



# **Rockefeller University records, Director of Administrative Services, Roger C. Elliot, Subject Files, Series 3**

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Rockefeller Archive Center

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Sleepy Hollow 10591

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## Summary Information

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<b>Repository:</b>	Rockefeller Archive Center
<b>Creator - ctb:</b>	Flinn, Waldo R.
<b>Creator:</b>	Rockefeller Institute for Medical Research
<b>Creator:</b>	Rockefeller University
<b>Creator - ctb:</b>	Elliot, Roger C.
<b>Creator - ctb:</b>	Smith, Edric Brooks
<b>Title:</b>	Rockefeller University records, Director of Administrative Services, Roger C. Elliot, Subject Files, Series 3
<b>ID:</b>	FA214
<b>Date [inclusive]:</b>	1904-1974
<b>Physical Description:</b>	10.2 Cubic Feet 20 boxes
<b>Physical Description:</b>	20 boxes
<b>Language of the Material:</b>	English

### Preferred Citation

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

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## Biographical / Historical

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In 1956 Roger C. Elliot was appointed Assistant Business Manager to work with Waldo Flinn and Douglas Whitaker who had supervisory responsibility for the Office of the Business Manager. In further reorganization Waldo Flinn was named Director of the Budget with Roger C. Elliot as Assistant Director. When Mr. Flinn retired in 1965, and Joseph R. Dilworth, Treasurer, supervised the Office of the Budget and Special Services, Roger Elliot served as Assistant Comptroller.

In 1970/1971 a clear-cut division between financial management of the University and the management of financial properties was re-established. The various positions of Comptrollers were abolished and

Roger Elliot became Director of Budgets and Special Services. In 1972 the post of Director of the Budget and Special Services was dropped and budgetary functions were transferred to the Office of Controller.

Roger Elliot as Director of Administrative Services supervised the property management of the University and the administration of faculty benefit plans and all forms of general insurance. Roger Elliot retired as of July 1, 1974 and the post of Director of Administrative Services was discontinued as a separate entity.

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## Scope and Contents

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In May 1978 an additional 15 inches (Boxes 18-20) of records dealing with construction were found. Included are records that had been passed along from Edric Smith, Waldo Flinn and finally to Roger C. Elliot. When the Office of Administrative Services was phased out these records were sent to the Archives Office.

This group of records deals primarily with construction of new facilities or additions and remodeling to existing buildings.

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## Scope and Contents

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The subject files here described include correspondence and records from the files of Waldo Flinn. Some of the material dates as early as 1904. It consists of records from the Business Manager's Office which were never removed when new appointments to the office were made. The detailed inventory sheets indicate the appropriate dates.

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## Arrangement

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Arranged in alphabetical order by subject.

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## File Plan note

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Former Classification: I 216-3

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## Administrative Information

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### Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

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[archive@rockarch.org](mailto:archive@rockarch.org)

URL: <http://www.rockarch.org>

### Revision Description

Paper finding aid converted to EAD/XML by AureXus in 2010. Imported into the Archvists' Toolkit by Becky Robbins. 2010 October 8

### Processing Information

Date received or inventoried: June 1974

### Conditions Governing Access note

This collection is open for scholarly research, with select materials restricted as noted.

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## Controlled Access Headings

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- Operations management
- Flinn, Waldo R.
- Rockefeller Institute for Medical Research
- Rockefeller University

- Elliot, Roger C.
- Smith, Edric Brooks

## Physical Characteristics and Technical Requirements

Materials requiring specialized equipment for access (film, audio, video, slides) may be restricted from scholarly research dependent on availability of the applicable equipment.

Brittle or damaged items, or materials otherwise in need of preservation care, may be restricted from scholarly research at the discretion of the RAC Head of Archival Services/RAC Head of Reference.

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## Collection Inventory

### Subject Files, 1904-1974 (bulk)

Physical Description: 10.2 Cubic Feet 20 boxes

Title/Description	Instances
Animals, 1905-1949	box 1
<b>Scope and Contents note</b>  Includes early correspondence dealing with stolen dogs. Arrangements to purchase animals abroad and problems of animal care and dwelling facilities. 1913 Henry James report on animal care facilities seen on European trip. Some requests for descriptive material on RIMR animal facilities; some items dealing with lost animals.	
A-C (various)	box 1
Arc Welding	
Archer, Ann	
Argus Press Clipping Service	
Armstrong, James, Plumbers	
Armstrong Cork and Insulation	
Armstrong Card Products	
Arndt, M.H. Mfg. Co.	
Beard, Joseph W.	

