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Rockefeller University records, Director, Simon Flexner, Administrative Correspondence, Series 2

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Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

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

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Summary Information

Repository:	Rockefeller Archive Center
Creator - ctb:	Smith, Edric Brooks
Creator - ctb:	Norris, James U.
Creator:	Rockefeller University
Creator:	Rockefeller Institute for Medical Research
Creator - aut:	Flexner, Simon
Title:	Rockefeller University records, Director, Simon Flexner, Administrative Correspondence, Series 2
ID:	FA138
Date [inclusive]:	1903-1935
Physical Description:	2.64 Cubic Feet 6 boxes
Language of the Material:	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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File Plan note

Former Classification: I 301-2

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Administrative Information

Publication Statement

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

Revision Description

Paper finding aid converted to EAD/XML by AureXus in 2010. Imported into the Archivists' Toolkit by Becky Robbins. 2010 August 18

Custodial History note

Received 28 January 1985: Photocopy of Table of Contents to Simon Flexner Papers at the American Philosophical Society Library, 129 pp. In 3-ring binder notebook.

Conditions Governing Access note

This collection is open for research.

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Controlled Access Headings

- Medical research
- Medical sciences
- Vivisection
- Operations management
- Medicine, Preventive
- Life sciences
- Biology -- Research
- Smith, Edric Brooks
- Norris, James U.
- Rockefeller University
- Rockefeller Institute for Medical Research

- Flexner, Simon

Physical Characteristics and Technical Requirements

Materials requiring specialized equipment for access (film, audio, video, slides) may be closed to research dependent on availability of the applicable equipment

Brittle or damaged items, or materials otherwise in need of preservation care, may be closed to researchers at the discretion of the RAC Head of Archival Services/Head of Reference.

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Collection Inventory

Administrative correspondence, 1903-1935

Scope and Contents note

Includes a few items written to Emmett L. Holt and to James U. Norris, but mainly administrative correspondence with and through the hands of the Business Manager. Mainly items dealing with affairs of the Institute including antivivisection campaigns, appointments, buildings and landscaping, distribution of Salvarsan, publications (Journal of Experimental Medicine, Monographs), purchases and development of New York City and Princeton properties; exemptions from draft for certain laboratory workers, salaries and personnel matters. Some correspondence with others on the Board of Scientific Directors or employees.

Many handwritten notes and notations to Edric B. Smith while abroad or away for summer months. Several handwritten notes from Mrs. Flexner. Including reprint from Proceedings of the American Academy of Arts and Sciences v. 60, no. 14, Dec. 1925 of Memorial to Abraham Jacobi written by Simon Flexner. Also includes publicity speech, Triumphs of Experimental Medicine, delivered January 27, 1933 over station WJZ, by Simon Flexner.

Non-routine items under the following dates.

Arrangement note

Partially arranged with additions.

Arranged in chronological order. 1903-1919 (Box 1); 1920-1925 (Box 2); 1926-1935 (Box 3);

Title/Description	Instances
1903-1919	box 1
Correspondence with C. W. Stiles on investigation and treatment of Hookworm in Southern states, with Aug. 12, 1914 copy of letter from J. D. Rockefeller completing 5-year grant to Sanitary Commission, 1909 January 9-29	

