

HIGH ROCK PARK CONSERVATION CENTER

A Special Collection in

The Archives and Library of

THE STATEN ISLAND MUSEUM

75 Stuyvesant Place, Staten Island, New York 10301

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OVERVIEW:

Fourteen cubic feet of administrative records from High Rock Park Conservation Center since 1965 have been transferred into the Archives. These records occupy twenty-three 5/8 one-cubic-foot storage boxes.

PROVENANCE:

The administrative files had been maintained at the Stone House, High Rock Park since 1966. Successive administrations had rearranged, expanded, and adapted files established by their predecessors.

During 1981, archives staff members spent several days sorting through these files. Records of each administration were eventually discovered, many files as "High Rock History."

In arranging the records, it was decided that a separation of each administration would be artificial and confusing. Instead, the records remain in an alphabetic subject file, and the name of the director is noted for reference after the date of each folder. Original folder headings were kept in most cases.

Folder headings beginning with "High Rock..." were simplified (e.g. "High Rock Staff Meetings" became "Staff Meetings"), unless part of an actual title (e.g. "High Rock Advisory Board"). The heading "High Rock History" was retained where applied to narratives about the site, or select memorabilia.

Materials left in the active files included a variety of resource materials which might still be useful to present staff for daily reference. These include newsletters and project descriptions from other nature conservation and environmental education programs, listings of plants found at High Rock, and details of special areas (e.g. plants and markets for the blind garden and Haiku trail). Also, reference copies of narrative materials (e.g. project descriptions, press releases, final reports) on programs developed by High Rock Staff were left in the files wherever possible. Initial proposals and administrative correspondence, notes, memoranda, and financial documentation on such projects were transferred into the Archives.

Records of buildings, equipment, and accident reports back to 1965 remain in the active files.

HISTORICAL NOTE:

High Rock Nature Conservation Center comprises approximately 70 acres of woodland in the central hills of Staten Island, bounded by Richmond Parkway, Nevada, Rockland, and Summit Avenues, and the Moravian Cemetery.

This site, the former High Rock Girl Scout Camp, was acquired by New York City in 1965 with City and State funds. "New York State made its contribution specifically to retain the area for nature study by the public and to conserve it as a natural resource. Planning and fund raising for the development of High Rock in the public interest (was) coordinated through the efforts of the Action Committee on Open Land, a sub-committee of the Community Council of Greater New York

in cooperation with the Staten Island Institute of Arts and Sciences" (Community Council brochure, 1965). The ribbon cutting occurred July 7, 1965.

Administrative authority for High Rock Park Conservation Center was the responsibility of George O. Pratt, Jr., Director of SIIAS, from 1965-1966, after which the following administrative personnel supervised the administrative and interpretation of High Rock under the authority of the director of the S.I. Institute of Arts and Sciences:

Philip Brown	1966-1968	
Harry Betros	1968-1971	Education Director
Andrew Lachman	1971-	Program Director
Elliot Willensky	1972-1976	Director
A. Mae Seeley	1976-	Administrator
Gerald Solomon	1977-1979	Director
James Rossi	1980-	

SCOPE & CONTENT:

These records reflect all phases of the development, administration, and interpretation of the site. Records of the early administration are less bulky, as might be expected. Records of Elliott Willensky reflect his concern with the built environment as well as natural areas, and widen the scope of High Rock interpretive programming to include all of Staten Island, New York Harbor, and in some cases, even broader horizons.

Records of all administrations reflect the connections of High Rock with N.Y.C. Department of Parks, Board of Education, Museums Collaborative, N.Y. State Council on the Arts, and other funding agencies. At the request of administrator James Rossi, all records pertaining to the Natural Heritage Trust (1977-1981) remain in the active files of High Rock.

RELATED MATERIALS:

The files of SIIAS Director George O. Pratt contain a series of records on the founding and administration of High Rock which occupy ten 5/8 cubic foot boxes (total 5 5/8 cubic feet). See 71.SII:5 GOP.4, boxes 21-30.

Fiscal records pertaining to High Rock are located in 71.SII:3, as described in the Arrangement Note.