Begg, Jennie	
Belgium Ambassador (1940 sera request)	
Bell Telephone	
Berkeley Scientific Corp.	
Berry, George Parker	
Bessey, Otto A.	
Beukenkamp, John (PVM mice)	
Beverly, G.H.	
Business Methods, Report by Trevor Arnett, 1916	
Committee on Post-War Science. Questionnaire sent by I.I. Rabi	
Carrel, A. Report on the Hospital at Compiègne, 1916 September-1917 September	
Carrel, A. Report regarding present and proposed work, 1919 March	
Budget, 1913-1938; 1939-1961	box 1
<b>Scope and Contents note</b>	
Primarily salary matters. Includes some correspondence but consists mainly of comparison tables for various years and with other institutions.	
Budget charts	box 1
<b>Scope and Contents note</b>	
Position distribution; income vs. expenditures.	
Budgets: unexpended balances, 1956-1957; 1959-1961	box 1
Buildings, 1924-1956	box 1
<b>Scope and Contents note</b>	
Charts and information gathered on size of space assigned to various departments; unit costs; construction costs; trustees' expenditures; depreciation.	
Contingent Fund a. Potential Contingent Fund, undated	box 1
Correspondence and approvals, 1953-1955	
Signed authorizations, 1954-1955	
Commitments and potential commitments, 1955-1962	box 2

## Scope and Contents note

Includes correspondence between Waldo R. Flinn, Charles Petrzelska, Douglas Whitaker, Detlev Bronk and Mabel Bright and heads of departments.

## Arrangement note

Correspondence arranged by item number on ledger sheets.

Potential, 1955-1956	
Committed, 1955-1956	
Potential, 1956-1957	
Potential, 1957-1958	
Contingent-Potential, 1958-1959; 1959-1960	
Contingent-Potential, 1960-1961; 1961-1962	
Construction	box 3
Correspondence on Hospital construction	box 3
1930-1939	
1946-1952	
Primarily correspondence between Edric B. Smith, Walter A. Smith, Henry R. Shepley, Francis V. Bullfinch for Coolidge, Shepley, Bullfinch & Abbott; Fred N. Severud, consulting engineer and Vermilyn-Brown Company	box 3

## Scope and Contents note

Includes drawings, suggestions, cost estimates, rising prices. Includes copies of 1946 correspondence between John D. Rockefeller, Jr. and Herbert S. Gasser.

Specification Books, 1915-1916	box 3
Shepley, Rutan & Coolidge, architects Six books, one each	

## Scope and Contents note

Alterations to 5th floor and roof of administration bldg.

Power plant, heating system, refrigeration apparatus

Connecting corridor and tunnels

Power House and service building

Laboratory building

Animal House.



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Hospital construction records, 1946-1952

box 4

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Electrical wiring and fixtures

**Scope and Contents note**

Includes drawings and blueprints

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Electrical work on transformer vault under sidewalk

**Scope and Contents note**

Includes drawings and blueprints

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Elevators. Specifications and bids

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Plumbing. Fred Brutschy Co., contractors

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Specifications, bids, correspondence on various items arranged  
in alphabetical order

**Scope and Contents note**

Acoustical work

Air conditioning

Bathroom tiles, accessories

Carpenter work

Concrete floors

Curtains for cubicle

Flooring

Glass and glazing

Hardware

Iron work

Linen or laundry chute

Lockers

Marble and stonework

Metal furring and lathing

Pantry equipment

Plaster work

Refrigerator (Biologicals)

Reinforced concrete

Roofing

Steel doors

Structural steel

Tiles

Weatherstripping.

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Construction items, 1913-1953

**Scope and Contents note**

Includes alterations to nurses residence; bills and payment records; graphs showing rise in construction costs (1913-1951) and changes in hourly labor wages.

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Plant Pathology building specifications in Princeton, 1931	box 5
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Plant Pathology building in New York City, 1947-1949	box 5
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**Scope and Contents note**

Includes correspondence, agreements, cost statements from Coolidge, Shepley, Bullfinch & Abbott; Lord & Burnham; Alvord & Swift; Fred Butschy Co.; Vermilya-Brown Co.

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Corporation actions	box 5
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**Arrangement note**

Arranged in alphabetical order.

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Consolidation of Princeton and New York City laboratories, 1947/1948	box 5
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**Scope and Contents note**

Includes background material, considerations, 1947 report from H.S. Gasser on budgetary considerations.

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Counsel, 1928-1963	box 5
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**Scope and Contents note**

Primarily correspondence with John E. Lockwood regarding meetings, minutes but also concerning the President's House. Some correspondence with George H.P. Dwight and some with John R.H. Blum.

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Director, 1932 1952	box 5
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## Scope and Contents note

Correspondence and excerpts from meetings dealing with search for second Director of Institute. Also news releases and clippings. 1952 material includes report of Committee on Nomination and Review and some 1958 material on salary.

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Endowment, 1908-1951

box 5

## Scope and Contents note

Correspondence, excerpts from Minutes and summaries dealing with endowments made by John D. Rockefeller, John D. Rockefeller, Jr., Rockefeller Foundation and General Education Board.

---

Endowment. Henry Rutherford Bequest for Cancer work, 1913-1949

box 5

---

Finance Committee, 1937-1955

box 5

## Scope and Contents note

Budgetary plans including estimates of income and planned expenditures presented for consideration of finance committee. Includes excerpts and resolutions from Board of Trustees Minutes, 1925-1957.

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Treasurer's Office (Edward Robinson; Robert Letort), 1954-1956

box 6

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Treasurer's Office (Lindsley P. Kimball; William Dietz), 1959-1960

box 6

## Scope and Contents note

Correspondence on budget and income; statements and financial reports.

