Finding Aid for the United Memorial Medical Center Collection

United Memorial Medical Center

Follow this and additional works at: https://scholar.rochesterregional.org/findingaids

Part of the Archival Science Commons, and the Health Sciences and Medical Librarianship Commons

Recommended Citation

This Finding Aid is brought to you for free and open access by the Rochester Regional Health Archives at RocScholar. It has been accepted for inclusion in Finding Aids by an authorized administrator of RocScholar. For more information, please contact Lisa.Buda@rochesterregional.org.
United Memorial Medical Center Collection

This finding aid was produced using the Archivists’ Toolkit
July 04, 2022
# Table of Contents

**Summary Information** ................................................................................................................................. 3

**Historical Note** .................................................................................................................................................. 4

**Scope and Contents note** ............................................................................................................................... 4

**Arrangement note** ........................................................................................................................................... 4

**Controlled Access Headings** .......................................................................................................................... 5

**Collection Inventory** ........................................................................................................................................ 6

- Record Group 1. Genesee Memorial Hospital/UMMC Historian's Office records ........................................ 6
- Record Group 2. St. Jerome Hospital Records .................................................................................................. 8
- Record Group 3. Batavia Hospital records ...................................................................................................... 13
- Record Group 4. Genesee Memorial Hospital/UMMC records ....................................................................... 14
- Record Group 5. Employee Information ......................................................................................................... 31
- Record Group 6. Military and War Memorial records .................................................................................... 34
### Summary Information

<table>
<thead>
<tr>
<th>Repository</th>
<th>Rochester Medical Museum and Archives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>United Memorial Medical Center Collection</td>
</tr>
<tr>
<td>Date [bulk]</td>
<td>Bulk, 1950-2005</td>
</tr>
<tr>
<td>Date [inclusive]</td>
<td>1900-2012</td>
</tr>
<tr>
<td>Extent</td>
<td>114.0 Linear feet 102 document boxes, 1 legal document box, 16 small flat boxes, 17 medium flat boxes, 4 large flat boxes</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
</tbody>
</table>
Historical Note

Organized healthcare in Batavia began c. 1902 after Mrs. Helen Sherwin raised enough money to open the hospital that she felt the city needed. Originally named Women’s Hospital, its name later was changed to Batavia Hospital. In 1951, with the opening of a modern, much larger hospital building, the hospital became known as Genesee Memorial. Services were further expanded in 1917 when the Sisters of Mercy, having received donation of the Jerome estate at 16 Bank Street upon the death of Miss Rose A. Jerome, borrowed money to renovate the property into a hospital, which they christened St. Jerome Hospital. Both hospitals continued to grow and provide parallel services to the city. In 1977, in an effort to streamline, the Joint Hospital Coordinating Committee, comprised of board members and administrators from both hospitals, was formed. Within the year, the hospitals shared services in twenty-three areas from physical equipment to technical services. For the next two decades, Genesee Memorial and St. Jerome hospitals continued to work toward eliminating duplication of services and equipment and assuring quality healthcare in Batavia. In 2000, driven by the decline of large industry in Genesee County and increasing healthcare expenses, the two hospitals formally merged and created United Memorial Medical Center (UMMC). UMMC merged with Rochester Regional Health in 2015.

Scope and Contents note

The materials in this collection comprise the document portion of the UMMC archival collection, and were gathered by Jean Hume (retired UMMC historian) and Colleen Flynn (formerly of UMMC’s marketing Department). The documents include departmental records and minutes, Board of Directors minutes, news clippings and other publicity material, annual reports, physician information, volunteer and auxiliary activities, etc., covering a timeframe of c. 1900 – c. 2010. The materials illustrate the development of St. Jerome Hospital and Genesee Memorial Hospital, and the process by which they merged to form UMMC in 2000.

Arrangement note

Arrangement is chronological, unless otherwise noted.
Administrative Information

Publication Information

Rochester Medical Museum and Archives

Controlled Access Headings

Subject(s)

- Hospital mergers
- Hospitals--Administration
- Medicine--History--20th century
- New York (State)--History--1865-
Collection Inventory

<table>
<thead>
<tr>
<th>Record Group 1. Genesee Memorial Hospital/UMMC Historian's Office records</th>
<th>1.5 document boxes, 1 flat box</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Materials documenting Jean Hume’s work in gathering, organizing, and using these records and the status of various collections, circa 2005, some of which no longer exist or are not part of the current collection. Also includes institutional histories written or collected by Jean Hume.