Copy of confirmation of check from John D. Rockefeller for Professor Ehrlich in the amount of ten thousand dollars deposited in the Lincoln National Bank, 1909 July 20	
Jerome Greene appointed Curator to meet regulations to secure free entry of alcohol for scientific purposes, 1910 October 27	
Carbon copy of letter to John D. Rockefeller, Jr. regarding painting brought by Alexis Carrel from France, 1917 February 8	
Attached to correspondence of January 1920 with F. A. Dickey regarding routine to be followed in sending application blanks, 1919 October	
1920-1925	box 2
To Simon Flexner — outline of work plan by Wade H. Brown, 1920 May 12	
Report to Business Manager from S. G. O'Rourke, "Need for a Waiting Room", 1920 October 15	
Copy of circular letter as written by T. Mitchell Prudden requesting Trustee authorization for purchase of radium, 1920 November 9	
Correspondence with Ernest H. Starling, University of London regarding hardships of Dr. Pavlov and possibilities of Institute assistance, 1921 February 8	
Copy of letter from Dr. James MacKenzie, St. Andrews Institute, St. Andrews, 1921 April 7	
From T. M. Prudden for John D. Rockefeller, Jr. a recollection of the first organizational meetings of The RIMS, 1922 January 5	
Notice distributed to Associated Press and United Press and New York Times on Anniversary reception given by Mrs. Simon Flexner celebrating founding of RIMR, 1922 January 20	
Handwritten letter from Simon Flexner covering letter sent to Scientific Directors regarding DeKruif articles, 1922 October (?)	
Correspondence with editor of McClures Magazine regarding article on Tryparsamide, 1923 September-October	
Correspondence concerning decision not to reappoint Dr. Harry W. Graybill, 1923 October-December	
Correspondence between Winthrop W. Aldrich and Simon Flexner on amendment to BY-Laws regarding Board of Trustees appointments, 1924 March 7-31	
Correspondence with Francis W. Peabody regarding his appointment to Board of Scientific Directors, 1924 March 19	
Thank you letter for book by Mungo Park from John D. Rockefeller Jr. to Simon Flexner, 1924 June 4	

Copy of letter to Theobald Smith from Simon Flexner hoping he will not decide to retire on 65th birthday, 1924 June 11	
Further correspondence between Winthrop Aldrich and Simon Flexner regarding amendment to By-Laws to clarify method of selection of members of Board of Trustees, 1924 September 26	
Group of handwritten undated notes from Simon Flexner to Edric B. Smith, 1925	
Correspondence while travelling abroad between Simon Flexner and Edric B. Smith dealing with Institute affairs, 1925 January-August	
Includes some earlier letters also regarding invitation to A. N. Richards of University of Pennsylvania School of Medicine to spend a year at Rockefeller Institute for Medical Research, 1925 June 5	
Includes letters as early as January 1924 from Ida H. Hyde to Simon Flexner asking advice in regard to making bequests, 1925 September 28	
1926-1935	box 3
Final letter of arrangement for visit of Professor F. Neufeld from Berlin with correspondence dating back to Oct. 21, 1924, 1926 February 11	
Memorandum from E.B. Smith to Simon Flexner: information on opening dates or occupation dates of various Institute buildings, 1926 March 30	
Handwritten note from Simon Flexner with clipping regarding gas stove explosion, 1926 April 7	
Letter from Mayor's secretary to Simon Flexner asking if he would serve on Commission of City Planning and Survey, 1926 May 13	
Series of propositions forming basis of plan for Institute work in physics and biophysics. Signed by Simon Flexner, Ralph W. G. Wyckoff and Harry Clark, 1926 December 21	
File of correspondence Nov. 16, 1926-June 5, 1927 between Abraham Flexner (for General Education Board) Simon Flexner and Francis Peabody regarding a grant to Soma Weiss, 1927 April 7	
Handwritten letter from Simon Flexner to E.B. Smith regarding plans for change of direction in Institute's cancer research, 1928 March 8	
Handwritten letter from E.B. Smith to Simon Flexner with first intimation of Mr. Debevoise ideas of possible concessions to City of New York to achieve agreement on closing of 68th Street, 1928 July 10	

Handwritten note to be typed from Simon Flexner to George E. Vincent of Rockefeller Foundation on Dr. Sabin's stature as scientist, 1929 May 20

Handwritten note to E.B. Smith from Simon Flexner about interview with President 2/27/30, 1930 February 20

Handwritten letter from S. Flexner to E.B. Smith regarding budget item to propose to Trustees so that Dr. Rous will receive compensation to serve as assistant to S. Flexner — informally, 1930 May 19

Letter from Simon Flexner, written from Union Memorial Hospital, Baltimore where he was hospitalized for "no serious illness", 1930 May 20

With correspondence from June 24, 1930 with handwritten letter from T. M. Lowry regarding meeting of Faraday Society, 1930 July 8

Clipping from New York Medical Week. Announcement of award of William Wood Gerhard Medal to Simon Flexner, 1931 January 1

Handwritten note from Simon Flexner to E.B. Smith about Noguchi mementos and bust, 1931 June 30

Letter from Earl B. McKinley, Dean of George Washington School of Medicine regarding people to be selected as advisors on Leonard Wood Memorial for the Eradication of Leprosy, 1932 May 13

Scope and Contents note

Includes reply.