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Underwriting Fund against grants, 1956/1957-1961/1962

box 6

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Deferred Liabilities Reserve (lacks 1959) Primarily correspondence between W.R. Flinn and Bursar including requests for hold over from various laboratories and signed approvals by D.W. Bronk for hold-over amounts, 1956-1962

box 6

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Descriptive pamphlet Correspondence about various editions

box 6

## Scope and Contents note

Includes mailing lists.

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1932 1935-1936

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1939-1943

---

Dining facilities, 1929-1954

box 6

## Scope and Contents note

Scattered correspondence referring to lunchrooms, costs, personnel, special luncheons.

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Dining facilities, 1949-1963

box 6

## Scope and Contents note

Welch Hall. Includes costs and supplies, also material on remodeling including blueprints; redecorating; personnel and costs of meals. Photographs of interior and exterior.

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Dining facilities, 1957-1961

box 7

## Scope and Contents note

Abby Aldrich Rockefeller Hall Details of accommodations for visiting scientists, faculty club and includes some lodging costs. Correspondence on costs and charges.

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Director's Apartment, 1931-1953

box 7

## Scope and Contents note

Originally called Lavoisier apartments. Correspondence, agreements and details dealing with apartments occupied by Simon Flexner and H.S. Gasser in arrangements with the Institute.

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Electrocardiogram

box 7

## Scope and Contents note

Correspondence with Cambridge Instrument Co., Dr. T.M. Rivers and The Smithsonian Institution on the original Einthoven String Galvanometer. Includes copy of history as written by Alfred E. Conn.

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Employee workman's compensation

box 7

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Correspondence concerning Edward Patrick, 1919-1920

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Correspondence about various people, 1918-1964

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Faculty appointments, 1958-1961

box 7

## Scope and Contents note

Copies of notification letters for appointment as Research Associate; Consultant; Assistant Physician; Guest Investigator.

## Arrangement note

Arranged in alphabetical order: A-H; I-Z.

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International Health Division, 1931-1950

**Scope and Contents note**

box 7

Correspondence between W. Flinn and IHD setting monthly charges for space rental.

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 Neighborhood Development, 1925-1951

box 7

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 O (Various); Pavlov, Ivan, 1921-1925

box 7

**Scope and Contents note**

Correspondence between S. Flexner; Petrankevitch; W. Sterling; W.B. Cannon; Wickliffe Rose.

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 Retirement; Pension plans

box 8

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 Regulations, plans and correspondence, 1913-1939

---

 Past service credits to 1939, 1939

---

 History and considerations for 1939 plan, 1939

---

 Tables, forms and estimates, 1931-1942

---

 Reconsideration of retirement plans, 1931-1948

---

 Supplements to retirements prior to 1950, 1950

---

 Certificate waiving exemption under OASI, 1950 December 29

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 Photocopy from David Rockefeller files

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 Retirement plans amended 1954, 1954

---

 Scientific annual reports. Changes in form

box 8

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 Scientific staff listings

box 8

**Scope and Contents note**

Listing of staff by year including War Demonstration Hospital Group and various tabular summaries of past service; ratio of scientists to staff; women scientists appointed.

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 1918-1942/1943

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 1943/1944-1954

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 Scientific staff, correspondence regarding travel allowances, 1920-1949

box 8

---

 Scientific staff, addresses of former RI scientists; Summer addresses of scientific staff, 1932-1939

box 8

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 Scientific staff, 1930-1941 1946

box 9

## Scope and Contents note

Copies of appointment announcements.

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Sigerist, Henry, 1916-1937

box 9

## Scope and Contents note

1933 correspondence regarding RI photos Squibb, E.R. &  
Sons 1916-1937 correspondence dealing with some product  
analyses and purchase of serum horses.

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Smithsonian Institution, 1912-1942

box 9

## Scope and Contents note

1912-1913 photomicrographs for exhibit Snake venom  
1912-1942 includes exchange between S. Flexner and  
Pasteur Institute.

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Society of American Bacteriologists meeting announcement, 1952

box 9

---

Students, 1955-1961

box 9

## Scope and Contents note

Correspondence dealing mainly with housing matters but  
including some letters of notification.

Bates, Harold

Bonneville, Mary

Cohn, Robert

Corner, Michael

Fulton, Chandler

Goldberg, Irving

Hopkins, Johns Wilson

Lacks, Sanford A.

Lester, Hugh

Osterhout, Suydam

Paasche, Eystein

Peachy, Lee D.

Petropulos, Stephen

Rose, John

Simon, Harold

Tormey, John McDivit.

### Arrangement note

Arranged in alphabetical order.

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Special events, 1917-1935

### Scope and Contents note

Material on receptions, parties, teas, symposia and lectures where RIMR has been host and includes guest lists, invitations, menus, expenses and programs.

### Arrangement note

Arranged in chronological order.

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Reception given by Dr. and Mrs. Flexner, Cole T. Smith and Henry James, 1917 January 12	box 9
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Reception in honor of 20th anniversary given by Mrs. Flexner for Scientific Directors, 1922 January 20	box 9
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### Scope and Contents note

Copy of John D. Rockefeller greetings read by John D. Rockefeller, Jr.