**Series 1. Retrospective lists of hospital leadership, 1900-2007**  
2 folders

**Scope and Contents note**

Lists created by Jean Hume that document the names and dates of service for hospital leadership, including presidents, board members, administrators and other roles, from the Woman’s Hospital Association through Genesee Memorial Hospital to UMMC. Does not include information for St. Jerome Hospital leadership.

**Series 2. Written histories of Genesee Memorial Hospital, 1945-2004**  
3 folders

**Scope and Contents note**

Three written statements documenting the history of the hospital. Two written by Jean Hume in her role as historian, plus one account written by Rowena Atwater, describing the campaign to raise funds for the Genesee Memorial Hospital building between 1945 and 1951.
### Series 3. Historical background materials, 1985, undated  2 volumes

**Scope and Contents note**

Two published volumes that provide historical background on Genesee County and the Catholic schools of Western New York.

---

### Series 4. Information on records and materials held by the Historian's Office, 1983-2007  12 folders

**Scope and Contents note**

Includes information on many records that make up the current collection, as well as others that no longer exist or have been transferred to other owners. Material collections described include portraits of Genesee Memorial Hospital physicians, paintings by Roy and Nina Mason and other artists, a silver tea service used by the Genesee Memorial Hospital League, and commemorative plaques located throughout the hospital buildings and grounds. A small number of photographic prints are included, depicting the items being described.

---

### Series 5. Miscellaneous Historian's Office records, 1959, 2005-2007  2 folders, 1 medium flat box

**Scope and Contents note**

Information on materials out for loan by the Historian’s Office, and Jean Hume’s cooperation with the Daily News (newspaper) of Batavia, contributing historical photographs and information for their regular “Backward Glances” feature. Also includes a scrapbook, compiled c. 2005, containing the original black and white prints of photographs used in a special 1959 Daily News issue to promote a new addition to the Genesee Memorial Hospital, with annotations.
Record Group 2. St. Jerome Hospital Records, 1924-2007  22 document boxes, 2 small flat boxes, 4 medium flat boxes, 1 large flat box

Scope and Contents note

Records of St. Jerome Hospital, including Board of Directors meeting minutes and administrative reports, newspaper clippings and scrapbooks, newsletters, and annual reports. Includes information on the St. Jerome Hospital Guild and the various nurse training programs that were associated with St. Jerome Hospital from 1924 through 1981, including the Catherine McCauley School of Practical Nursing.

Series 1. Hospital administrators (1917-1999) and Board of Directors member lists
(1972-1996)  1917-1996  1 folder

Scope and Contents note


Series 2. Board of Directors meeting minutes and administrative information, 1980-1994  13 document boxes

Scope and Contents note

Administrative information typically includes: a listing of contact information for the board members, a listing of the hospital's medical staff, information about continuing education activities, and agendas for each monthly meeting.

Processing Information note

In 1993 and 1994, a note was inserted at the beginning of each year, stating "Also tabbed is standard GB.1.14 which also covers GB.1.15-GB.1.15.3." The notes themselves have not been preserved because
of condition issues, but the tabs were left in place on the records. Unclear what the numbering system refers to.


Scope and Contents note
Meeting minutes, reports, by-laws, etc. for various committees, including: Executive Committee, Finance Committee, Joint Mercy Hospitals Task Force, Nominating Committee, Pension Committee, Planning Committee, Long-Range Planning Subcommittee, Wage and Salary Committee.


Series 5. Management Staff Meeting minutes, 1986-1989  4 folders

Series 6. St. Jerome Hospital annual reports, 1972-1976  6 folders, 1 large flat box

Scope and Contents note
Two forms of annual reports. Printed reports published by the hospital, and also a newsprint format that was published as a supplement to the Batavia Daily News.


**Scope and Contents note**

Newsletters published for hospital employees and the public. Titles: Forward, St. Jerome Hospital Newsletter, St. Jerome Hospital Employee Newsletter (this is a continuation of St. Jerome Hospital Newsletter with a slightly different title but same content).

The majority of the articles come from the Daily News. There are two groups of publicity clippings. In the first, clippings are mounted on black backing paper inside plastic protective sleeves. Articles from 1982 and 1983 are photocopies of the originals. One group of clippings covers the 1971 Attica Prison uprising, with contemporary news coverage as well as retrospective articles from 2002-2005. Also included with the prison uprising articles are a small number of black and white photographs (1 folder) and a small amount of ephemera (1 folder).

The second group of materials is housed in larger scrapbooks, mounted on white backing paper, with no plastic sleeves. These scrapbooks include a small amount of photographs and ephemera along with the clippings and cover the years 1973, 1975-1976, 1977-1983. Each scrapbook houses roughly one year.