ACCRETION UPDATE

HISTORICAL NOTE:

In the first half of 1989, SIIAS decided to turn over administration of High Rock Park to the S.I. Greenbelt authority. The Institute physically left High Rock in August of 1989.

Educational programs and activities carried out at High Rock continue with headquarters and classrooms located at the William T. Davis Educational Center on Stuyvesant Place.

The most recent directors/administrators of High Rock Park were:

Olivia Hansen	1984-1985	Interim Administrator
Stuart Lowrie	1986-1988	SIIAS Curator of Science

PROVENANCE:

In March of 1989 the archivist carried out an appraisal of the High Rock records to ascertain which, and what amount of records should be transferred to the archives for permanent retention. The actual transfer took place over a week's time at the end of June and beginning of July, 1989.

During this period, the archivist inventoried and weeded through over 44 linear feet of records, of all types. Approximately 16.50 linear feet were retained for permanent disposition. These broke down to 12.50 linear feet of office files; 2 linear feet of photographs and negatives; 1 linear foot of High Rock administration records of former Curator of Science, Stuart Lowrie, and about 6 inches of oversize materials, e.g. maps, etc.

Materials disposed of were the following types: financial materials (receipts, vouchers, purchase orders); evaluation forms; photocopy duplicates; fan letters; accident reports; membership lists; inventory lists; outdated blank forms; work orders; time sheets; weekly and monthly reports; petty cash vouchers and books; time cards; and extraneous materials not related to High Rock.

SCOPE & CONTENT:

The records cover pretty much the same topics and subjects contained in the previously transferred materials, except that the last span date for this new material is 1989. There are also included materials of an earlier date, which, as noted in the original Scope and Content note, were left for the administration and operation of the Park.

ARRANGEMENT:

After transfer to the archives, Moira Hallagen arranged the materials under the direction of the archivist. During the arrangement process a small amount of materials were further weeded out.

The arrangement of the accreted materials follow essentially the arrangement of the previously transferred High Rock materials; that is, alphabetical. In most cases, the folder titles were retained,

although some were changed to better reflect the materials in the individual folders. This arrangement is consistent with the arrangement of the records as they were at High Rock, basically an alphabetical order.

A deviation from the original arrangement is that in the accreted materials, published or printed materials directly related to High Rock have been put into a separate subseries which comes at the end of the accreted materials, boxes 14 & 15. Also, photographs have been put into a separate sub-series of the Institute's "799 Series" photograph collection and can be found in the Photograph Storage Room.

The accreted materials consist of 15 5/8 linear foot boxes of records and published/printed materials, and 2 5/8 linear foot boxes, and one 2½ box of photographs.

HIGH ROCK PARK CONSERVATION CENTER

Box Inventories:

Box 1/15

Folders		
1	Accounting Procedures	1970; 1975
2	Account's Report	1983
3	Anniversary, 20 th	1965
4	Annual Reports	1967-1969; 1972
5	Arbor Day	1985-1988
6	Astronomy Program	n.d.
7	Betros, Harry: Certificate of Commendation	1972
8	Bird Banding	1985-1988
9	Bird Banding Project	1983-1985
10	Birds at High Rock	n.d.
11	Blue Heron Park	1978-1987
12	Board of Education Umbrella Program	1978-1980
13	Botanical Survey Project	1979-1980
14	Boy Scout Explorer Troop: H.K. Charter	1977-1981
15	Capital Budget	1971
16	Capital Budget	1980-1981
17	Centennial Wildflower Garden	1982-1983
18	Chase Manhattan Bank Grant '84	1981-1985
19	Chemical Bank	1982
20	Christodora Grant Proposals	1987
21	City Planning Commission: Correspondence	1973-1982
22	Clark and Rapuano: Scenic District Study	n.d.
23	College of S.I.: H.R. Teacher Training	1970-1980
24	Con Edison	1981-1987
25	Concerts	1980-1986

Box 2/15

Folders		
1	Concert Programs	1987
2	Consolidation Study: SIAS-H.R. Park	1971-72; 1974-75
3	Correspondence: General History	1965-66; 1968-69
4	Correspondence, 1988	1988
5	Correspondence: Conservation & the Outdoors	1978-1982
6	Correspondence: Carlton Beil	1986
7	Correspondence: Phil Brown	1965-1966
8	Correspondence: Robert Corbett	1980-1983
9	Correspondence: Howard Fischer	1984-1986
10	Correspondence: Olivia Hanson	1981-1985