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Plans for Dinner Dance to be given by Dr. and Mrs. Flexner. Cancelled because of S. Flexner illness, 1929 May 4	box 9
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Plans for American Laboratory Theatre performance arranged by Dr. and Mrs. Flexner. Postponed, 1930 May 2	box 9
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Supper given by Dr. and Mrs. Flexner to meet Board of Scientific Directors, 1931 January 16	box 9
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Dr. and Mrs. S. Flexner At Home, 1932 April 8	box 9
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Dinner Dance given by Dr. and Mrs. Flexner, 1932 December 3	box 9
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Reception by John D. Rockefeller, Jr. for Dr. S. Flexner, 1935 October 7	box 9
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### Scope and Contents note

Information incomplete - event may have been cancelled.

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Physiological Congress (13th), 1929 August 28	box 9
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### Scope and Contents note

Includes correspondence between Graham Lusk, Simon Flexner, W.J.V. Osterhout (some holograph) dealing with

arrangements, programs and menus. Includes a number of photographs of tables arranged outdoors.

Karl Sudhoff lecture, 1929 October 22	box 9
Charles Singer lecture, 1930 May 13	box 9
Henry E. Sigerest Lecture, 1931 November 11	box 9
William H. Welch sound film made in 1932 but exhibited in 1933 and again in 1942 February 6, 1933 January 18	box 10

Conditions Governing Access:

**Conditions Governing Access**

RAC is unable to provide access to the original film. When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

Separated Materials:

**Separated Materials**

Original Film was seperated to RAC Film Vault, May 1983.

**Scope and Contents note**

Consists of 1932-1943 correspondence with W.G. MacCallum and Alan M. Chesney regarding copies and ownership of film. Includes transcript of address "Reminiscences of the Early Days of the Medical Scool".

Reception to meet H.S. Gasser, 1935 November 26	box 10
Luncheons for Staff, Directors, Board usually including a speaker, 1919-1953	box 10

**Scope and Contents note**

Includes invitations, seating arrangements and menus.

Professor Einthoven of Leyden, 1924 November 26	box 10
In honor of P.A.T. Levene, 1930 January 13	box 10
American Chemical Society Medicinal and Biological sections, 1935 April 26	box 10
Pasteur Vallery-Radot, 1935 May 10	box 10



### Scope and Contents note

Includes resume of lecture "The Logical Sequence of Pasteur's Work".

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Reception for 3rd International Congress of Microbiology. Dr. Rivers President, 1939 September 4	box 10
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### Scope and Contents note

Also demonstrations in Institute laboratories. Official medal of 1939 Congress is in memory of Theobald Smith "Father of American Bacteriology". Two plaques of medal presented to Institute one for Library and one for Princeton laboratories.

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American Chemical Society smoker, 1947 September 18 1951 September 7	box 10
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### Scope and Contents note

1947 by Division of Biological Chemistry; 1951 12th International Congress of Pure and Applied Chemistry.

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Correspondence dealing with reserving rooms for various groups meeting at the Institute including seminars, guest lectures, luncheon meetings, "Growth" discussion group, 1948-1958	box 10
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### Scope and Contents note

Includes 1956, 1957, 1958 schedule of lectures for graduate fellows.

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Testimonial dinner for Dr. Gasser given at the University Club. Invitations sent by David Rockefeller, 1953 June 30	box 10
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Reception for D.W. Bronk, 1954 January 22	box 10
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### Scope and Contents note

Includes details of preparations, guest lists and some handwritten regrets.

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50th anniversary celebration of Institute's first laboratory building, 1954 October 15	box 10
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### Scope and Contents note

Reception, naming of old buildings, ground breaking for new buildings, addresses. Includes some handwritten notes of acceptance or regret Addresses are: Richard Edwin Shope. Theobald Smith; Thomas McElrath Debevoise. John Davison Rockefeller; Eugene Lindsay Opie. The First Laboratory of the Institute; Alan Mason

Chesney. William Henry Welch; Peyton Rous. Simon Flexner.

Faculty/Student teas, 1954-1961	box 10
<b>Scope and Contents note</b>	
1955 tour of Institute for new members, visiting investigators and students.	
Society of American Bacteriologists, 1955 May 9	box 10
<b>Scope and Contents note</b>	
Correspondence much of which is signed by Merrill Chase; sample program, ticket. Includes costs, menu, flower arrangements.	
Farewell party for Dr. Rivers and E.B. Smith on their retirement, 1955 October 20	box 11
Tea for Dr. Rivers and Dr. Gasser, 1958 January 17	box 11
Christmas parties: 1955, 1956, 1957, 1958, 1955-1962	box 11
<b>Scope and Contents note</b>	
Dr. Bronk's parties for Institute; 1959-1962. Childrens' Christmas parties; 1959-1960. Includes students' Christmas Ball.	
Events assorted by date held at Rockefeller Institute but not necessarily sponsored by RI, 1955-1962	box 11
National Citizens Committee for WHO, 1955 June 3	
Veterans Administration (artificial limbs), 1955	
Eastern Surgical Society, 1958	
Artificial pacemakers, 1958	
Health Research Inaugural, 1958	
European Chemists and Pharmacists, 1958	
Childrens' Asthma Research Institute, 1958	
Institute of Radio Engineers, 1958	
Conference on Diagnostic Data Processing, 1959	
International Society of Aviation Workers, 1959	
Atoms for Peace Awards, 1959	
American Society of European Chemists, 1959	
Johns Hopkins Alumni Association, 1959 1960 1961 1963	
American Medical Writers Association, 1959	

