



Rockefeller (David) papers, Rolodex Cards

This finding aid was produced using ArchivesSpace on March 11, 2020.

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

archive@rockarch.org

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

Table of Contents

Summary Information	3
Scope and Contents	3
Arrangement	5
Administrative Information	5
Collection Inventory	6
Contact File	6
Cross-File Cards	9
Trip File	9
Morgue File	10

Summary Information

Repository:	Rockefeller Archive Center
Creator - aut:	Rockefeller, David
Title:	David Rockefeller papers, Rolodex Cards
ID:	FA249
Date [inclusive]:	1945-2015
Physical Description:	22.22 Cubic Feet 101 4x6 card boxes.
Language of the Material:	English
Language of the Material:	English

[^ Return to Table of Contents](#)

Scope and Contents

David Rockefeller's staff at Chase Manhattan Bank maintained a giant 5-foot high rolodex of business, personal, civic, and philanthropic contacts, and a set of this card file was also shared with, and further maintained by, the Rockefeller family office staff at Room 5600. At its height, David Rockefeller's network of contacts was estimated at 100,000 names documented across 200,000 cards.

The collection presented herein is the card files maintained by, and received from, the Rockefeller family office at Room 5600 including additions, revisions, and indexes produced after David Rockefeller's retirement from Chase, and the subsequent closure of his Chase office.

Spanning 60+ years (1945-2008 with some revisions made through 2010), the card file served as: a history record of contacts, relationships, and activities; instant recall for people, places, meetings, events and trips taken; a source of shared information with Room 5600 or others; and as a tool for writing memoirs, press releases and other biographical information. The card index is comprised of four files, represented here as four series, the Contact Card File, its associated Cross-File cards, the Trip File and the Morgue File.

Series 1: Contact Card File (Boxes 1-77)

A Contact Card File card was created each time Mr. Rockefeller met, or otherwise interacted with, a person for the first time. Each card was initially populated noting the date, event and place of the first meeting, with the individual's name, business/organizational/institutional affiliation, address,

telephone/fax number(s), home address and personal contact numbers, spouse/partner's name, salutations, educational degrees earned, and any known previous affiliations, or as much information as could be obtained.

Each time David Rockefeller met this person again, another entry was made to the contact card indicating the date, event, place, and any other pertinent information such as other persons attending a given meeting or event. When contacts with a person were frequent, or if Mr. Rockefeller first met the individual years' prior, the person's one card would grow sometimes to 15 or 20 cards, clipped together with the original card.

Contacts with a spouse/partner or guest are usually on the same card. If such contacts were frequent, then a separate card was created for the spouse/partner/guest.

Often a card began with only the person's name, then the rest of the information was compiled, and later maintained through information gathered from a variety of sources including but not limited to: attendee lists from meetings, appointments, dinners/luncheons/galas, membership lists, the New York Times, change of address/affiliation notices, correspondence, and notifications from Room 5600. The Room 5600 messenger would visit the Chase office once a day and provide: the daily schedule (all appointments were posted to the cards and the Desk Diary), trip books (upon completion of trips), and a long range calendar, updated monthly.

Additions and revisions to the Contact Card File continued comprehensively through 2004, with sporadic changes through 2008. Thereafter contacts were maintained in a database (not included), although some manual changes continued to be recorded on the index cards through 2010.

Series 2: Cross-File Cards (The Cross-File Cards currently remain in Rolodex).

Each time a contact card was created for an individual person, a corresponding Cross-File Card was also created to document the person's affiliation (company, institution, university, non-profit, government or government agency, etc.). The cross-file card would include the company name, the event and date of the contact, and the person's name and title.

Any additions, revisions, or changes to a contact card were shared with Room 5600 to ensure that their corresponding set would remain current and active. Revisions to any individual's contact card would often trigger a domino effect that would prompt a change to an associated cross-file card. For example, a change of address or telephone number for a company, would prompt changes on the cross-file card, and corresponding changes to the individual cards for any persons listed on the company card.

As with the Contact Card File, the Rockefeller family office continued to produce and maintain Cross-File Cards through the early 2000s. The Cross-File at RAC was transferred to the archive in the mid-2000s prior to the arrival of the Contact Card File.

Series 3: Trip File (Box 1-13).

Trip books were compiled, and received by the office at Room 5600 upon completion of a trip to facilitate the production of trip cards (pink cards) These trip cards, primarily organized by place and then by name, document contacts made at appointments, dinners, luncheons and any other events attended. They also include information similar to that of the contact cards including personal or business

addresses and affiliations when known. Trip books were actively shared with Chase staff to facilitate card production/revision.

Series 4: Morgue File (Box 14-24).

Deceased person's cards were removed from the contact card file, placed in the morgue file, marked with a diagonal line, and updated with a date of death. Additions to the Morgue File appear to have continued through 2015.

[^ Return to Table of Contents](#)

Arrangement

Arranged in series as follows: Series 1: Contact Card File; Series 2: Cross-File Cards; Series 3: Trip File; Series 4: Morgue File. Within series all cards are maintained in original order. Alphabetical by last name of individual or business/institution.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue
Sleepy Hollow 10591

archive@rockarch.org

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

Conditions Governing Access

Series 2: Cross-File Cards is open for research. In accordance with the terms of donation from the David Rockefeller estate, Series 1: Contact File, Series 3: Trip File and Series 4: Morgue File are restricted for 25 years from the date of David Rockefeller's death, and will be open for research in 2042.