11	Correspondence: Andrew Lachman	1975
12	Correspondence: Dr. Stuart Lowrie	1986-1988
13	Correspondence: Patricia Gordon Michael	1985
14	Correspondence: Dorothy Quinlan	1985-1986
15	Correspondence: James Rossi	1980-1984
16	Correspondence: Edwin Rundlett	1973-1978
17	Correspondence: Gerald O. Solomon	1980
18	Correspondence: Ruth Yarrow	1974-1979
19	Crafts In Focus	1941; 1975

Box 3/15

Folders		
1	Cultural Affairs, Dept. of (Aging)	1977-1989
2	Cultural Affairs, Dept. of	1979-1984
3	Cultural Council Foundation	n.d.
4	Davis Wildlife Refuge	1976
5	Day In May	1973
6	Development Committee for H.R.	1966-1969
7	Development Committee & Group Work & Rec. Correspondence	1965-1968
8	Development Committee, Formation	1965
9	Development Committee, Minutes	1966-1968
10	Discovery Room	1976-1979
11	Ecology Trail, History	1987
12	Education, NYS Dept. of: Progress Reports; Corresp.	1976-1977
13	Education, NYS Dept. of: Progress Reports; Corresp.	1978-1979
14	Education, NYS Dept. of: Prog. Reports; Eval; Corres.	1979-1980
15	Education, NYS Dept. of: Grant Reporting	1986-1987
16	Education, NYS Dept. of: Grant, Financial Reporting	1986-1987
17	Education, NYS Dept. of: H.R. Park C.C. Grant	1987-1988
18	Education, NYS Dept. of: H.R. Grant	1987-1988

Box 4/15

Folders		
1	Education, NYS Dept. of: Final Report	1976-1977
2	Education, NYS Dept. of: Final Report	1977-1978
3	Education, NYS Dept. of: Final Report	1978-1979

4	Education, NYS Dept. of: Final Report	1979-1980
5	Education, NYS Dept. of: Final Report	1980-1981

Box 5/15

Folders		
1	Education, NYS Dept. of: Final Report	1981-1982
2	Education, NYS Dept. of: Final Report	1983-1984
3	Education, NYS Dept. of: Final Report	1984-1985
4	Education, NYS Dept. of: Final Report	1985-1986

Box 6/15

Folders		
1	Education, NYS Dept. of: Final Report	1986-1987
2	Education, NYS Dept. of: Final Report	1987-1988
3	Education, NYS Dept. of: Final Report	1988-1989
4	Educational Programs: Short Courses; Follow-up Course	1967-1969
5	Educational Programs: Board of Ed.; Miscellaneous	1967-1980

Box 7/15

Folders		
1	Evaluation Letters	1984-1985
2	Evaluation Letters	1986-1987
3	Environmental Conservation, Dept. of	1980-1984
4	Environmental Education: Intern Information	1986
5	Evergreen Park	1977-1989
6	Evergreen Park Project	1986-1989
7	Fan Mail	1970
8	Fan Mail	1980-1983
9	Fan Mail	1983-1984
10	Fan Mail	1984-1986
11	Fan Mail	1986-1987
12	Farming	1955-1975
13	Floor Plan	1975
14	Forest Fanfare/Summer Dance	1988
15	First Fall Festival	1980-1986
16	Flowers of High Rock	1969; 1974
17	Friends of High Rock	1969-1980
18	Garden for the Blind	1973-1980

19	Garden for the Blind: Budget; Correspondence	1972-1982
20	Garden for the Blind: Braille Plates	n.d.
21	Garden for the Blind: FGC Members Research	1972-1980
22	Grant Application to Ford Foundation	1966