Chemical Instrumentation Conference, 1959	
American Women's Association, 1960	
American Society of Biological Chemists, 1960	
Health Research Council, 1962	
Medical Electronics, 1955-1963	box 11
<b>Scope and Contents note</b>  Various meetings, center temporarily at RI established to improve contact between electronic specialists and medical and biological scientists. Vladimir Zworykin at RI. leader.	
National Academy of Sciences, 1957 November 18-20	box 11
Official Paul Weiss Press Conference (State Department on Brussels Fair), 1958	box 11
Symposium on Molecular Biology, 1958 September 25-30	box 11
<b>Scope and Contents note</b>  2 folders of correspondence dealing with arrangements and correspondence on travel with participants.	
David Rockefeller party (only expense list), 1958 December 19	box 11
Dr. Smillie retirement, 1958 September 28	box 11
Fred Capalino retirement, 1959 September 30	box 11
Convocation expenses, 1959	box 11
Symposium of Basic Research sponsored by Rockefeller Foundation, AAAS, Alfred P. Sloan Foundation, 1959 May 14-16	box 11
Assorted seminars, meetings lectures and luncheons, 1959-1964	box 12
<b>Scope and Contents note</b>  Correspondence deals with arrangements for space. Events not necessarily sponsored by RI.	
CBS Great Challenge broadcast from Caspary Auditorium, 1960 1961 1963	box 12
Tariff, Changes in tariff for imported scientific material, 1920-1922	box 12
Telegrams, 1942 1949	box 12
Telephone, 1929-1935	box 12

## Scope and Contents note

Installation plans; change to dial Survey.

T (miscellaneous)	box 12
Ter Louw, Adrian. Application, correspondence, transcript, holograph from R. Wyckoff, 1930-1933	
Thomas, Andrew J., architect, 1924-1931	
<b>Scope and Contents note</b>	
Material about housing construction including pages from Architectural Record. Four letters (April 1931) about electrical outlets in Director's apartment.	
Thompson, Correspondence and final item on retirement, 1917 March-1938	
Topka, Frank, employee benefits at illness and death, 1929-1935	
Tennis Courts: type of construction; scheduling of courts, 1916-1932, 1933-1941	box 12
Time clock, 1919-1957	box 12
<b>Scope and Contents note</b>	
Regulations governing work hours, time clock registration and change from use of time clock.	
Tractor, 1947-1951	box 12
<b>Scope and Contents note</b>	
Used for snow removal at Princeton laboratories. Correspondence with Cater and Jones, Insurance, when Princeton labs closed.	
Travel, 1955-1961	box 12
<b>Scope and Contents note</b>	
Contract with TWA.	
Tryparsamide, 1925	box 12
<b>Scope and Contents note</b>	
Listing of countries with dates of trademark registration and expiration. October 1925 report by Wade Brown and Louise Pearce. Photocopy of letter and news article regarding use of drug by Mrs. Georgia Wood.	
Tuberculosis, 1913-1953	box 12

## Scope and Contents note

Assorted news clippings and correspondence.

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Unemployment, 1932-1934

box 12

## Scope and Contents note

Emergency Committee formed to aid unemployed. Includes typescript letter signed by Nicholas Murray Butler.

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Unions, 1933

box 12

## Scope and Contents note

Development of union agitation with acceptance of National Recovery Act. Reexamination of RIMR working hours.

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United Mine Workers, 1956; USO 1946; United States Pharmacopoeial Convention, 1956

box 12

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United States

box 13

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Agriculture Department, 1915-1949

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Army Department, 1942-1944

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Commerce Department, 1922-1951

## Scope and Contents note

Includes 1949 correspondence on the importing of monkeys.

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Immigration Bureau of Labor Department, 1917-1949

## Scope and Contents note

Includes correspondence on individuals and also explanations of RI as an educational institution in respect to foreign students.

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Labor Department Women's Bureau, 1947

## Scope and Contents note

Includes 1947 correspondence regarding publication "The Outlook for Women in Chemistry".

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National Labor Board/Manpower Commission, 1943-1945

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Post Office

## Scope and Contents note

Regulations for mailing specimens of infectious materials.

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Public health Service, 1956-1965

## Scope and Contents note

Policies, practices and information on NIH grants.

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Senate. Five items dealing with Hubert Humphrey sub-committee studying the role of private organizations in international medical research and service fields, 1958

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State Department, 1915-1936

## Scope and Contents note

Early correspondence deals with necessary clearances for shipments from Germany of glassware during WW I; later with representation at international meetings.