**Processing Information note**

The clippings were left in their original plastic sleeves. The intention is that they will be scanned and digitized at a future date, and a decision may be made to rehouse them at that time.

**Series 9. St. Jerome Guild, 1968-2007**  0.5 document box, 1 oversize folder

**Scope and Contents note**

**Scope and Contents note**
A two-page (front and back) newsletter, occasionally with extra pages (event invitations, etc.). Apparently published not more than once a month, but with substantial breaks in publication each year. In 2004, the newsletters began to appear with publication numbering; the first numbered issue is March 2004 (Volume 3, Issue 3). Volume 15, Issue 15 is missing; it would have been published sometime between April 2006 and September 2006.


**Scope and Contents note**
Article mainly from the Daily News, including advertising and write-ups of Guild events and activities. Includes ephemera, such as flyers and brochures from same events.


**Scope and Contents note**
A copy of the 1971 cookbook published by the Guild, programs from the Annual Dinner Dance events, and a scrapbook. Scrapbook contains a mix of clippings, photographs, and ephemera mounted on black backing pages and housed in plastic sleeves. Scrapbook clippings may be older or retrospective (2000s).
Scrapbook also includes historical background and annotations by Jean Hume (mostly in form of sticky notes).

**Processing Information note**

Scrapbook pages were removed from three-ring binder, but kept in original plastic sleeves. Intention is to scan pages at a later date, and a decision may be made then to rehouse them.

**Series 10. St. Jerome Hospital Schools of Nursing historical information and scrapbook, 1924-2007  1 folder, 1 small flat box**

**Historical note**

The St. Jerome Hospital School of Nursing operated from 1918-1931, providing practical training to 39 students. In 1943, the Sisters of Mercy organized a Cadet Nurse Program to train registered nurses. With the end of World War II, the Cadet Nurse Program was phased out but the registered nurse training program continued through 1955. In 1957, the Catherine McAuley School of Practical Nursing was organized and operated through 1981, graduating a total of 560 nurses.

**Scope and Contents note**

Contents of a scrapbook covering the St. Jerome Hospital School of Nursing and its successor, the Catherine McAuley School of Nursing. The scrapbook contents include a mix of news clippings, photographs, and ephemera. Photographs and clippings are mounted on black paper backing, ephemera may be mounted or interleaved loosely. There are many later additions, mostly in the form of sticky notes, that provide information about the original material. Later material includes obituaries of graduates and retrospective articles from the Batavia Daily News, published in the early 2000s, which reprint the older photographs found in the scrapbook. Also included are written histories of the nursing programs, compiled at various times.

**Processing Information note**

Scrapbook pages were removed from three-ring binder, but kept in original plastic sleeves. Intention is to scan pages at a later date, and a decision may be made then to rehouse them.
Series 11. St. Jerome Hospital miscellaneous information, 1947-1990s  1.5 document boxes, 1 small flat box, 1 medium flat box

Scope and Contents note

Brochures and pamphlets, several revisions of medical staff by-laws, employee handbooks, fundraising campaign materials (including Development Fund scrapbook, 1959), Foundation annual reports and newsletters, and an unbound scrapbook containing photographs, clippings, and ephemera documenting employee Wellness Program activities, 1993-1998. This series also includes a folder of patient electrocardiogram records, 1947-1960, submitted to Jean Hume for historical interest.

General note

Patient electrocardiogram records contain personally identifiable information (names and ages). Possible HIPAA violation.

Processing Information note

Wellness Programs scrapbook pages were removed from three-ring binder, but kept in original plastic sleeves. Intention is to scan pages at a later date, and a decision may be made then to rehouse them. Scrapbook includes a number of loose photographs with sticky adhesive on backs from being formerly mounted.

Record Group 3. Batavia Hospital records, 1900-1929  1 document box

Scope and Contents note

A small number of informational brochures, reports, a fundraising campaign booklet (1921), and a cookbook published by the Women's Auxiliary (1929).

Separated Materials note

According to correspondence with Jean Hume, most of the records of the Batavia Hospital, along with records of the Woman's Hospital Association and the Genesee Memorial Hospital Association, circa
1900-1944, were transferred to the University of Rochester's Miner Medical Library on permanent loan in 1988. See file of correspondence and list of transferred records in the Historian's Office records series of this collection.

Record Group 4. Genesee Memorial Hospital/UMMC records, 1944-2012   75.5 document boxes, 12 small flat storage boxes, 15 medium flat storage boxes, 3 large flat storage boxes

Scope and Contents note
Records documenting Genesee Memorial Hospital departments and activities, many of which continue unbroken following the 2000 merger with St. Jerome to become UMMC. Materials include Board of Directors information, newsletters, publicity news articles and other promotional materials, annual reports, etc. A number of scrapbook compiled by Jean Hume provide information on individual physicians and staff. Also included are materials documenting the hospital Foundation, and volunteer organizations (the Guild and Auxiliary, which merged to form the General Memorial Hospital League in 1969).