Box 8/15

Folders		
1	Greenbelt, Study of	1974-1981
2	Greenbelt (return to H.R.- Greenbelt)	1975-1987
3	Greenbelt, of S.I.: Final Report, Phase I	1983
4	Group Work & Recreation Committee	1965-1968
5	Gypsy Moth	1982
6	Haiku Trail	1979
7	Halloween: Junior Naturalists	1982
8	Handbook Consultants	1974-1975
9	Handbook Grant (HEW/OE): Original Proposal	1974-1976
10	Handbook Grant (HEW/OE): Financial & Regular Rpts.	1974-1977
11	Handbook Grant (HEW/OE): Correspondence	1974-1979
12	Handbook: Evaluation Questionnaire	n.d.
13	Handbook Exercises	1973-1975
14	Hansen, Olivia: Memorial Garden	n.d.
15	Helpful Hints for the Park Interpreter: Paper Harbor Hérons	n.d.
16	Harbor Herons	1988
17	High Rock Park Agreement with State of New York	1985
18	High Rock "Blurb"	1979-?
19	High Rock Conservation Center: Brief Description	1982
20	High Rock Park: Buildings	n.d.
21	High Rock: Director's Report	1978-1985
22	High Rock Education Program, Winter School Site	1975-1976
23	High Rock Education Program: Staff Training	1975-1976

Box 9/15

Folders		
1	High Rock Trail Guides	n.d.
2	High Rock Arm Patch	n.d.
3	High Rock Grant	1984-1985
4	High Rock License Agreement	1986
5	High Rock History – Licensing Agreement	1977-1984
6	High Rock Guest Books	1965-1985
7	High Rock: History	1965-1966
8	High Rock: History	1965-1975
9	High Rock: History	1952-1980
10	High Rock: Monthly Report	1972-1975-1986
11	High Rock: Report	1972; 1978
12	High Rock: Table of Organization	1971-1980
13	High Rock: Winter & Early Spring	1986-1987
14	High School Executive Intern Program	1973-1978
15	History Publications	1989
16	History of Programs	1966-1975
17	Hiker's Map	n.d.
18	International Workshop in Environmental Problem Solving	1973
19	Kiwanis Club	1976-1985
20	Land Acquisitions: Boundary Battle	1971-1978

Box 10/15

Folders		
1	Land Acquisition: Enfield Tract	1969-1981
2	Land Acquisitions: Gretta Moulton Trail	1978-1984
3	Landmarks	n.d.
4	Last Chance Pond Wildlife Refuge	1974-1975
5	Letters of Support	1986-1987
6	Loosestrife Swamp	1974
7	Lynn, Richard – Mycology	1983
8	Man and His Environment	1968
9	Manual for Leadership Training	1970
10	Maps	1967-1972; n.d.
11	Map Surveys	1971
12	Memberships	1976-1981
13	Memories: High Rock at 20	1985
14	Meetings at High Rock	1970-1971
15	Minutes of Ad Hoc Committee on Environmental Concerns	1972; 1986

Box 11/15

Folders		
1	Moulton, Gretta: Memorial File	1985
2	Mysteries of the Harbor Event	1975
3	Natural Environmental Landmark: High Rock	1971
4	Natural Heritage Trust	1977-1978
5	Natural Heritage Trust	1979
6	Natural Heritage Trust	1979-1980
7	Natural Heritage Trust	1980-1981
8	Natural Heritage Trust: Letters	1981-1982
9	Natural Heritage Trust	1982-1983
10	Natural Heritage Trust	1983
11	Natural Heritage Trust	1984-1985
12	Natural Heritage Trust	1985-1986
13	Natural Heritage Trust Grant	1987-1988
14	Natural Heritage Trust	1988-1989
15	Naturalists In Training	1978-1979
16	Naturalists In Training	1986-1987
17	New Dorp Light Station	1972
18	New York State Assistance	1975
19	New York State Assistance Quarterly Reports	1976-1978
20	New York State Assistance	1980

Box 12/15

Folders		
1	New York State Education Proposal	1976-77; 1981-82
2	New York State Education Proposal	1982-1983
3	New York State Education Proposal	1983-1984
4	New York State Education Proposal	1985-1986
5	New York State Education Program	1987
6	Once Upon An Island: Exhibition Budget	1981-1982
7	Organizational Chart	1977-1978
8	Parks Department	1974; 1976; n.d.
9	Park Slope Walk	1977
10	Please Don't Eat the Poison Ivy: Reprint	1967
11	Press Releases	1978-1987
12	Procedures Manual & Job Descriptions	1986-1987
13	Programs & Budget,	1982-1983
14	Projects	1968
15	Project Wild	1985
16	Publicity	1967-1989
17	Quarterly Report	1968