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Surgeon General, 1917-1924 1927 1945

## Scope and Contents note

Primarily related to War Demonstration Hospital and to anti-meningitis serum.

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Treasury Department, 1915-1956

## Scope and Contents note

Deals with narcotics regulations; hospital census, sale of treasury bonds; tax exempt status.

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War Department, 1931-1952

## Scope and Contents note

Miscellaneous materials including correspondence on the blasting and dredging operations in the East River. Includes request for free copies of RIMR journals during 1934 budgetary crisis.

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Uy, Milagras E. (Mrs. Jacoby) Dietition in the U.S. on a visitor's visa. Attempt to extend stay	box 13
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V (Miscellaneous)	box 14
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Vakown, Anton 1933-1934 (employee), 1933-1934

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Vanderbilt, Sanderson 1935 Herald Trib. reporter, 1935

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Van Sickle, Albert 1940 physician sending blood sample, 1940

---

Vogelaar, J.P.M. 1929 application to work with Dr. Carrel, 1929

---

Von Wendt, Georg 1921 application for appointment, 1921

---

Vorobyev (Vorobiev), Vladimir, 1959 USSH scientist offered Research associate position, 1959

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## Scope and Contents note

See A.E. Mirsky correspondence.

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Vaccination, 1942 1957

box 14

## Scope and Contents note

Legal opinion on vaccination of employees and release forms Plans for influenza vaccinations.

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Van Cleve, James 1934-1942 former employee in lab of Dr. Rous and Dr. MacMaster, 1934-1942

box 14

---

Vending machines, 1947-1961

box 14

---

Veterans Administration

box 14

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Deals primarily with subsistence payments to veterans under educational provisions, 1946-1949

---

Primarily form letters and pamphlets on rules and regulations regarding educational benefits, 1950-1955

## Scope and Contents note

Includes correspondence and forms from New York State Education Dept on RI eligibility as an educational institution.

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Vibration 1932 report of investigation and measurement of vibrations in Power House, 1932

box 14

## Scope and Contents note

Includes seismograph readings.

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Visitors

box 14

## Scope and Contents note

Correspondence and announcements dealing with visitors to the Institute for periods of work in the laboratories or scientists coming for lectures and also other visitors.

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1927-1949

---

1950-1962

---

Vitamins, 1921-1924

box 14

## Scope and Contents note

Consists of matters brought up for discussion in coming to a decision on undertaking nutritional studies. Communication between Flexner and Holt. Includes budget figures.

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W (Miscellaneous)

Wadsworth, Augustus B. 1930-1939 NY State Dept of Health, 1930-1939	box 15	folder 1
Ward, Henry B. 1916, Journal of Parasitology, 1916		
Warren Steam Pipe	box 15	folder 1
Warwick, David Branch. Residue of estate, 1940-1946	box 15	folder 1
Washburn, F.L. University of Minn, 1921	box 15	folder 1
Washburn, Geo. Request for Cholera vaccine, 1920	box 15	folder 1
Watson Mfg.	box 15	folder 1
Weaver, Floyd C., 1930	box 15	folder 1
Webb, Anne 1956 inquiry on her affiliation with WW I unit at RIMR, 1956	box 15	folder 1
Weber, Paul J. 1920-1921 photographer of Princeton laboratories, 1920-1921	box 15	folder 1
Webster Apartments	box 15	folder 1
Webster, T.P., 1935	box 15	folder 1
Weeder, Mary A. on sleeping sickness, 1919	box 15	folder 1
Wegeforth, Harry M. Zoological Society of San Diego, 1925	box 15	folder 1
Welch, W.M. Mfg., 1932	box 15	folder 1
Wells Architectural Iron Co.	box 15	folder 1
Wessel Duval & Co.	box 15	folder 1
Westerberg & Williams, 1913	box 15	folder 1
Westinghouse Electric and Mfg., 1917	box 15	folder 1
Wheeler, B.I.	box 15	folder 1
Wheeler, C.H. Mfg.	box 15	folder 1
Wheeler Condenser	box 15	folder 1
Whidden, R.W.	box 15	folder 1
Whipple, George. University of Rochester, 1924	box 15	folder 1
White, Alfred T.	box 15	folder 1
White Enamel Refrigeration	box 15	folder 1
White, H.C. Co.	box 15	folder 1
White Weld & Co.	box 15	folder 1
White, Wm. Wallace	box 15	folder 1
Whitenead & Hoag. Employee badges, 1926-1927	box 15	folder 1
Whitney		



