opening of new wing: exterior of new medical wing; 10/21/1964 – 6/25/1965 + unknown date

4	84	Photographs – Opening of new wing: interior construction; 2/27/1964 – 8/25/1964
4	85	Photographs – Opening of new wing: interior construction; 9/23/1964 – 12/23/1964
4	86	Photographs – Opening of new wing: interior construction; 1/26/1965 – 5/26/1965
4	87	Photographs – Opening of new wing: interior construction; unknown date(s)
4	88	Photographs – Opening of new wing: interior of new medical wing; 1/26/1965 – 5/26/1965
4	89	Photographs – Opening of new wing: opening ceremony; unknown date
4	90	Photographs – Opening of new wing: uncategorized materials; unknown date(s)
4	91	Photographs – Operating room; undated
4	92	Photographs – Ophthalmology; undated
4	93	Photographs – Panels; undated
4	94	Photographs – Parking lots/garages; undated
4	95	Photographs – Patients; undated
4	96	Photographs – Pediatrics; undated
4	97	Photographs – Pharmacy; undated
4	98	Photographs – Physical therapy; undated
4	99	Photographs – Picnics and parties; undated
4	100	Photographs – Psychiatric unit; undated
4	101	Photographs – Publications; undated
5	102	Photographs – Public relations and media; undated
5	103	Photographs – Radiology; undated
5	104	Photographs – Respiratory care; undated
5	105	Photographs – Retirement parties; undated
5	106	Photographs – Schedule boards; undated
5	107	Photographs – Schenectady County Medical Society members; unknown dates
5	108	Photographs – Schenectady Hospital & Free Dispensary, managers; 11/5/1885
5	109	Photographs – School of Nursing: alumni; undated
5	110	Photographs – School of Nursing: commencement; undated
5	111	Photographs – School of Nursing: events; undated
5	112	Photographs – School of Nursing: instructors; undated
5	113	Photographs – School of Nursing: miscellaneous; undated
5	114	Photographs – School of Nursing: students; undated
5	115	Photographs – School of Nursing: teaching + training; undated
5	116	Photographs – Security; undated
5	117	Photographs – Service awards; undated
5	118	Photographs – Sewing room; undated
5	119	Photographs – Social work; undated
5	120	Photographs – Softball game at O.D. Heck: Stanford Heights F.D.; undated
5	121	Photographs – Speakers; undated
5	122	Photographs – Sports: teams; undated
5	123	Photographs – Staff: committees and programs; undated
5	124	Photographs – Staff: group photos; undated
5	125	Photographs – Staff: individual photos; undated
5	126	Photographs – Stockroom; undated
5	127	Photographs – Telephone operators; undated

6	128	Photographs – Tours; undated
6	129	Photographs – Training; undated
6	130	Photographs – Unidentified; undated
6	131	Photographs – Utilization review; undated
6	132	Photographs – Various hospital buildings; 1/15/1957 – 9/24/1974
6	133	Photographs – Various hospital buildings; unknown date(s)
6	134	Photographs – Volunteers; undated
6	135	Photographs – Volunteers from a 28-year period; 8/19/1950 – 12/1978
6	136	Photographs – Volunteers at functions, working, etc.; unknown date(s)
6	137	Photographs – Work in the office; undated
6	138	Photographs – X-ray; undated
6	139	Photographs – Photography consent forms; undated
7	140	Photographs – Numbered neg[atives] 1-79; undated
7	141	Photographs – Numbered negatives 80-160; undated
7	142	Photographs – Numbered proof sheets 1-79; undated
7	143	Photographs – Numbered proof sheets 80-160; undated
7	144	Photographs – Unnumbered negatives; unknown dates
8	145	Photographs – Unnumbered negatives; unknown dates
8	146	Photographs – Unnumbered proofs; unknown dates
8	147	Photographs – Unnumbered proofs; unknown dates
9	148	Photographs (Oversized) – Hospital exterior: School of Nursing + main entrance; unknown dates
9	149	Photographs (Oversized) – Hospital managers and residents; 7/11/1959 – 1961
9	150	Photographs (Oversized) – Hospital managers and residents; unknown dates
9	151	Photographs (Oversized) – Hospital nurses and staff, general; unknown dates
9	152	Photographs (Oversized) – Hospital nurses and staff, group pictures; unknown dates
9	153	Photographs (Oversized) – Miscellaneous photographs; 1920s + unknown date
9	154	Photographs (Oversized) – Schenectady County Medical Society (all members); 1910

Series 2: Official Material (1891 – 2012)

Materials in the series are arranged alphabetically and, within this arrangement, chronologically. The series is not comprehensive. This series is comprised of material related to the duties, professional actions, and responsibilities of the hospital, or to government and legal materials likewise pertaining to the authority and public body of the hospital. It includes annual hospital reports, financial documents, meeting minutes, citations and certificates, and documents related to legal proceedings.

