

## Displays

SSM Health Archives has created a number of displays for events and meetings, such as the SSM Health Leadership Conference, which have been very well received. We have also helped several facilities create permanent historical exhibits. We are happy to assist you with any project you may have in mind.



## FSM Archives

We manage the archives of the Franciscan Sisters of Mary. Please contact us for any questions you have about our founding congregation.

ssmhealth.com

### Contact Information:



#### SSM Health Archives

1854 Craig Park Court, St. Louis, MO 63146  
314-439-8184

Submit request by email  
or phone:



**Scott Grimwood**  
System Manager - Archives  
[Scott\\_Grimwood@ssmhc.com](mailto:Scott_Grimwood@ssmhc.com)

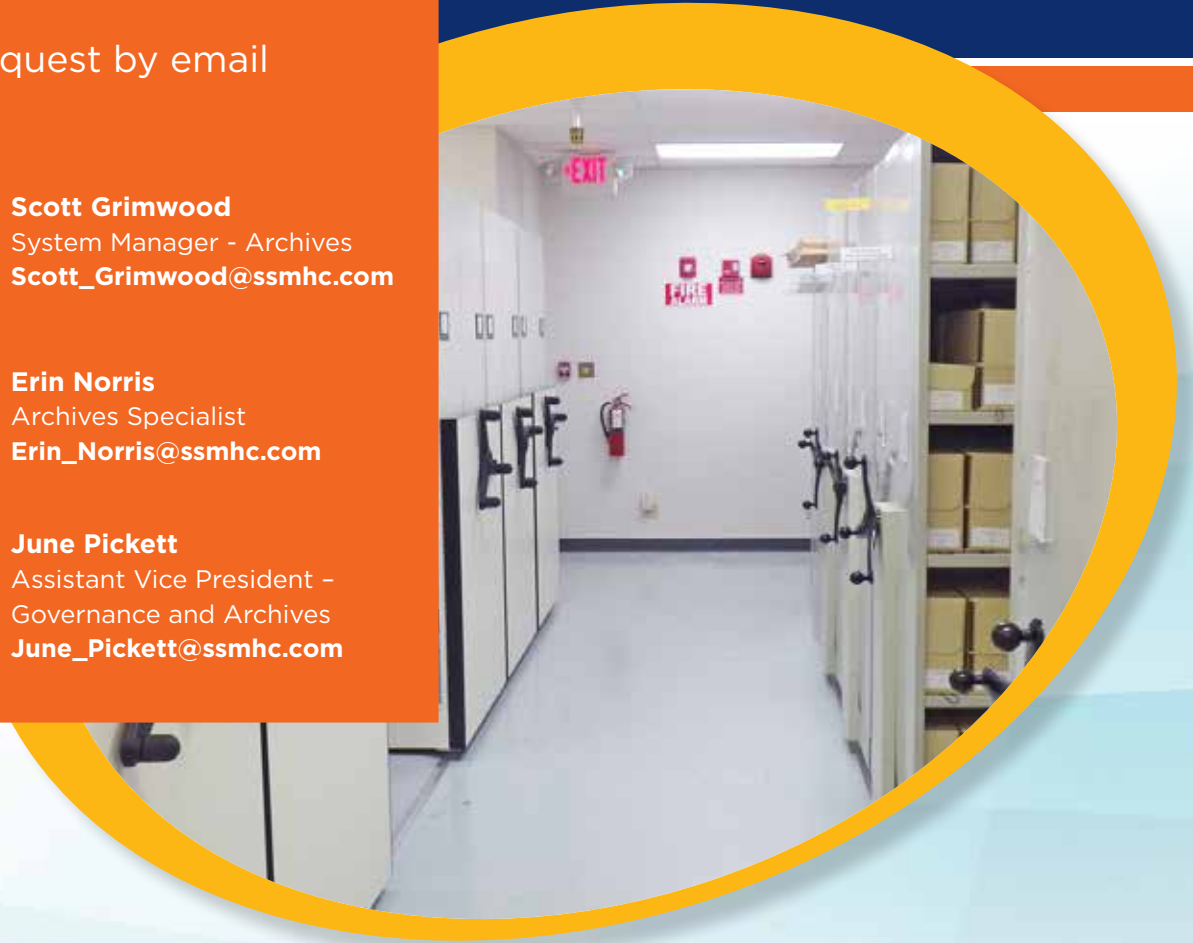


**Erin Norris**  
Archives Specialist  
[Erin\\_Norris@ssmhc.com](mailto:Erin_Norris@ssmhc.com)



**June Pickett**  
Assistant Vice President -  
Governance and Archives  
[June\\_Pickett@ssmhc.com](mailto:June_Pickett@ssmhc.com)

## SSM Health Archives Collection Guidelines and Archival Services



Preserving a  
Legacy of Care

## Our history comes to life when we can see and touch pieces of the past.

SSM Health Archives collects and preserves the common heritage of SSM Health from all current and former entities.

We also collect items from our current and former nurses, physicians, other caregivers and volunteers, so their contributions are preserved to help educate and inspire SSM Health staff and patients in the future.

### What we collect

We seek items that illustrate the purpose, activities and policies of an SSM Health entities, and that represent



an important goal or end product. Examples include:

**Documents**, such as bylaws, meeting minutes, correspondence, manuals, handbooks, directories, newspaper articles, scrapbooks, brochures, annual reports, special event materials, etc. Records should be inactive.

**Images/audio**, including photographs (print and digital), negatives, slides, radio and TV commercials, interviews and special presentations.

**Small artifacts**, such as medical instruments and equipment, religious artifacts, and items documenting special events. Artifacts must be connected to our entities and are reviewed on a case-by-case basis.

### What we don't collect

In order to make the best possible use of our limited storage facility, we do not collect the following items: duplicates, general readership books, non-SSM Health periodicals, patient records, credentialing files, surveys, purchasing documents, payroll, invoices, and meeting minutes that don't require permanent retention.



### How material is processed

Received materials go through archival processing. The material is reviewed and non-archival items removed. Remaining items are organized, preserved, and entered into our archival database.

### Our consultation service

We provide insight and assistance with anniversary events, mission projects, books and publications, as well as temporary and permanent exhibits.

We also provide copies of photos and documents for internal and public use.

### Our facility

SSM Health Archives provides permanent storage of historical materials in a temperature and humidity controlled facility that's also protected by a fire suppression system.

### Visiting the Archives

SSM Health Archives welcomes visitors. Schedule visits in advance by contacting the Archives staff (see contact information on the back).