18	Report On Future Development of High Rock Park	1970
19	Reptile & Amphibian Course	1966
20	Richmond Interpretive Program Exchange	1986-1987
21	Rules & Regulations for High Rock	n.d.
22	School Programs at the SIIAS	1988-1989
23	School Site Program	1970-1977
24	School Site (Winter)	1980
25	School Site Program	1983
26	Short Term Camp – Boy Scout Camp	1930's
27	Species Diversity In S.I. Greenbelt	n.d.
28	Staff Lists	1965-1988
29	Staff Meetings, 1970-1972	1970-1972
30	Staff Meetings, 1977-1985	1977-1985

Box 13/15

Folders		
1	S.I. Council On the Arts	1982
2	Spring Day Camp – Flyers	1981-1982
3	Spring Day Camp – Flyers	1983
4	Summer Day Camp – Flyers/ Certificate	1980
5	Summer Day Camp – Flyers	1981
6	Summer Day Camp – Flyers; Programs	1982
7	Summer Day Camp – Flyers; Programs	1983
8	Summer Day Camp – Flyers	1985-1986
9	Summer Youth Employment Program	1985-1986
10	Sunday Programs	1968-1970
11	Trees at High Rock Park	1966; n.d.
12	Trustees: Correspondence; Meetings	1977-1978
13	Urban Park Rangers	1981-1987
14	Vanderbilt Mausoleum	1976-1984
15	Visually Impaired Trail	1977
16	Water Pollution Control Plant	1979
17	Weekend Programs	1975-1976
18	Weekend Schedules & Programs	1970-1980
19	Woody Plants of High Rock Park	1979
20	Workshops	1981-1984
21	Workshop & Day Camp: Flyers	1978-1981
22	Young Naturalist Club	1987
23	Youth Conservation Corps	1977-1982
24	Youth Environmental Squad	1971-1972
25	Zappalorti, Robert: Coures; Reports	1966-1973

Box 14/15

		Published/Printed Materials	
		Folders	
	1	High Rock Coloring Book	n.d.
	2	Events at High Rock Park: A	1971-73; 1981
	3	Events: Flyers	1986
	4	Events: Flyers	1987
	5	Events at High Rock: Summer Dance; S.I. Chamber Mus. Play	1987-1988
	6	Exploring Environments-Handbook of Environmental Exer.	1978
	7	Flyers: Miscellaneous	1980-1982
	8	Flyers: Miscellaneous	1984-1985
	9	Flyers: Miscellaneous	1985-1986
	10	Flyers: Miscellaneous	1986-1987
	11	Flyers: Miscellaneous	1988
	12	Flyers: Miscellaneous	1989
	13	A Friendly Note-Newsletter	1989
	14	Friends of High Rock Publications: Will the Energy Crisis Destroy Our Environmental Education? Whatever Happened to Huck Finn?	n.d.
	15	Papers on the Geology of the 5 Boroughs	1981
	16	A Guide to the Gretta Mountain Trail	n.d.
	17	<u>High Rock</u> (Book) by John Mitchell	1976
	18	High Rock Park Brochure	1965
	19	High Rock Park Brochures, Programs, Flyers	n.d.
	20	High Rock Nature Notes-Newsletters	1966-1967
	21	High Rock Park News-Newsletter	1965
	22	High Rock Park Program & Brochure	1966-1967
	23	High Rock Newsletter-High Rock Report	1972-1975
	24	A History of High Rock-Booklet	1971

Box 15/15

		Folders	
	1	The Hoot Owl-Newsletter	1979-1980
	2	Interpreting the Natural Environment-Educational Prog.	1968
	3	Lesson Plans-Ice Age Geology	1984
	4	Lesson Plans-#4 Anthropoids Forest Community	1986
	5	Lesson Plans - #1 Web of Life	1988