Item/Box/Folder Listing:

Box	Folder	Item Title
10	156	Official Material: Building plans, site plans; unknown dates
10	157	Official Material: Citations, certificates, letters of congratulations (State politicians); 2004 – 10/26/2012

10	158	Official Material: Employee evaluation/appraisal forms; unknown dates
10	159	Official material: Financial documents – U.S. internal revenue order forms (opium, etc.), auction bids, invoices, expenditures, balance sheets; 1923 – 2003
10	160	Official Material: Hospital articles and by-laws, record of progress; 1893 – 1938
10	161	Official Material: Hospital reports; 1918 – 1919
10	162	Official Material: Hospital reports; 1919 – 1924
10	163	Official Material: Hospital reports; 1926 – 1930
10	164	Official Material: Hospital reports; 1930 – 1937
10	165	Official Material: Hospital reports; 1939 – 1971
10	166	Official Material: Legal documents – Will and bequeathment of Charles Ellis, court draft of legal complaint; 10/1891 – 2005
10	167	Official Material: Medical report, hospital calendar; 6/1962 – 1970
10	168	Official Material: Minutes – Board of members meeting attendance; 1933 – 1984
10	169	Official Material: Minutes – Excerpts of board of managers minutes; 1977 – 1984
10	170	Official Material: Minutes – Excerpts of executive committee minutes; 5/14/1900 – 9/11/1995

Series 3: Publications (1900 – 2008)

Materials in this series are arranged alphabetically and, within that arrangement, chronologically. The series is not comprehensive. This series consists of published material relating to Ellis Hospital, and is divided into items published by the hospital and items not published by the hospital. These include newsletters, newspaper clippings, pamphlets, magazines, and individual articles. Please note that this series is split between Box 10 and Box 11; and that the bulk of the Ellis Hospital newsletters were processed and subsequently housed separately, in Box 12.

Item/Box/Folder Listing:

Box	Folder	Item Title
10	171	Publications: Hospital publications – Newsletters – Ellis In-Between; 5/1979 – 11/1980
10	172	Publications: Hospital publications – Newsletters – Ellis In-Between; 1/1981 – 8/1982
10	173	Publications: Hospital publications – Newsletters – Ellis Update (Vol. 4, No. 6); unknown date
10	174	Publications: Hospital publications – Newsletters – The Elliscopes, the Hospital Courier + Bulletin of the Medical Society of the County of Schenectady; 10/1940 – 12/1975
10	175	Publications: Hospital publications – Pamphlets – Ellis Hospital School of Nursing; 1963 – 1982
11	176	Publications: Hospital publications – Pamphlets – Information for employees; 10/1937 – 12/1975 + unknown dates
11	177	Publications: Hospital publications – Pamphlets – Information for patients; unknown dates
11	178	Publications: Hospital publications – Pamphlets – Miscellaneous; 1937, 9/24/1972, unknown date

11	179	Publications: Hospital publications – Pamphlets – Public relations; 1952 – 4/3/1965 + unknown dates
11	180	Publications: Non-hospital publications – Articles; 7/7/1953 – 10/24/2008 + unknown dates
11	181	Publications: Non-hospital publications – Magazines; 1955 – 1972
11	182	Publications: Non-hospital publications – Newspaper clippings; 1895 + 5/12/1949 – 1/11/1998
11	183	Publications: Non-hospital publications – Newspaper clippings; 2/20/2005 – 9/15/2005
11	184	Publications: Non-hospital publications – Newspaper clippings; 1/22/2006 – 9/16/2007
11	185	Publications: Non-hospital publications – Newspaper clippings; 6/8/2008 – 5/17/2009
11	186	Publications: Non-hospital publications – Newspaper clippings; unknown dates
9	155	Publications (Oversized): Hospital publications – Pamphlets – Public relations; 1937

Series 4: Newsletters (1940 – 1988)

Materials in this series are arranged alphabetically and, within this arrangement, chronologically. The series is not comprehensive. It comprises of newsletters published by Ellis Hospital, and almost wholly consists of copies of *The Elliscope*. Please note that newsletters are also a sub-group extant in Series 3: Publications; because those newsletters were processed separately from Series 4 and, also, do not fit into the same housing, they are housed with the portion of Series 3 found in Box 10.

