

# **Guide to the ACCESS Program Records RG 6.4**

**Finding aid prepared by Sarah Pinard**

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This finding aid was produced using the Archivists' Toolkit

October 15, 2013

Describing Archives: A Content Standard

Sarah Lawrence College Archives  
April 2010  
Sarah Lawrence College Archives  
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## Summary Information

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<b>Repository</b>	Sarah Lawrence College Archives
<b>Creator</b>	Sarah Lawrence College. ACCESS Program.
<b>Title</b>	ACCESS Program Records
<b>Date [inclusive]</b>	2002-2006
<b>Extent</b>	1.0 linear feet 1 record carton
<b>Language</b>	English
<b>Text [Carton]</b>	1

## Historical note

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The Sarah Lawrence College Advocacy to Create Choices Empower and Support Survivors (ACCESS) Program began in 2002 with support from a grant awarded by the Violence Against Women Office, Office of the Justice Programs, U.S. Department of Justice. ACCESS was a program that provided support, assistance, and help for people who had experienced sexual assault, relationship violence and/or stalking. The program was led by Tracy McGarry and run in coordination with the Dean of Studies office, Health Services, and Student Affairs. ACCESS Alliance was a group formed to govern the distribution of the grant monies. After funding was not renewed in 2006 the three offices, in conjunction with the ACCESS Committee, continued to coordinate the services offered by the ACCESS Program.

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## Scope and Contents note

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These records document the activities and function of the ACCESS Program. Administrative records, programming materials, and publications are all located in this collection.

Within Series I. Administration there are a few folders of note. In sub-series A. General the Board of Trustees folder contains slides from a presentation given to the Trustees at the initiation of the ACCESS Program. The second is a folder titled Faculty and Staff Information. This folder includes memos and informational material given to faculty and staff by the ACCESS Program. These materials provided resources for faculty and staff dealing with students who had been victims of assault. In the folder titled Yonkers, City of there is a memorandum of understating between the College and the city and police departments of Yonkers acknowledging the relationship between these organizations and the ACCESS Program. Sub-series B. Grants includes a folder titled Evaluations. These evaluations of the ACCESS Program were undertaken by agencies, such as The California Coalition Against Sexual Assault (CALCASA), as part of reporting obligations enacted under the Violence Against Women Act of 2000 (VAWA). The evaluations measured the effectiveness of the programs and were undertaken on a biennial basis.

Series II. Programming contains a folder titled Film. The ACCESS Program produced a film in 2005 that includes interviews with students. This folder has interview questions, a film overview and description, and student feedback. The film has been rehoused in the Audiovisual Collection. The Orientation folder has calendars of events and material for students who helped present ACCESS information during orientations.

## Series Description

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- I Administration
- II Programming
- III Publications

Series I. Administration includes both general administrative materials, such as correspondence, minutes, and training manuals, as well as correspondence, applications, and progress reports associated with grants from the Violence Against Women Office, U.S. Department of Justice, that made the ACCESS Program possible.

Series II. Programming contains material used as part of events sponsored by the ACCESS Program. These materials include calendars, posters, and informational handouts. Notes and limited planning documentation are also included.

Series III. Publications is a small series with newspaper clippings concerning ACCESS events on campus as well as one folder with stickers and miscellaneous handouts and zines that are not associated with specific events.

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## Administrative Information

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### Publication Information

Sarah Lawrence College Archives April 2010

### Revision Description

Finding aid prepared by Sarah Pinard, 2010. Entered into Archivists' Toolkit. February 6, 2013

### Conditions Governing Access note

Administrative records are closed for 20 years from the date of creation unless otherwise specified or determined by the Archivist. Partially restricted or restricted folders are labeled as such and are usually restricted for 75 years from the date of creation or death of the individual(s) mentioned. The Archives reserves the right to deny photocopying. See Archivist for further information.

### Acquisition note

This collection was transferred as accession 2008-021 to the Archives in September 2008 by the Office of Student Affairs.

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## Related Materials

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### See also

Student Publications Collection – InFlux; Photograph Collection – ACCESS Program; Audiovisual Collection for ACCESS interviews, recordings of Take Back the Night marches, ACCESS Orientations, ACCESS/Flux meetings, The Clothesline Project, “That’s Supposed to Go Where? A Safer Sex-umentary,” “Vagina 411,” and “Community of Consent.”

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## Controlled Access Headings

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### Genre(s)

- Annual reports
- Application Forms
- Clippings (information artifacts)
- Correspondence
- Minutes

### Personal Name(s)

- McGarry, Tracy

### Subject(s)

- College students--Mental health services
- Sexual abuse victims

## **Cataloging status**

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Uploaded to OCLC March 2013 OCLC # 830410292

## Series I. Administration

## Collection Inventory

Series I. Administration	
Sub-series A. General	
	Carton
ACCESS Alliance - Minutes and Background Material 2002	1
ACCESS Alliance - Minutes and Background Material 2002-2003	1
ACCESS Alliance - Minutes and Background Material 2003-2004	1
ACCESS Alliance - Minutes and Background Material 2004-2005	1
ACCESS Alliance - Minutes and Background Material 2005-2006	1
Board of Trustees 2002	1
Campus Security Staff Training circa 2003	1
Correspondence - Byron McCrae 2000-2002	1
Correspondence and Memos - College Community 2003-2004	1



**Sub-series B. Grants**

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Correspondence and Notes - Tracy McGarry undated	1
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Educator/Advocate Position undated	1
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Faculty and Staff Information 2003	1
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Mission Statement undated	1
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Peer Educator Training Manual undated	1
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Peer Educator Training Manual circa 2002	1
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Peer Educator Training Manual 2004	1
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Resident and Graduate Assistant Training undated	1
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Student Life Staff Training undated	1
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Student Programming Coordinator/ACCESS Program Assistant 2002-2005	1
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**RESTRICTED**

This folder contains material that is restricted indefinitely. See Archivist for more information

Yonkers, City of 2001, 2003	1
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**Sub-series B. Grants**

**Series II. Programming****Carton**

Applications 2001-2002	1
Applications 2003	1
Applications 2005	1
Correspondence 2001-2003	1
Evaluations undated, 2003	1
Semi-annual Progress Report 2001-2002	1
Semi-annual Progress Report 2003-2004	1
Semi-annual Progress Report 2005-2006	1

**Series II. Programming****Carton**

16 Days 2004	1
Clothesline Project 2003	1
Events 2002-2003	1
<b>See also</b>	

**Series III. Publications**

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<b>Grants - Proposals, 2005</b>	
Events 2003-2004	1
Events 2004-2005	1
Events 2005-2006	1
Film 2005	1
Health Fair 2004-2006	1
Love your Body Day Wellness Fair 2002, 2004-2005	1
Orientation 2002-2005	1
Poetry Readings undated, 2002	1
Sexual Assault Awareness Month 2005	1
Take Back the Night 2003, 2005	1
<b>See also</b>	
Events, 2002-2006	
<b>Series III. Publications</b>	

**Carton**

**Series III. Publications**

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Newspaper Articles 2001-2003

1

Labels, Handouts, and Pamphlets undated

1