Series 1. Genesee Memorial Hospital Association/Genesee Memorial Hospital Group Annual Dinner Meeting minutes, invitations, and miscellaneous information, 1964-2007   1 box

Scope and Contents note
Meeting minutes, invitations, and miscellaneous information, including event programs and menus.

a. Annual Dinner meeting minutes, 1964, 1968-2009   5 folders

Scope and Contents note
Name of the event changed in 1987 from Genesee Memorial Hospital Association Annual Meeting to Genesee Memorial Hospital Group Annual Meeting. Minutes from 1995 and 1997 are missing. No
Annual Meeting was held in 1998 due to negotiations being held between Genesee Memorial Health Group and Catholic Health System.

### b. Annual Dinner meeting invitations, 1974-2007  4 folders

**Scope and Contents note**

Correspondence and invitation/RSVP cards for the Annual Dinner Meetings.

**Processing Information note**

Materials were originally housed in binder sleeves, with some holding full typed/photocopied pages and others holding smaller items mounted on black backing paper. Full pages have been removed from the binder sleeves, but pages that included black backing paper have been left in the original sleeves.

### c. Annual Dinner Meeting miscellaneous information, 1970-2006  6 folders

**Scope and Contents note**

Includes event menus and programs, newspaper advertisements, and other miscellaneous material.

### Series 2. Genesee Memorial Hospital Board of Directors records, 1944-1994  11 document boxes

**Scope and Contents note**

Material documenting the work of the Genesee Memorial Hospital Board of Directors, including meeting minutes, committee meeting minutes, and supporting materials.

### a. Board of Directors Confidential Information pamphlets, 1951-1996  1 document box

**Scope and Contents note**
Pamphlets list the hospital's officers, committees and committee members, key administrative staff, Board of Directors (with contact information), terms of office, and Board of Directors' meeting dates for the upcoming year.

<table>
<thead>
<tr>
<th>b. Meeting minutes, 1944-1994</th>
<th>9 document boxes</th>
</tr>
</thead>
</table>

**Scope and Contents note**

From 1944 through 1964, Annual Meetings were held in January of each year. In 1964, a second Annual Meeting was held in November. From 1965 through 1994, Annual Meetings took place in October. In some years, the Annual Meeting took the place of the regular monthly board meeting while in other years a regular board meeting was also held.

<table>
<thead>
<tr>
<th>c. Committee meeting minutes, 1965-1972</th>
<th>1 document box</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Includes minutes of the Building Committee, Executive Committee, Finance Committee, House and Grounds Committee, Interhospital Liaison Committee, Joint Conference Committee, Long Range Planning Committee, Membership Committee, Nominating Committee, Nursing Home Committee, Personnel Committee, Physician Recruiting Committee, and special/miscellaneous committees.

<table>
<thead>
<tr>
<th>d. Genesee Memorial Hospital Administrator's Reports, 1950-1962</th>
<th>3 folders</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Reports to the Board of Directors created by Hospital Administrator Francis D. Nichols.

a. Emergency Preparedness meeting minutes,

**Scope and Contents note**

Includes meeting minutes and other materials from the Emergency Preparedness Committee, Patient Safety committee, and Environment of Care Committee, and others, as well as records documenting UMMC’s involvement in local, state, and federal emergency preparedness programs.

**a. Emergency Preparedness meeting minutes, 2004-2008   1.5 document boxes**

**Scope and Contents note**

Documents meetings of the Internal Emergency Preparedness Committee and Genesee County Emergency Preparedness Committee, in which the hospital participated along with other local agencies.

**b. Environment of Care Committee meeting minutes and reports, 2006-2010   0.5 document box**

**Scope and Contents note**

Meeting minutes from a committee devoted to monitoring all aspects of the patient environment for safety issues.

**c. Environment of Care rounds documentation, 2008-2010   2 document boxes**

**Scope and Contents note**

Preprinted forms filled out by staff of various departments to monitor compliance in categories including Fire Hazards, Trip/Fall Hazards, Signs, and Infection Control. Frequency is unclear, but less than monthly for each department/facility. Records from 2008 are out of chronological order. No records present for January-March 2009, December 2009, and January 2010.