Item/Box/Folder Listing:

Box	Folder	Item Title
12	205	Newsletters – Ellis Leaflet (Ellis Hospital training school); 1948, 1950
12	206	Newsletters – Elliscope Vol.1 No.1 through Vol.1 No.10; 2/1952 – 12/1952
12	207	Newsletters – Elliscope Vol.2 No.1 through Vol.2 No.9; 1/1953 – 12/1953
12	208	Newsletters – Elliscope Vol.3 No.1 through Vol.3 No.10; 1/1954 – 11/1954
12	209	Newsletters – Elliscope Vol.3 No.11 through Vol. 4 No.8; 12/1954 – 10/1955
12	210	Newsletters – Elliscope Vol.5 No.1 through Vol.6 No.4; 3/1956 – 12/1957
12	211	Newsletters – Elliscope Vol.7 No.1 through Vol.8 No.4; 3/1958 – 12/1959
12	212	Newsletters – Elliscope Vol.9 No.1 through Vol.10 No.4; 3/1960 – 12/1961
12	213	Newsletters – Elliscope Vol.11 No.1 through Vol.12 No.4; 3/1962 – 12/1963
12	214	Newsletters – Elliscope Vol.12 No.5 through Vol.13 No.5; 3/1964 – 3/1966
12	215	Newsletters – Elliscope Vol.13 No.1 though Vol.14 No.8; 6/1966 – 12/1967
12	216	Newsletters – Elliscope Vol.14 No. 9 through Vol.17 No.6; 1/1968 – 12/1968
12	217	Newsletters – Elliscope Vol.17 No.7 through Vol.18 No.6; 1/1969 – 12/1969
12	218	Newsletters – Elliscope Vol.18 No.7 through Vol.19 No.5; 1/1970 – 11/1970
12	219	Newsletters – Elliscope Vol.19 No.7 through Vol.20 No.2; 3/1971 – 11/1971
12	220	Newsletters – Elliscope Vol.20 No.4 through Vol.20 No.11; 1/1972 – 12/1972
12	221	Newsletters – Elliscope Vol.21 No.1 through Vol.21 No.7; 1/1973 – 7/1973
12	222	Newsletters – Elliscope Vol.21 No.8 through Vol.21 No.12; 8/1973 – 12/1973
12	223	Newsletters – Elliscope Vol. 22 No.1 through Vol.22 No.6; 1/1974 – 6/1974

12	224	Newsletters – Elliscope Vol.22 No.7 through Vol.22 No.12; 7/1974 – 12/1974
12	225	Newsletters – Elliscope Vol.23 No.1 through vol.23 No.6; 1/1975 – 6/1975
12	226	Newsletters – Elliscope Vol.23 No.7 through Vol.23 No.12; 7/1975 – 12/1975
12	227	Newsletters – Elliscope Vol.24 No.1 through Vol.24 No.6; 1/1976 – 6/1976
12	228	Newsletters – Elliscope Vol.24 No.7 through Vol.24 No.12; 7/1976 – 12/1976
12	229	Newsletters – Elliscope Vol.25 No.1 through Vol.25 No.6; 1/1977 – 6/1977
12	230	Newsletters – Elliscope Vol.25 No.7 through Vol.25 No.12; 7/1977 – 12/1977
12	231	Newsletters – Elliscope Vol.26 No.1 through Vol.26 No.5; 1/1978 – 5/1978
12	232	Newsletters – Elliscope Vol.26 No.6 through Vol.26 No.11; 7/1978 – 12/1978
12	233	Newsletters – Elliscope Vol.27 No.1 through Vol.27 No.5; 1/1979 – 6/1979
12	234	Newsletters – Elliscope Vol.27 No.6 through Vol.27 No.8; 8/1979 – 12/1979
12	235	Newsletters – Elliscope Vol.28 No.1 through Vol.28 No.3; 2/1980 – 6/1980
12	236	Newsletters – Elliscope Vol.28 No.4 through Vol.28 No.6; 8/1980 – 12/1980
12	237	Newsletters – Elliscope Vol.29 No.1 through Vol.29 [No.8?]; 2/1981 – 12/1981
12	238	Newsletters – Elliscope Vol.30 No.1 through Vol.30 No.5; 2/1982 – 12/1982
12	239	Newsletters – Elliscope Vol.31 No.1 through Vol.31 No.6; 2/1983 – 12/1983
12	240	Newsletters – Elliscope Vol.31 No.7 through Vol.31 No.12; 2/1984 – 12/1984
12	241	Newsletters – Elliscope Vol.32 No.1 through Vol.32 [No.?]; 2/1985 – 10/1985
12	242	Newsletters – Elliscope; 1/1986 – 12/1986
12	243	Newsletters – Elliscope; 2/1987 – 1/1988
12	244	Newsletters – The Hospital Courier Vol.1 No.1 through Vol.3 No.7; 9/1940 – 4/1943

Series 5: Public Relations, Communications (1910 – 2008)

Materials in this series are arranged alphabetically and, within this arrangement, chronologically. The series is not comprehensive. Due to the frequency of overlap between materials related to Public Relations and those related to Communications, the subjects were combined into a single series. This series includes emails and memos, historical information pertaining to Ellis Hospital, press releases, and materials relating to the Belanger Fund.