		#2 Habitats	
		#3 Insects	
		#4 ?	
6	Lesson Plans -		n.d.
		#1 Forest Discovery	
		#45 Use of Land	
		#53 Land Values	
7	Miscellaneous articles/papers regarding: Plants		n.d.
8	Miscellaneous educational information, puzzles, charts		n.d.
9	Miscellaneous information on environment, pollution & endangered species		n.d.
10	Natural Events – Brochures		1983
11	Natural Events – Brochures		1984
12	Natural Events – Brochures		1985
13	Natural Events – Brochures		1986
14	Natural Events – Brochures		1987
15	Natural Events – Brochures		n.d.
16	Natural Events – Brochures		n.d.
17	Report: Introduction to Simulation Gaming		1974
18	Stationery, Envelopes, Certificates		n.d.
19	Swamptrail-A Trial Guide to Loosestrife Swamp		1973
20	Trail Guides		1965
21	Urban Conservation-Newsletter		1965; 1969
22	The Urban Primer		1969-1970
23	Wildflowers-Brochures		1975
24	You Are Invited-Brochure		1966
	Box #16 contains:	Booklets: "A Conceptual Plan for an Environmental Education Program," Program Guide, "Man and his environment," Highrock Valley Trail, High Rock Park	1967-1970

HIGH ROCK PARK CONSERVATION CENTER
Box Inventories:

Box 13		799 Series Photographs	
	Folders		
	1	Accident Report Photograph	1983
	2	Aerial Photograph of Greenbelt	n.d.
	3	Bird Banding	1984
	4	Catholic Science Council	1968
	5	Centennial Celebration	1981
	6	Centennial Garden (Dedication)	1981
	7	Chemical Bank Funding	1982
	8	Charlotte Clegg's Retirement	1979-1980
	9	Christmas, 1984	1984
	10	Class 3-209, PS 114 Q	n.d.
	11	Classroom photographs	n.d.
	12	Class trip, PS 20	1984
	13	Day Camp	1980
	14	A Day In May	1973
	15	A Day In May	1982
	16	Earth Day	1971
	17	Exhibits At High Rock	1971; 1988; n.d.
	18	Exhibits <u>not</u> at High Rock	1982
	19	Evergreen Fair	1984
	20	Forest Fanfare & SI Chamber Music Players	1974
	21	Groups: Unidentified	1971
	22	Life in Loosestrife Swamp Exhibit	n.d.
Box 14		799 Series Photographs	
	Folders		
	23	Mahler, Irene	1985
	24	Memories: High Rock at 20	1985
	25	Miscellaneous Photographs	n.d.
	26	Mosaics with Seeds	1985
	1	Mysteries of the Harbor	n.d.
	2	Nature Photographs	n.d.
	3	Nature Scenes, by James Rossi	n.d.
	4	Natural Dye Course	1974
	5	Natural Heritage Trust Photographs	1979
	6	Olmsted Trailway	n.d.
	7	Offsite Photographs (class trips)	1976; 1978
	8	Outdoor events	n.d.
	9	Outdoor scenes at High Rock	n.d.
	10	Park photographs	n.d.
	11	People: unidentified	n.d.

Box 15

799 Series Photographs

Folders		
12	People: unidentified	n.d.
13	Photographs (general), 1981	1981
14	Photographs of June, 1982	1982
15	Senior Citizen Center (negatives)	1974
16	Snow flake (negatives)	n.d.
17	Special Education Class	1984; 1985
18	Spring Camp	1983
19	Stapleton Project-Arts Bulletin (negatives)	1974
20	Staten Island Photographs (not all at High Rock)	n.d.
1	Staten Island scenes of pollution and environmental degradation	1970
2	Steve Parrisio's Opening (1 st Geology Exhibition)	1981
3	Stone House Photos	n.d.
4	Stone Sculpture Class	1981
5	Summer day camp	1979
6	Summer day camp	1981
7	Summer day camp	1982
8	Summer party	1971
9	Tea party	n.d.
10	Vanderbilt Mausoleum	n.d.
11	Visit: PS 229 from Brooklyn	1985
12	Winter, 1980	1980
13	Workshops	1981
14	Workshops (fall)	1981
15	Workshops	1982
16	Workshops	n.d.
17	Workshops of SI Museum	n.d.