**d. Patient Safety Committee meeting minutes, 2009-2012   4 folders**
e. Emergency planning documentation, 2005-2011   7 document boxes

Scope and Contents note
Files of material compiled by Elizabeth (Chua) Raymond in the course of her work as Bioterrorism Assistant.


Scope and Contents note
Internal and public-facing newsletters created by Genesee Memorial Hospital, and later UMMC.

a. Genesee Memorial Hospital newsletters, 1965-1995   1 document box plus 2 folders

Scope and Contents note


Scope and Contents note
Includes copies of:
c. UMMC newsletters,

- **Merger Update, 1997.** A publication designed to keep staff informed about the merger process as Genesee Memorial and St. Jerome Hospitals merged to form Genesee Mercy Healthcare, Inc.

- **Genesee Mercy News, a monthly publication for hospital staff and volunteers.** October 1997 was the first issue and April 1999 was the last. Inside UMMC is the continuation of this publication following the name change.

- **Employee News Flash, 1998.** A one-page news bulletin. Original name is News Flash, changing to Employee News Flash in April 1998, and then continuing after the May 1999 merger announcement as UMMC Hospital News. Early issues (January-February) lack a printed date, but a handwritten date was added in the margins.

<table>
<thead>
<tr>
<th>c. UMMC newsletters, 1999-2004</th>
<th>8 folders</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Includes copies of:

- Inside UMMC, 1999-2000
- UMMC Hospital News, May-December 1999
- UMMC Today, 2000-2004

<table>
<thead>
<tr>
<th>Series 5. Annual Reports, 1946-2006</th>
<th>3 document boxes</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Annual reports to the community, including early documents that do not have the title "annual report" but serve the same purpose.

|-------------------------------------|----------------|

**Scope and Contents note**
The Year Book is a precursor to the annual report. Each Year Book lists the hospital association officers, board of directors, department heads, and other staff. Each Year Book includes reports on the year's activities and statistics from various committees and departments. The earliest issues, from 1946 to 1949, do not use the title "Year Book," but provide roughly the same contents. The 1951 booklet is a special 50th anniversary issue, but uses the phrase "year book" in the contents. The title "Year Book" first appears in 1952, where the title is Genesee Memorial Hospital Year Book. From 1953-1962, the title is Genesee County's War Memorial Year Book, and in 1963 that changes to Genesee Memorial Hospital Association Year Book.


Scope and Contents note
In addition to the printed pamphlets located in this series, in many years, annual reports were also published as a full-section advertising supplement to The Daily News, the Batavia-based newspaper.

c. UMMC annual reports, 1999-2006 1 document box

Scope and Contents note
Printed annual reports, containing statistics and highlighted events in the work of the hospital.

Series 6. Publicity articles, ephemera, and photographs, 1951-2009 23 document boxes, 1 small flat storage box, 3 large flat storage boxes

Scope and Contents note
News articles documenting events and activities at GMH, and later UMMC, along with a small amount of promotional ephemera (flyers, invitations, etc.) and photographs documenting the events.

Processing Information note
a. GMH publicity articles, 1951-2000  15 document boxes, 1 small flat box, 2 large flat storage boxes  1979-1981 pages are wrinkled, possibly from water damage.

Scope and Contents note
Mainly articles from the Batavia Daily News. Includes some special full sections or full editions devoted to important events.

b. UMMC publicity articles, 2000-2009  6 document boxes, 1 large flat storage box

Scope and Contents note
Mainly articles from the Batavia Daily News. Includes some special full sections or full editions devoted to important events. Also includes a small amount of material printed from online sources (2009).


Scope and Contents note
Ephemera related to events and activities documented in the publicity news articles (flyers, invitations, etc.) Relevant to GMH from 1951-1999, UMMC from 2000 onward.

d. GMH photos, 1995-2000  1 small flat storage box

Scope and Contents note
Photographs are mainly color 3 x 5 inch or 4 x 6 inch snapshots. Documenting the following events:

• Leroy Community Medical Center groundbreaking, October 1995
• Employee Fun Day, August 1997
• Frank Moynihan retirement party, October 1999
• 100th Anniversary party, November 18, 2000 (also includes negatives of these photographs)

e. UMMC photos, 2001-2006  1 small flat storage box

Scope and Contents note

Photographs are mainly color 3 x 5 inch or 4 x 6 inch snapshots; however, photos from 2005-2006 are not photo prints but rather digital images printed on a color printer. Documenting the following events:

• Governor Pataki visit, July 26, 2001
• September 11 balloon release, September 14, 2001
• Surgery renovation, November 7-12, 2002
• Christmas party, December 6, 2003
• Renovated Emergency Department dedication, May 27, 2004
• Pink Hatters Night Out, October 20, 2005
• Holiday party, December 9, 2005
• Disaster drill photos, December 11, 2005
• Christmas in the Hall, December 21, 2005
• Emergency drill, August 15, 2006
• Annie Dailey accepting "Business of the Year" award on behalf of UMMC at Saratoga Conference, November 2006
f. News articles on issue of medical malpractice insurance, 1976-1992  4 folders

Scope and Contents note
Mostly articles from the Batavia Daily News. Also includes transcripts of radio editorials broadcast by the Batavia Broadcasting Corporation on radio station WBTA. Also includes a small amount of correspondence and bulletins that circulated at Genesee Memorial Hospital regarding the same issue.