Item/Box/Folder Listing:

Box	Folder	Item Title
11	187	Public Relations, Communications: Belanger Fund – emails, letters; 6/30/2004 – 5/13/2005
11	188	Public Relations, Communications: Belanger Fund – memos; 3/25/2005 – 4/13/2005
11	189	Public Relations, Communications: Belanger Fund – memos; 4/15/2005 – 4/25/2005 + 4/2005
11	190	Public Relations, Communications: Belanger Fund – memos; 5/4/2005 – 6/2006 + unknown dates
11	191	Public Relations, Communications: Belanger Fund – miscellaneous items; 3/2005 + unknown dates
11	192	Public Relations, Communications: Correspondence; 1942 – 9/28/2005 + unknown

		dates
11	193	Public Relations, Communications: Community outreach plan; 2008
11	194	Public Relations, Communications: Historical reports and timelines, information on historical persons; unknown dates
11	195	Public Relations, Communications: Material from the School of Nursing – memos, article manuscripts, flyer; 7/16/1970 – 1982 + unknown dates
11	196	Public Relations, Communications: Media list, media contact sheets; 2005
11	197	Public Relations, Communications: Member lists – Schenectady County Medical Society, Medical Society of the State of New York (Pathology); 1910
11	198	Public Relations, Communications: Memos, press releases; 1/20/1960 – 4/29/2004 + unknown dates
11	199	Public Relations, Communications: Public relations material (manuscript); 11/1937 – 3/8/2005 + unknown dates
11	200	Public Relations, Communications: Volunteer aides – historical overview, unidentified handwritten draft; unknown dates

Series 6: Reminders (1972 – 2005)

Materials in this series are arranged alphabetically and, within this arrangement, chronologically. The series is not comprehensive. This series includes items that have been sorted into unique groups, but which do not comfortably fit as sub-groups into any of the other series. These consist of application materials, sundry lists, ephemera, and miscellaneous items.

Item/Box/Folder Listing:

Box	Folder	Item Title
11	201	Reminders: Application materials; 2004
11	202	Reminders: Ephemera; unknown dates
11	203	Reminders: Lists (event staff, contractors/subcontractors, flower donations); 9/12/1972 + unknown dates
11	204	Reminders: Miscellaneous items; 1974 – 5/11/2005 + unknown dates

Series 7: Bound Materials (1885 – 1976)

Due to the sizes of many items in this series, most are stored without housing; an exception to this is the “Original notebook” which, because of its comparatively fragile condition, is housed in a book box. Items are arranged in roughly chronological order. Please note that, due to the frequent chronological overlap between materials extant in individual codices and/or binders, arrangement is determined by the first date to appear in relation to an item. The series is not comprehensive. It includes books of minutes, scrapbooks, registers, photo albums, and bound collections of miscellaneous materials.

Item/Box/Folder Listing:

Box	Folder	Item Title
N/A	N/A	Original notebook showing By Laws [sic] of Union Street Dispensary, together with original minutes of Board; 1885 – 1886
N/A	N/A	Schenectady Free Dispensary – Secretary’s Minutes [misprint on spine of book gives final date as Nov. 16, 1902]; 11/5/1885 – 1/16/1902
N/A	N/A	Book of Minutes; 11/19/1885 – 10/09/1905
N/A	N/A	Large Ledger-Register of patients, with details and remarks; 1893 – 1907
N/A	N/A	Minutes of the Meetings of the Board of Members; 2/12/1902 – 7/21/1910
N/A	N/A	Medical Board-meeting notes; 1906 – 1930
N/A	N/A	The Minutes of the Meetings of the Board of managers of the Hospital Association of the City of Schenectady; 9/15/1910 – 7/31/1917
N/A	N/A	Ellis Campaign News Clippings – collected in a “post card album”; 1914
N/A	N/A	Scrap Album (hospital campaign news clippings); ca.1914
N/A	N/A	Miscellany, unnamed – collected in a large binder titled “Invoices” (statement of Hospital Association of Schenectady; poster; news clippings; campaign fund memorabilia; photos of Ellis campaign and hospital interior; articles about Dr. Louis Faust + his 50 th dinner celebration; receipts of campaign); 1920
N/A	N/A	Volunteer Aides Scrapbook; 1929 – 1970
N/A	N/A	Ellis Hospital Aides (meeting minutes, notes); 1/1931 – 1/1938
N/A	N/A	Volunteer Aides Scrapbook; 1937 – 1959
N/A	N/A	Photo Album – collected in a large binder labeled “George Wm. Graham, M.D. Ellis Hospital 1954 – 1976” [this date range is not an accurate reflection of the material contained within the binder]; 2/10/1948 – 3/1974
N/A	N/A	Bound miscellany (memos, public relations materials, press releases, newspaper clippings); 1/7/1976 – 12/27/1976
N/A	N/A	Book of photographs – medical deformities; unknown date(s)