Correspondence between Dr. Flexner and E.B. Smith, Business Manager, 1903-1919 1928 and posthumous

Scope and Contents note

Between 1934 when Simon Flexner planned his retirement as Director of The Rockefeller Institute for Medical Research until 1940 Dr Flexner kept an office at the Institute where he worked on a biography of William Henry Welch. Box 4 consists of correspondence between Dr. Flexner and E. B. Smith, Business Manager who saw to the collection of material, financial arrangements for the support of the writing and many other details. After 1940 when Simon Flexner gave up his office at the Institute many details were still handled through Mr. Smith until Dr. Flexner's death in 1946 when the Institute was involved in details of newspaper notices, funeral preparations and finally in the Memorial Service held 12 June 1946.

Arrangement note

Folders 1-4 arranged in chronological order.

1934	box 4	folder 1
<p>Memorandum on By-Law changes dealing with changes in pension plans and copies of correspondence with W. J. V. Osterhout on changes in his pension plan, 1934, January 27</p>		
<p>Lewis H. Weed (Johns Hopkins University) to Simon Flexner asking recommendation for continued Foundation support of History of Medicine Institute under Sigerist, 1934, February 1</p>		
<p>E.B. Smith to Simon Flexner in Cairo description of Theobald Smith funeral Service, 1934, December 14</p>		
1935-1936	box 4	folder 2
<p>Herbert S. Gasser to Simon Flexner and reply, (1935-1936) November 21, 25</p>		
<p>Scope and Contents note</p> <p>Simon Flexner to remain as one of the editors of JOURNAL OF EXPERIMENTAL MEDICINE.</p>		
1937 May 3, 5	box 4	folder 3
<p>Request for information by Simon Flexner regarding an early request from McGill University for financial aid. Reply from EBS that excerpts from Minutes of 13 June 1907 and 12 Oct. 1907 referring to request. Statement from Welch to Gates found in Welch papers, (1937-1946) 1937 May 3, 5</p>		
Posthumous to 1957	box 4	folder 4
<p>1946 June 12</p>		
<p>Scope and Contents note</p> <p>Includes copy of pamphlet issued publishing the addresses made at the Memorial meeting.</p>		
1903-1919	box 4	folder 5
<p>Letter to Dr. Holt, Mr. Norris, Mr. Green and Mr. James, 1903-1919</p>		
<p>Scope and Contents note</p> <p>These were selected from the files by Mr. E.B. Smith, for their historical value when Dr. Flexner was working on his history of Dr. Welch.</p> <p>The letters mainly deal with Institute business when Dr. Flexner was abroad or away on vacation or while hospitalized for illness and the business manager at the time handled matters and informed Dr. Flexner.</p>		
Correspondence between Simon Flexner and Waldo Flinn, 1928-1944	box 5	

Scope and Contents note

Between 1928 and 1944 Waldo Flinn was assistant to Business Manager Edric B. Smith. Under his direct supervision were matters of personnel involving non-scientific staff; publications; the administrative operation of the various support services and various other duties involving the care and maintenance of the laboratories.

Special mention is made only of special interest items.

Arrangement note

Arranged in chronological order.

1928-1929	box 5	folder 1
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1916 pamphlet included "Special Investigation of poliomyelitis, 1916" a report to the Mayor of New York City Aug. 12, 1928, 1928-1929

Scope and Contents note

Copy of a statement made to the press about poliomyelitis.

1930-1931	box 5	folder 2
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Includes correspondence about space requirements for the Swiss mice colonies for the International Health Board, 1930-1931

Scope and Contents note

December 10, 1931 definition of the designation "Fellow" as used at The Rockefeller Institute for Medical Research.