Series 7. Genesee Memorial Hospital/UMMC League records, 1943-2007  8 document boxes, 1 legal box, 8 small flat boxes, 3 medium flat storage boxes

Historical note
The Genesee Memorial Hospital League was founded in 1969 through the merger of the Genesee Memorial Hospital Auxiliary and the Genesee Memorial Hospital Guild. The annual Dinner Dance and the annual Bazaar were originally organized by the Guild and continued by the League after the merger.

Following the merger between Genesee Memorial Hospital and St. Jerome Hospital in 1999, the League adopted the name United Memorial Medical Center League in 2000 but it does not appear to have merged with the St. Jerome Hospital Guild organization.

Scope and Contents note
Includes records of the Genesee Memorial Hospital Auxiliary and Guild, which predate the formation of the League.


Scope and Contents note
League annual reports from 1971-1973 were produced as printed pamphlets. Materials from 1976-2004 are typed documents and clippings from the larger Genesee Memorial Hospital/UMMC annual report.
A small number of newsprint clippings are also included. In some cases, clippings are mounted on black backing paper.

<table>
<thead>
<tr>
<th>b. League Board of Directors meeting minutes and general membership meetings, 1969-2007</th>
<th>2 document boxes, 1 legal box, 2 scrapbooks</th>
</tr>
</thead>
</table>

**Scope and Contents note**

League meeting minutes were housed in a series of seven numbered volumes. The first two volumes, covering 1969-1983, are bound volumes with a combination of handwritten pages and typed documents pasted into the pages. These two bound volumes have been kept in their original state. Volumes 3 through 7 were three-ring binders housing a mix of handwritten and typed documents. These materials have been transferred to folders, arranged chronologically.

General membership meetings are only recorded for 1969-1983.

The Board of Directors met several times each year, typically less than monthly but more than quarterly.

Along with meeting minutes, this series includes correspondence, committee reports, treasurer's reports, membership lists, and other supporting documentation.

<table>
<thead>
<tr>
<th>c. Membership lists, 1971-2004</th>
<th>7 folders</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Lists of the general membership for each year.

<table>
<thead>
<tr>
<th>d. Officers and Board Members, 1969-2007</th>
<th>2 folders</th>
</tr>
</thead>
</table>

**Scope and Contents note**

Lists of the League officers and board members for each year.
### e. By-laws, 1974-2003  6 folders

**Scope and Contents note**

For each revision, the records include a copy of the by-laws as published and also supporting documentation of the revision process, along with later amendments.

### f. Dinner Dance publicity photographs and news clippings, programs, and ephemera, 1964, 1967-1989  2 document boxes, 1 small flat box

**Scope and Contents note**

The Dinner Dance fundraising event was started by the Genesee Memorial Hospital Guild and continued after the formation of the League. No Dinner Dance was held in 1986 or 1990. No photos or clippings are included in the collection from 1965-1966; it is not clear whether Dinner Dances were held in those years.

Materials include:

- Scrapbook pages gathering photographs, news clippings and ephemera related to the annual Dinner Dance (1970-1989)
- Dinner Dance programs (1967-1989)
- Dinner Dance program art scrapbooks, housing original sketches by local artists that were used to illustrate the Dinner Dance programs. The sketches are mounted on double sided scrapbook pages. (1974-1987)
- Miscellaneous information: attendance lists, menus, and correspondence

### g. Guild/League Cookbooks, 1950-2001  1 document box

**Scope and Contents note**
Five cookbooks published as fundraisers for the hospital.

Titles are:

• Family Fare from Friendly Folk, 1950
• Batavia's Treasure of Personal Recipes, 1952
• Chef Cookery: Favorite Recipes by David Green, 1973
• A "Taste" of GMH, 1987
• Recipes to Remember, 2001

Only one cookbook, Batavia's Treasure of Personal Recipes, states that it was published by the Genesee Memorial Hospital Guild; presumably, the others were also published by the Guild or later by the League. Also includes correspondence and other documentation about the publication process, including advertising and sales.

