

San Servolo Psychiatric Provincial Hospital'

Archive and Repository: Island of San Servolo - 30124 Venice

Administrative and Medical Sections

Material: 962 envelopes, 540 registers. n.2 photo albums and n.1 folder (a total of 2.155 archival units and 24.500 approx clinical folders), n. 1.041 boxes (for a total of 13.695 glass plates cm 6x9) (ml.150 1 metallic file containing 13 forms and a n.6 document cases to be catalogued)

The material in this archive is subject to variation due to the cataloguing still in progress.

Chronological extremes: 1st August 1718 – 1978

Order: partially ordered and inventoried

Instruments of consultation:

- *San Servolo Hospital*, File edited by Franco Vianello, (1985)
- *San Servolo Archival Background: Registers*, edited by Luigi Armiato, 1996.
- *San Servolo Archives: Inventory* summary edited by Luigi Armiato, 2000
- *Inventory of glass plates (of San Servolo)*. 1913-1971, edited by Sebastiano Talamini and Riccardo Romano, 1996, 2 volumes; (pp.I-V and pp.1-519, pp.I-III and pp.1-275)
- *San Servolo photo album*, digital index edited by Giorgio Boato, 2004, n.2cd.

Preservation level: overall good, a few exceptional cases where damage from humidity and mould are present.

Processing already effected: reorganization and primary inventory of the most antique part of the archive (962 envelopes, 540 registers. N. 2 photo album and n.1 folder) using the software "Sesame" (version 3.x) distributed for free by the Lombardia region.

Description of the Series: The collection has been organized in 4 sections, each with the respective series and subseries:

- *Administrative Section: Esibiti, then Atti, Insane and Positions* (with the subseries Male and Females who were discharged and who died), *protocol, protocol directories, admittance and discharges, copies of letters, mail Registers –incoming, out going mail, general patients register, daily movements of patients register, prospective of entries and exits, male and female death register, staff records*(managerial staff, financial, leave requests, night staff, overtime, nurses, ward hands).
- *Medical Section: Nosological Tables – clinical files* (subseries Male and Females who were discharged and who died"), *which are linked to the series and subseries according to the directories, such as males admitted, males discharged, deaths and females admitted, women discharged, deaths. Nosological clinical files, and electrocardiography files, registries of necrology and electro encephalography.*
- *Finance Section: pharmacy,workshops, budgets, warrants for payment, accounts, cash registry, petty cash books, cashbooks, register of incomings, out goings, cash report, book keeping records, book keeping for the patients, daily expenses of the patients, statistics, catering costs, mill, kitchen garden, and printing costs.*
- *Photo Section: Photo album of the insane patients, Index of the present glass plates depicting the patients.*

Clinical files series

Material: 24.500 items approx

Chronological Extremes: 1842-1978

Order: partially ordered and inventoried

The clinical files series (or Nosology Tables) has been structured according to the following subseries:

- *Males discharged (1842-1972)*
- *Male deaths (1845-1978)*
- *Females discharged (1937-1974)*
- *Female deaths (1936-1978)*

Within each subseries, the clinical files are arranged in chronological order by date of admission or by date of death of the patient admitted; from 1874 a black and white portrait picture, is stapled in the middle of each file. There are a few files where two portrait photos are found: one taken of the patient prior treatment and the other taken after. Within these subseries the clinical files of admitted children can be found, the youngest at the age of 4. It has been noted that regularly in the clinical file of a "returning" patient; you can find some or many relative notifications in his medical history, sometimes going back many years. Therefore, only the analytical classification of each file will make it possible to know the exact number of cases.

Instruments of Consultation:

- *List of names that have been recovered in San Servolo 1842-1974, Word Database*, edited by Luigi Armiato and Barbara Casarin, 2000.