	box 15	folder 1
Wiegman, E.L. Co.	box 15	folder 2
Wiese, Randolph A.	box 15	folder 2
Willey, Day Allen	box 15	folder 2
Williams, Nelson	box 15	folder 2
Williamson, B.B.	box 15	folder 2
Willmer, W.H. bibliography, 1924 December	box 15	folder 2
Wilson, H.P. & H.F. Co.	box 15	folder 2
Wilson Welding	box 15	folder 2
Winckler, G.A. cabinet maker, 1917	box 15	folder 2
Wissmiller, George Employed as carpenter, 1927-1932	box 15	folder 2
Wisotsky, Charles 1933-1934 student request for chemicals Witney, Newell 1921-1926 former employee, 1921-1934	box 15	folder 2
Wolff, Milliam F. sample lighting fixture, 1912	box 15	folder 2
Wood, Casey A. gift of Ceylanese Ola: palm leaf 'mss of sinholese medicine, 1928	box 15	folder 2
Wood, Francis C.M.D. Columbia University on Carrel transplants, 1913	box 15	folder 2
Wood, Leonard. On dysentery vaccine, 1916	box 15	folder 2
Woodruff, F.H. & Sons. lawn seed, 1932-1944	box 15	folder 2
Woods, Arthur introduction of Teresa Masterson	box 15	folder 2
Woodstock Typewriter Co.	box 15	folder 2
Woodward, Geo. on sister's illness (Hodgkins disease)	box 15	folder 2
Works Progress Administration. area survey request, 1937 1938	box 15	folder 2
Wright & Hanlon	box 15	folder 2
Wuest, Nicholas (illness, death and payments to widow, 1933-1942	box 15	folder 2
Wulffleff, Elsie. Recommendation for past employee, 1913	box 15	folder 2
Wyeth, John & Brother, 1913	box 15	folder 2
Wadley & Smythe, 1916-1955	box 15	

### Scope and Contents note

Correspondence dealing with plans and plantings on  
Institute grounds and also orders for floral pieces sent from  
Institute or Institute personnel on various funerals.

box 15

Contracts for research (1942-1943 summary sheet), 1942-1943

Production Board, 1942-1943

Trade Board, 1918

Warburg, Otto, 1924-1949

box 15

### **Scope and Contents note**

Primarily nine items dealing with Institute support of cancer research.

Western Union Telegraph, 1913-1959

box 15

White, William A. & Sons, 1917-1942

box 15

### **Scope and Contents note**

Correspondence relating to management of properties purchased by Institute, but not yet developed for Institute use. This includes area at 67th-68th Sts. and 63rd-64th Sts. Also includes offer to sell property of Flower Hospital to RIMR.

Wiesner, B.P., 1940-1942

box 15

### **Scope and Contents note**

On arrangements to ship rabbits with Brown-Pearce tumor graft to London.

Williamsburg restoration

box 15

### **Scope and Contents note**

Includes issue of National Geographic Magazine

Woodlawn Cemetery Pamphlets and map

box 16

Working hours; wages, 1946-1954

box 16

Workers, volunteer, 1927-1962

box 16

Workman's compensation (see also Employee)

box 16

### **Scope and Contents note**

Includes legislation and other materials affecting RIMR Period of self insurance; Insurance Committee recommendations.

1913-1927

1928-1934

World Fair in New York City

box 16

Includes signed typescripts from Grover Whalen and Mayor La Guardia, 1937-1940	
X-Ray	box 16
1913-1930	
<b>Scope and Contents note</b>	
Consists of early construction plans; equipment; personnel (Marion Hotopp and Christine McDonald); safety precautions.	
Primarily new equipment, 1931-1936	
New equipment, 1937-1956	
Yale and Towne Mfg. Installation of locks, 1915-1950	box 17
Yale University (with registrar)	box 17
Yellow Taxi	box 17
Young, John discharged employee, 1936	box 17
Young, Saul employee who manufactured pH meter	box 17
Z (various)	box 17
Zeisler, Milton	
Zicherman, J. & Son	
Zieman, H.	
Zimmerman, Walter	
Zinsser, Hans, 1915	
<b>Scope and Contents note</b>	
1915 letter regarding possible information from abroad.	
Zoological Gardens	
Zoning, 1928-1959	box 17
<b>Scope and Contents note</b>	
Primarily correspondence and materials supplied by George C. Wheeler, engineer and surveyor in relation to hearings on going changes in East Side 1950's and 1960's.	

## Construction, 1904-1955

Physical Description: 1.5 Cubic Feet 3 boxes

**Scope and Contents note**

In May 1978 an additional 15 inches (3 boxes) of records dealing with construction were found. Included are records that had been passed along from Edric Smith, Waldo Flinn and finally to Roger C. Elliot. When the Office of Administrative Services was phased out these records were sent to the Archives Office.

This group of records deals primarily with construction of new facilities or additions and remodeling to existing buildings.

**Arrangement note**

Arranged roughly in chronological order.

Processing Information:**Processing Information**

Date received or inventoried: May, 1978.

Title/Description	Instances	
Buerkel and Co. Construction Engineers		
Correspondence between O.S. Staples and E.B. Smith, 1904-1925	box 18	folder 1
On heating and ventilation work done in the Animal House, Power House and cooling systems, 1927-1936	box 18	folder 2
Matthews Construction Co., 1915-1917	box 18	folder 3
<b>Scope and Contents note</b>		
Work done at the Princeton Department of animal pathology.		
Western Electric, 1916-1920	box 18	folder 4
<b>Scope and Contents note</b>		
Regarding supply of incandescent bulbs from Hixon-Electric about a Western-Electric (32A) public address system.		
Isolation building, 1924-1926 1948-1949 August	box 18	folder 5
Isolation Building, 1949 October-1956	box 18	folder 6
<b>Scope and Contents note</b>		
The first work done was the addition of two floors, addition of a sun porch; between 1949-1950 the building was remodeled for a nurses residence. The file includes specifications, correspondence with architects Coolidge, Shepley, Bulfinch and Abbott and various contractors.		
Fred Brutschy Company 1933-1951 Plumbing, 1929-1951	box 18	folder 7

## Scope and Contents note

Includes 1929 June-March 1933 records of John MacMillan Company. Relates to work done in the high laboratory and in Princeton (includes copies of New Jersey labor agreements.

