

# MINNESOTA STATE UNIVERSITY MANKATO



## What Can the Archives Do for You?

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Anne Stenzel, Archives Technician

January 5, 2011  
MSU Professional Development Day

## From Office to Home: MSU Archives as a Resource

- ◆ **Office**
  - < Records Management/records storage
  - < Historical University photographs
  - < University history
  - < Hall of Champions
  - < Oral Histories
- ◆ **Home**
  - < Genealogy
    - Mankato Free Press Obituary Index
    - Historical university photographs
    - Library resources/databases
  - < Historical research

<http://lib.mnsu.edu/archives/index.html>

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University Archives and Southern Minnesota Historical Center

University Archives Collection

Southern Minnesota Historical Center Collections

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## Records Management Services offered by the University Archives



- ◆ Update departmental retention schedules
- ◆ Advise on filing and storage options
- ◆ Store records in the University Records Center
  - < Provide electronic transfer forms for items to be transferred
  - < Pick up items from your office
  - < Retrieve individual boxes/folders stored in Records Center
  - < When appropriate, destroy/dispose of materials

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## What is the University Records Center?



- ◆ a secure
- ◆ on campus
- ◆ remote storage facility
- ◆ for the temporary storage of University records.



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## Transfer Instructions for the Records Center



- ◆ Identify records to transfer
- ◆ Visit <http://lib.mnsu.edu/archives/rm/transfer.html> for instructions on how to transfer your records.
- ◆ Complete the Records Center Transfer form, <http://lib.mnsu.edu/archives/rm/forms.html>.
- ◆ Provide the MSU Archives with the Records Center Transfer form electronically, via email attachment.

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## Packing Instructions



- ◆ Print 2 Records Center Transfer forms; one to accompany the transferred boxes, one for your records
- ◆ Pack records in approved records boxes available from Innovative Office Solutions
- ◆ Number the boxes to be transferred, ex 1 of 3, 2 of 3, 3 of 3.
- ◆ Email [archives@mnsu.edu](mailto:archives@mnsu.edu) for a records pick-up

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## More Information about the Records Center



The MSU Records Management website has more information about the University Records Center and how to transfer materials.



• <http://lib.mnsu.edu/archives/rm/transfer.html>

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# University Archives Digital Collections



- ◆ Historic photographs
- ◆ 1870s-1990s
- ◆ New images being added regularly

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<http://mldm.lib.mnsu.edu/>

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new search search

advanced search

Browse

Welcome  
Use the Search or Browse features to view items in the collection. Throughout your search, you can get help with search functions by clicking the help link in the top navigation bar.

Browse [go >>](#)  
Browse through the collection without formulating a specific search.

Advanced Search [go >>](#)  
Search using more options, making your searches more precise and getting more useful results.

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Customize options for search results, My Favorites, Compare and Slideshow views.

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# Conducting a Search

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new search search  
advanced search  
browse

Search: Across all fields | selected fields | by proximity | by date

Find results with:

All of the words: anderson  
The exact phrase  
Any of the words  
None of the words

search clear all

Select specific collections:

MSU Photograph Collection

select all clear all

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new search search  
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Search results for Anderson search again

Refine your search: results 1-20 of 27 item(s) page 1 of 2 | << 1 2 >> | previous | next

select all | clear all | sort by relevance

Image:	Title:	General Subject:	Description:
	Jack Anderson, team captain, wrestling for Mankato State College.	Education; Sports and recreation;	Jack Anderson in a wrestling match. Anderson was Team Captain for Mankato State University wrestling.
	Graduating student shakes hand of Governor Elmer Anderson at the 1962 graduation, Mankato State College.	Education	Graduating student shakes hand of Governor Elmer Anderson at the 1962 graduation, Mankato State College, June 5, 1962.
	Student shakes hand of Governor Elmer Anderson then Dr. Clarence Crawford at the 1962 Graduation, Mankato State College.	Education	Student shakes hand of Governor Elmer Anderson then Dr. Clarence Crawford at the 1962 Graduation, Mankato State College, June 5, 1962.
	Student shaking Governor Elmer Anderson's hand, while MSC President Clarence Crawford stands behind watching at 1962 Graduation, Mankato State College.	Education	Student shaking Governor Elmer Anderson's hand, while MSC President Clarence Crawford stands behind watching at 1962 Graduation, Mankato State College, June 5, 1962.
	Governor Elmer Anderson speaking at the 1962 Commencement, Mankato State College.	Education	Governor Elmer Anderson speaking at the 1962 Commencement, Mankato State College, June 5, 1962.