**h. Anniversary Scrapbooks, 1994, 1999, 2004**  1 small flat box

**Scope and Contents note**

Contents of two scrapbooks, one for the League's 25th and 30th anniversary events (1994 and 1999), and one for the 35th anniversary in 2004. Mixture of photographic prints, news clippings, documents, and ephemera housed in plastic sleeves. Photographs, ephemera, and news clippings are fixed to colored backing paper pages. Also includes a small number of photo negatives.


**Scope and Contents note**

Mixed photographs, news clippings, and ephemera, with most mounted on double-sided scrapbook pages. Earliest clippings from 1954-1969 refer to the GMH Guild, prior to formation of League.

#### Scope and Contents note


### k. Financial reports and statements, 1951-2007  11 folders

#### Scope and Contents note


### l. Membership Teas, 1950-1955, 1969-1980  1 folder, 1 bound volume

#### Scope and Contents note

m. Auxiliary and Guild records, 1943-1969, undated  1.5 document boxes, 3 medium flat storage boxes

Scope and Contents note

Scattered records of the Genesee Memorial Hospital, Genesee Memorial Hospital Guild, and activities that both organizations cooperated in prior to their merger to form the League. Materials include: By-laws, meeting minutes, financial reports, newsletters, and a log of Auxiliary volunteer hours. Includes records of the Snack Shop, Bazaar, Scholarship, and Coordinating Committees. Also present are three bound scrapbooks, titled "Historian's Book," containing news clippings from 1945-1969 and the unbound contents of a publicity scrapbook covering the 1950s-1969.

n. Miscellaneous League records, 1972-2005  4 folders

Scope and Contents note


Series 8. Genesee Memorial Hospital/UMMC Foundation publicity news clippings, photographs, and ephemera, 1983-2007  1 document box, 1 small flat box

Scope and Contents note

The Foundation was founded in 1984. The bulk of this series is publicity news clippings, photographs and ephemera, dating from 2001-2007. These material were originally housed in three-ring binder scrapbooks; clippings, photographs, and ephemera have been organized into separate folders for storage. A smaller amount of material has been kept together due to the original scrapbook format.

a. Publicity news clippings, 2001-2007  7 folders
b. Publicity photographs, 2002-2003, 2006  1 small flat box

c. Ephemera, 2002-2007  6 folders


Scope and Contents note

Contents of four scrapbooks devoted to:

• Listing of officers and board members, 1984-2007

• "In Memoriam" obituary clippings, 2001-2005

• Don Carmichael funeral service program and ephemera, 2005-2006

• Health and Humanitarian Awards, 1983-2007

Series 9. Miscellaneous Genesee Memorial Hospital/UMMC materials, 1944-2007  2 document boxes, 1 small flat box, 3 medium flat storage boxes

Scope and Contents note

Miscellaneous materials, including information brochures, fundraising campaign promotional materials, and scrapbooks. Includes material related to the Genesee Memorial Hospital Twigs chapter and the hospital's medical library.

a. Fundraising campaign booklets, 1944-2002  5 folders

Scope and Contents note
b. Informational brochures, 1973-2005  12 folders

Scope and Contents note

Informational brochures for specific hospital departments and programs, as well as general patient informational packets describing inpatient policies and procedures.


Scope and Contents note

Bound scrapbooks that record memorial gifts to Genesee Memorial Hospital. Arranged by year, contents include the name of the person being memorialized and the names of the donors, but there are no specific dates or gift amounts. Volumes covering 1972-1976 appear to be missing.

d. Medical Library records, 1959-2001  2 folders

Scope and Contents note

Material documenting the work of the Medical Library, comprising accession records, annual reports, and informational brochures.

e. Administrators, CEOs, and Board of Directors scrapbooks, 1940s-2000s  1 small flat box

Scope and Contents note
Scrapbooks include news clippings, ephemera, and a small number of photographs. Materials are mounted on black backing paper and enclosed in scrapbook sleeves. Includes a small number of loose photographs in labeled envelopes.

f. Miscellaneous Genesee Memorial Hospital/UMMC records, 1926-2007  6 folders, 2 video cassettes, 2 bound volumes

Scope and Contents note

Includes meeting minutes from the Genesee Memorial Hospital Twigs chapter (1940s, 1960s), correspondence from architects re: building plans for Genesee Memorial Hospital (1940s), and a scrapbook devoted to the hospital’s Meditation Chapel, along with various ledgers, lists, local directory information, etc.

