



ssmhealth.com

Contact Information:



SSM Health Archives

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Submit request by email
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SSM Health Archives Collection Guidelines and Archival Services for Physicians



How May We Help?

Contact the SSM Health Archives for any historical questions you might have.

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

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 entity and that represent an



important goal or end product. Examples include:

Documents, inactive: both paper and electronic

- Executive Medical Staff meeting minutes
- Medical Staff bylaws and regulations
- Organizational charts
- Memos or correspondence related to planning and decision-making
- Policy manuals
- Manuals and handbooks that detail departmental functions
- Training or orientation materials
- Physician newsletters
- Books and articles written by SSM Health physicians
- Brochures and booklets of hospital services
- Newspaper clippings and scrap books
- Reports to the community
- Postcards
- Physician directories
- Special event documents

Note: Rare books or special book collections, periodicals or pamphlets of unique historical interest, primarily medicine, may also be of interest to the Archives.

Photographs: prints, negatives, slides, digital images

- Medical and nursing staff
- Special events
- Medical procedures

Note: Please identify images where possible: event, date, (key) people

Audio/Visual: of all types

- Public service interviews on radio or TV
- Medical procedures
- Oral history interviews
- Conference presentations

What we don't collect

- Duplicates
- General readership books, periodicals or other printed material not written by SSM Health or SSM Health staff.
- Physician credentialing files, except those of significant long time physicians. Photos from these files should be separated, identified, and sent to the Archives.
- Meeting minutes that do not require permanent retention.

Our consultation service

We provide insight and assistance with anniversary events, mission projects, publications, as well as exhibits. We also provide copies of historical 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.