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University Archives Digital Collections

1958 Campus Drama Club "Mask and Dagger". Row 1: marcia Anderson, Jim Prom; Dr. Paul; Bill Wood; Duane Georgius. Row 2: Sharon Dunne; Glenys Peterson; Terry Moriarty; warren Schunemann; Claire Bemis; Helen Miller; Ramona Reinartz; Edna Moulton, Mankato State College



**Title** 1958 Campus Drama Club "Mask and Dagger". Row 1: marcia Anderson, Jim Prom; Dr. Paul; Bill Wood; Duane Georgius. Row 2: Sharon Dunne; Glenys Peterson; Terry Moriarty; warren Schunemann; Claire Bemis; Helen Miller; Ramona Reinartz; Edna Moulton, Mankato State College

**Description** 1958 Campus Drama Club "Mask and Dagger". Row 1: marcia Anderson, Jim Prom; Dr. Paul; Bill Wood; Duane Georgius. Row 2: Sharon Dunne; Glenys Peterson; Terry Moriarty; warren Schunemann; Claire Bemis; Helen Miller; Ramona Reinartz; Edna Moulton, Mankato State College

**Date of Creation** 1958

**Physical Format** Black and white photograph

**General Subject** Education

**Local Subject** Mankato State College

**Minnesota City or Township** Mankato

**Minnesota County** Blue Earth

**State** Minnesota

**Country** United States

**Parent Collection** University Photograph Collection, 1868-ongoing

**Contributing Institution** University Archives, Memorial Library, Minnesota State University, Mankato, P.O. Box 8419, Mankato, MN 56002-8419

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**Type** Image / Still Image

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1990 Computer Lab



Marjorie Fitterer accepts Harold Fitterer's posthumous Distinguished Alumni Service Award, renamed the "Harold J. Fitterer Alumni Service Award," from Phyllis Rivard, Mankato State University Alumni Association President, June 8, 1978, watched by Duane Orr, Dean of the College of Education and Morgan Thomas, Dean of the College of Business.



Aerial view of Highland Campus  
Armstrong Hall construction at Mankato State College - 1963

**MINNESOTA STATE UNIVERSITY MANKATO**

## How Can I Use a Photo?

- ◆ Copy/Paste from webpage (low resolution – powerpoints, web pages)
- ◆ Contact us for high resolution images
- ◆ MSU Photo Use Form
- ◆ No fee for University, just ask for image credit and copy of use



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## University Information



- ◆ Facts about University History
- ◆ Information about early attendees, faculty/staff
- ◆ Sometimes hit or miss

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## Hall of Champions



- ◆ **Maintain Hall of Champions**
- ◆ **Always open to new additions**
- ◆ **Hoping to revamp in coming years**

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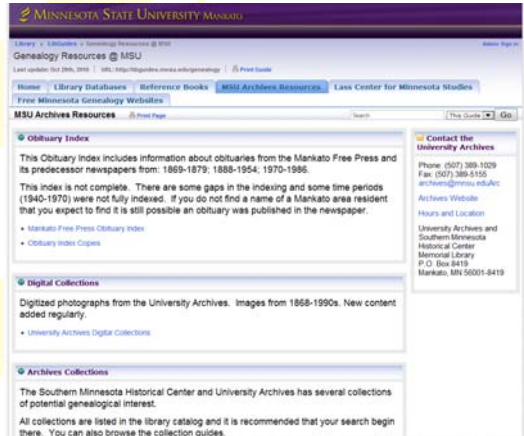
## Oral Histories

- ◆ **Two current oral history projects**
  - < <http://lib.mnsu.edu/archives/oralh/intro.html>
  - < Tell Your MSU Story
    - Alumni, Faculty, Staff, friends of University
    - Wilson Campus School
  - < South Central Minnesota Veterans History Project
    - Veterans of all wars, all service branches from south central Minnesota
    - Part of Library of Congress project

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## Genealogy Resources @ MSU

<http://libguides.mnsu.edu/genealogy>



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## Mankato Free Press Obituary Index



- ◆ **Database of obituaries**
  - < Not digitized obits just an index
- ◆ **Dates Indexed**
  - < 1869-1879
  - < 1888-1954
    - 1945-1969 - Limited indexing
  - < 1970-1986

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# <http://lib.mnsu.edu/obituary/>

## Obituary Index

Search

This Obituary Index includes information about obituaries from the Mankato Free Press and its predecessor newspapers\* from: 1869-1879, 1888-1954; 1970-1986.

This index is not complete. There are some gaps in the indexing and some time periods (1940-1970) were not fully indexed. If you do not find a name of a Mankato area resident that you expect to find it is still possible an obituary was published in the newspaper.