Record Group 5. Employee Information, 1940-2007  7 document boxes, 1 medium flat storage box

Scope and Contents note

Information on individual physicians and other staff of St. Jerome Hospital, Genesee Memorial Hospital, and UMMC. Also information on programs focused on employees, the Employee Outreach program, Service Awards, and the “Clear Choice…Close to Home” program, which represented a deliberate effort by hospital leadership to shape employee culture.

Series 1. Employee information scrapbooks, 1950-2007  5 document boxes

Scope and Contents note

Contents of scrapbooks gathering information about physicians, medical staff, and other employees. Mainly news clippings, with a small amount of photographs and ephemera.
<table>
<thead>
<tr>
<th>Description</th>
<th>Date Range</th>
<th>Number of Document Boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. GMH/UMMC Physicians/Medical Staff scrapbook, 1950-2007</td>
<td>1.5 document boxes</td>
<td></td>
</tr>
<tr>
<td><strong>Arrangement note</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alphabetical</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scope and Contents note</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>News clippings about the staff members, including interviews, advertisements for their practices, and other news items that mention them. Includes a small amount of ephemera.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Employee &quot;In Memoriam&quot; Scrapbook, 1962-2007</td>
<td>2.5 document boxes</td>
<td></td>
</tr>
<tr>
<td><strong>Arrangement note</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alphabetical</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scope and Contents note</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mainly news clippings of obituaries, with a small amount of ephemera and photographs. Includes employees from St. Jerome Hospital, Genesee Memorial Hospital, and UMMC. Bulk of contents are from the 1980s-2000s.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Physicians &quot;In Memoriam&quot; Scrapbook, 1940-2007</td>
<td>1 document box</td>
<td></td>
</tr>
<tr>
<td><strong>Arrangement note</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alphabetical</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scope and Contents note</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contents of a binder gathering newspaper obituaries and tributes, along with a small amount of ephemera and photographs. Mainly focused on Genesee Memorial Hospital/UMMC physicians, although some are also from St. Jerome’s and some articles discuss earlier hospitals in the area.

**d. Physicians scrapbook--Retired/Moved from area/No longer on medical staff, 1970s-2000s**  
1 document box

**Arrangement note**  
Alphabetical

**Scope and Contents note**  
Contents of a binder gathering news articles, along with a small amount of ephemera and photographs. Mainly focused on Genesee Memorial Hospital/UMMC physicians, although some are also from St. Jeromes, other local medical centers, or private practice.

**e. Genesee Memorial Hospital Employee/UMMC Service Awards scrapbook, 1963-2006**  
1 document box

**Arrangement note**  
Alphabetical

**Scope and Contents note**  
Mix of photographs, news clippings, and ephemera.

2 document boxes

**Scope and Contents note**
"Clear Choice" was an initiative intended to foster a "culture of excellence" at UMMC, following the merger between the two hospitals. The program was created by consultants, the Studer Group. Materials comprise program plans and schedule information created by the Studer Group, and the weekly Monday Report employee newsletter published internally by UMMC. Issues of the Monday Report are available for June 2002 through February 2009. Issues for August through December 2007 are missing.

Series 3. Miscellaneous employee information, 1995-2007 3 folders, 1 scrapbook

Scope and Contents note
Materials comprise lists of UMMC employees (2005, 2007), a copy of the medical staff by-laws (1995), and a scrapbook containing photographs, news clippings, and ephemera related to the UMMC Employee Outreach Program (1999-2004).

Processing Information note
Scrapbook materials are mounted on original pages with sticky adhesive. If they are scanned at a future date, should consider removing them and rehousing.

Record Group 6. Military and War Memorial records, circa 1942-2007 3 document boxes, 1 small flat box

Scope and Contents note
Material documenting the local soldiers killed during World War II, the Korean War, and the Vietnam War, and war memorial activities at Genesee Memorial Hospital and in the local community.


Scope and Contents note
Scrapbooks of information on local service members killed during World War II, Korean War and Vietnam War. Contents include news clippings describing death of service member (mostly photocopies), more recent news clippings, such as descriptions of activities to memorialize them and obituaries for surviving family members, and typed records of surviving family members, with notes from Jean Hume about contact with family re: memorial activities.

### Series 2. War Memorial scrapbook, 1975-2005  1 small flat box

**Scope and Contents note**

Unbound contents of a scrapbook devoted to the War Memorial monument located outside Genesee Memorial Hospital and later UMMC. Includes news clippings, documents, and black and white photographs of the monument (taken in 1975 and 1984) mounted on black backing paper.

### Series 3. Military background materials, 1953, 1991, undated  2 bound volumes, 1 folder

**Scope and Contents note**

Published background information on Genesee County during World War II, the Korean War, and Vietnam.