Alvord and Swift. Steamfitters and cooling systems, 1933-1952	box 18	folder 8
Summaries and estimates in two groups	box 18	folder 9

Related to construction of Assembly/Dining room; library; tunnels; Princeton improvements; Power House improvements and grounds development, 1927 May-1929 June

## Scope and Contents note

Includes a pencil sketch by Mr. Coolidge (May 20, 1921) of suggested wood paneling for Assembly/Dining Hall.

Correspondence, minutes, summary on Hospital Addition, 1948 November-1953 February		
Coolidge Shepley Bulfinch & Abbott, 1928-1959	box 19	folder 1

## Scope and Contents note

Consists of correspondence, estimates, drawings on various construction projects from the work on the Assembly/Dining room; vibration in the power house; construction of permanent fence on 68th St; York Ave and frontage from 67th-68th; development of tennis courts; ventilation in the library building; work on fuel conveyor tunnel; greenhouses and low laboratory building roof; plant pathology in NYC and hospital addition.

Construction accounts, 1930 June-1933 June	box 19	folder 2
T86; T100; T139	box 19	folder 3
Library, Assembly-Dining Hall, Pipe tunnel, animal House and connecting unit across 67th Street, generator in Power House and Power Plant additions; new high laboratory; low unit for combined animal and laboratory purposes; service entrance and connecting tunnel; laboratory and animal building at Princeton; greenhouses and tunnel at Princeton, 1930/1931; 1931/1932; 1932/1933	box 19	folder 4
Hospital addition, 1948-1950 September 19	box 19	folder 5
Hospital addition, 1950 September 26-1951 May 8	box 19	folder 6
Hospital addition, 1951 May 15-1952 June 3	box 19	folder 7

## Scope and Contents note

Consists of minutes of meeting held almost every week dealing with the remodeling of the old building and the

building of the addition. At meetings were representatives of RI administration; Coolidge Shepley Bulfinch & Abbott; Fred Butschy Co.; Imperial Sheet Metal Works; Alvord & Swift; Albin Gustafson; Vermilya-Brown Co.

Hospital addition specifications, 1949 March-1949 September	box 20	folder 1
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Hospital addition specifications, 1949 October-1950 October	box 20	folder 2
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### **Scope and Contents note**

Consists of building specifications and correspondence for the individual construction stages.

Hospital plumbing specifications	box 20	folder 3
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### **Scope and Contents note**

Fred Butschy, consulting engineer. Includes budget and some correspondence.

Hospital electrical wiring, alarm systems, elevators	box 20	folder 4
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### **Scope and Contents note**

Specifications for wiring 32 pp; for coded fire alarm signaling system 5 pp; for alterations in Power House and Engine Room 2 pp.; for elevator equipment 25 pp and 1, 2, 3, addenda.

Companies are: Albin Gustafson, Kaiser, Muller and Davies and Acme Fire Alarm Co.

Hospital heating, ventilation, air-conditioning and refrigeration, 1949 February-1951 March	box 20	folder 5
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### **Scope and Contents note**

Specifications 66 pages and correspondence Handled by Vermilya-Brown and Office of Hollis-French.

Hospital Food Service equipment, 1949 June-1951 April	box 20	folder 6
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Refrigeration Plant and Cooling Tower, 1949-1952	box 20	folder 7
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### **Scope and Contents note**

Under Vermilya-Brown and including Alvard & Swift, Coolidge Shepley Bulfinch & Abbott; Frank Merrill of Office of Hollis-French; York Construction. Correspondence about need to change system so as to recirculate water used.

Power Plant addition, 1952-1955	box 20	folder 8
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## Scope and Contents note

Correspondence dealing with estimates, comparisons of different kinds of boilers and steam generating equipment and methods. Plans held in abeyance in 1953 until patterns of growth under new president are defined. Correspondence is with Coolidge Shepley Bulfinch & Abbott, and Merrill Associates.

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Film: William H. Welch "Reminiscences of the Early Days Of the Medical School" (Johns Hopkins) a sound talk, 1932 June 10

Conditions Governing Access:

### Conditions Governing Access

RAC is unable to provide access to this item. When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

## Scope and Contents note

In 1963 a reversal print of the 1932 film was produced by Films of Commerce, Inc.

The quality of both the film and the sound is poor.

See Box 10 for a transcript of the Address as well as correspondence with W.G. MacCallum and Alan M. Chesney regarding copies of the film and the ownership of the film.

Date is date recorded.

Separated Materials:

### Separated Materials

Seperated to the RAC Film Vault, May 1983.

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