1932-1933	box 5	folder 3
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Continues correspondence about increasing needs for animal housing with several handwritten letters from Conrad Hon and problems in avoiding infection among the animal colonies, 1932-1933

Correspondence about procedures in the preparation of animal media and prices for same, 1932 October-November

Mimeograph copy of address delivered by Simon Flexner over WJZ, New York City. "Triumphs of Experimental Medicine", 1933 January 27

Correspondence National Research Council, Simon Flexner, Waldo Flinn and statements from Research Corporation and Massachusetts Institute of Technology exploring the question of granting of patents for discoveries in medical research and how best to insure the public good, 1933 November-December

Correspondences regarding outbreaks of rabbit-pox in Brown/Pearce rabbit colony including plans for isolation to prevent spread, 1933 December		
1933-1934	box 5	folder 4
Correspondence between Simon Flexner and Waldo Flinn which extends into retirement and time when Dr. Flexner was writing the biography of Dr. Welch, 1933-1934		
Funeral and obituary material	box 5	folder 5 and 6
Press material; typescript copies of addresses made by Homer Swift and Raymond Fosdick at funeral service, 1946 May 4	box 5	folder 5
Newspaper articles, obituaries and editorials. Obituary articles from	box 5	folder 5
Académie des sciences, 1946 May 27		
SCIENCE 107 (1948) p. 611-613		
Obituary notices of Fellows of The Royal Society 6 (1949) 409-445, 1949		
JOURNAL OF EXPERIMENTAL MEDICINE 85 frontispiece, 1947		
LA PRESSE MEDICALE 34 (1946) 495, 1946		
BULLETIN de L'ACADEMIE DE MEDECINE 24-25-26 (1946) 429, 1946		
ARCHIVES OF PATHOLOGY 42 (1946) 234-242, 1946		
JOURNAL OF IMMUNOLOGY 54 (1946) i-vii, 1946		
JOURNAL AMERICAN MEDICAL ASSOCIATION 131 (1946) 171, 1946		
Copy of photograph used in press notices	box 5	folder 5
Memorial Service, 1946 June 12	box 5	folder 6
Typescript of addresses	box 5	folder 6
Lists of invitees	box 5	folder 6

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Posthumous correspondence and bibliography	box 5	folder 7
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Addition to the collection

Scope and Contents note:

Scope and Contents note

From papers found in inactive files of the RU Corporate Secretary/Faculty Administrator, received February 1987 from Ms. Lila J. Magie.

Title/Description	Instances	
Biographical materials	box 6	
Curriculum vitae, with revised/updated versions	box 6	folder 1
Dinner in honor of Simon Flexner, Hotel Ambassador. Program, seating arrangements, 1924 December 13	box 6	folder 2
Obituaries, clippings	box 6	folder 3
Correspondence and subject files	box 6	
Berg, Hilda von, 1936-1939	box 6	folder 4
Gasser, Herbert S., 1935-1949		
Gasser, Herbert S., 1935-1936	box 6	folder 5
Gasser, Herbert S., 1937-1944 1949	box 6	folder 6
Osten, Anna von der, 1935-1945		
circa 1935-1936	box 6	folder 7
1936 May-June	box 6	folder 8
1936 July	box 6	folder 9
1936 September-November	box 6	folder 10
1937-1941	box 6	folder 11
1943-1945	box 6	folder 12
Translation of Erinnerungen, Gedanken, und Meinungen des Dr. B. Naunyn, 1925, J.F. Bergmann, München, pp. 125-128, 1925	box 6	folder 13
Rockefeller Foundation. Duplicated typescripts re 'Vital Process' program. Statement by Simon Flexner, 19 Nov 1934; copies of letters by Walter B. Cannon, 21 Nov 1934; H. D. Dakin, 20 Nov 1934; W. H. Howell, addendum, undated; Frank R. Lille, 20 Nov 1934, 1934 November	box 6	folder 14
"Spahlinger cure" for tuberculosis, 1921-1935	box 6	folder 15
Scope and Contents note		
Correspondence re method devised by Henri Spahlinger and RIMR publicity, 1921-1924; clippings, 1921-1935.		
Tittmann, Harold H. Inquiry re reminiscence of 1921 meeting with Abraham or Simon Flexner, 1971	box 6	folder 16
Miscellaneous	box 6	folder 17

Scope and Contents note

Includes index cards with records of SF addresses/lectures
ca 1920-35 and appointments, 1925-37 (honorary);
receipts, miscellaneous correspondence.