\*Predecessor Newspapers include:

Publication Titles	Years Newspapers Published
Free Press	1973-present
Mankato Free Press	1931-1973
Mankato Daily Free Press	1887-1931
Review	1878-1879
Mankato Weekly Review	1869-1878



Number of records selected: 44

You have searched by **LastName**

#	Title	FirstName	LastName	Spouse	DOB	DOD
1		Alex	Stenzel		03/20/1896	12/16/1976
2		Alex	Stenzel		11/10/1897	10/15/1979
3		Aloysius	Stenzel		06/09/1898	08/26/1930
4	Mrs.		Stenzel	August	09/12/1878	09/13/1937
5		Casimir	Stenzel	Dorothy	09/26/1903	03/31/1972
6		Emma	Stenzel			03/02/1976
7		George	Stenzel		03/20/1894	09/26/1979
8		Helen	Stenzel		01/30/1905	10/18/1980
9		Jeanne	Stenzel		01/09/1941	01/25/1941
10		Joseph	Stenzel			04/27/1941
11		Joseph	Stenzel		02/13/1909	02/28/1974
12		Leo	Stenzel		04/07/1922	09/18/1976
13		Mary	Stenzel		07/28/1924	01/03/1977
14		Mary	Stenzel		01/14/1902	02/25/1979
15	Mrs.	Mary	Stenzel	Leo	05/02/1899	11/07/1929
16		Pearl	Stenzel		02/17/1905	07/23/1978
17		Raynold	Stenzel		03/01/1900	10/18/1978
18		Russell	Stenzel		09/25/1885	11/03/1976
19		Ruth	Stenzel		02/21/1923	06/10/1973
20		Thomas	Stenzel		12/21/1863	09/06/1937
21		Mary	Stenzel	Alex	01/14/1902	02/25/1979
22	Mrs.	Maxine	Stenzel	Walter	12/03/1926	03/31/1984



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MNSU > Library > Genealogy > Obituary Index > **Obituary Details**

### Obituary Details

Title		
Name	George Stenzel	
Nick Name		
Middle Name	C	
Former Name		
Spouse	Anna	
Date of Birth	03/20/1894	
Date of Death	09/26/1979	
Age of Death	85 years	
Published in Newspaper	Mankato Free Press	
Obituary Published Date : 09/26/1979	Page Number: 13	Column Number: 2

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## Getting Copies of the Obituaries

- ◆ You can do it yourself.
  - < MSU
  - < BECHS
  - < MHS
- ◆ We can do it for you.

**Ordering Copies of Obituaries from the University Archives**  
The University Archives at Minnesota State University, Mankato can provide copies of obituaries found in the Mankato Free Press Obituary Index for a fee of \$15 each. Checks or Money Orders should be made payable to Memorial Library. This includes printing a copy of the obituary from microfilm and mailing it to you.

Click here for an [Obituary Index Copy Request Form](#).

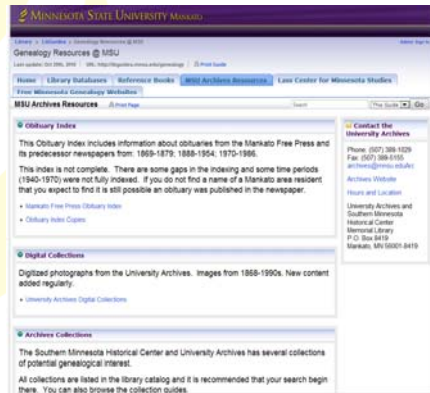
**DIY (Do It Yourself) Copies**  
Several libraries and historical societies around Minnesota have microfilm versions of the Mankato Free Press and its predecessor newspapers. Generally if you can visit the library/historical society you can look up the obituary (from the data in this index) and make a copy of the obituaries for less than the cost of ordering copies from the University Archives at Minnesota State University, Mankato.

Institution	Contact Information	Publication Titles	Years of coverage
Memorial Library Minnesota State University, Mankato	<a href="http://lib.mnstateu.edu/">http://lib.mnstateu.edu/</a> (Requests for obituaries sent to all library departments get forwarded to the University Archives and the appropriate fees apply for copies.)	Free Press Mankato Free Press Mankato Daily Free Press Review Mankato Weekly Review	1973-present 1921-1975 1887-1920 1876-1879 1869-1876
Minnesota Historical Society	<a href="http://www.mnhs.org">http://www.mnhs.org</a>	Free Press Mankato Free Press Mankato Daily Free Press Review Mankato Weekly Review	1973-present 1921-1972 1907-1931 1876-1879 1866-1876
Blue Earth County Historical Society	<a href="http://www.bechshistory.com/">http://www.bechshistory.com/</a> 507-345-5566	Various Titles BECHS also maintains an obituary index --	1857-1996 1857-present

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## Additional Resources

- ◆ **Historic Photos**
  - < Same access as campus user
  - < Fee for reproduction and digital copies
- ◆ **Library Resources**
- ◆ **Historical Research**
  - < Regional collections
  - < University collections



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## Questions?

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