[^ Return to Table of Contents](#)

Collection Inventory

Contact File, 1945-2010

Conditions Governing Access:

Conditions Governing Access

In accordance with the terms of donation from the David Rockefeller estate, Series 1: Contact File is restricted for 25 years from the date of David Rockefeller's death (Open in 2042).

Arrangement

Original order. Primarily arranged alphabetically by name.

Scope and Contents

Series 1: Contact Card File (Boxes 1-77)

A Contact Card File card was created each time Mr. Rockefeller met, or otherwise interacted with, a person for the first time. Each card was initially populated noting the date, event and place of the first meeting, with the individual's name, business/organizational/institutional affiliation, address, telephone/fax number(s), home address and personal contact numbers, spouse/partner's name, salutations, educational degrees earned, and any known previous affiliations, or as much information as could be obtained.

Each time David Rockefeller met this person again, another entry was made to the contact card indicating the date, event, place, and any other pertinent information such as other persons attending a given meeting or event. When contacts with a person were frequent, or if Mr. Rockefeller first met the individual years' prior, the person's one card would grow sometimes to 15 or 20 cards, clipped together with the original card.

Contacts with a spouse/partner or guest are usually on the same card. If such contacts were frequent, then a separate card was created for the spouse/partner/guest.

Often a card began with only the person's name, then the rest of the information was compiled, and later maintained through information gathered from a variety of sources including but not limited to: attendee lists from meetings, appointments, dinners/luncheons/galas, membership lists, the New York Times, change of address/affiliation notices, correspondence, and notifications from Room 5600. The Room 5600 messenger would visit the Chase office once a day and provide: the daily schedule (all appointments were posted to the cards and the Desk Diary), trip books (upon completion of trips), and a long range calendar, updated monthly.

Additions and revisions to the Contact Card File continued comprehensively through 2004, with sporadic changes through 2008. Thereafter contacts were maintained in a database (not included), although some manual changes continued to be recorded on the index cards through 2010.

Title/Description	Instances
A - Al	box 1
Aldrich - Ame	box 2
An - Arnold	box 3
Arr - Bailey	box 4
Baker - Bartlett	

	box 5
Bas - Bell	box 6
Bengelloun - Bir	box 7
Bis - Bom	box 8
Booth - Bre	box 9
Brennan - Bu	box 10
Buck - Cahill	box 11
Camacho - Casey	box 12
Castro - Cher	box 13
Chi - Cof	box 14
Cohen - Correa	box 15
Corrigan - Cur	box 16
Curran - Daw	box 17
Day - De Moraes	box 18
De Moustif - Dillon	box 19
Dir - Dud	box 20
Duell - Ek	box 21
El - F	box 22
Fah - Fig	box 23
Fir - Fox	box 24
Frank - Gall	box 25
Gam - Gibb	box 26
Gibson - Goodman	box 27
Gordon - Gro	box 28
Gross - Hall	box 29
Ham - Has	box 30
Hat - Her	box 31
Hes - Holmes	box 32
Hon - Hunt	box 33
Hur - Jaf	box 34
Jaidi - Jones	box 35
Jones - Kas	box 36

Kay - Ki	box 37
Kim - Ko	box 38
Koc - Kur	box 39
Kyle - Lau	box 40
Law - Lev	box 41
Levy - Lo	box 42
Lod - Lynch	box 43
M - Malone	box 44
Man - Mat	box 45
Matheson - McE	box 46
McG - Men	box 47
Mer - Mir	box 48
Mitchell - Morgan	box 49
Morris - N	box 50
Nak - Nie	box 51
No - Ol	box 52
Oliver - Palmer	box 53
Pan -Per	box 54
Peres - Pirie	box 55
Pl - Pu	box 56
Pur - Reed	box 57
Reg - Robert	box 58
Roberts - Ros	box 59
Rosenberg - Sec	box 60
Sag - Saunders	box 61
Sauzey - Schwartz	box 62
Sco - She	box 63
Shep - Slim Helu	box 64
Sm - Spr	box 65
St - Stuart	box 66
Su - Tar	box 67
Taylor - To	box 68

Todd - Ur	box 69
Urias - Ni	box 70
Vill - Walsh	box 71
Wam - West	box 72
Wet - Williamson	box 73
Willis - Wu	box 74
X - Ze	box 75
Zi - Zo	box 76
Seg and Szy and T-Thom	box 76
Seg and Szy and T-Thom	box 77

[^ Return to Table of Contents](#)

Cross-File Cards, 1945-2004

Scope and Contents

Series 2: Cross-File Cards (The Cross-File Cards currently remain in Rolodex).

Each time a contact card was created for an individual person, a corresponding Cross-File Card was also created to document the person's affiliation (company, institution, university, non-profit, government or government agency, etc.). The cross-file card would include the company name, the event and date of the contact, and the person's name and title.

Any additions, revisions, or changes to a contact card were shared with Room 5600 to ensure that their corresponding set would remain current and active. Revisions to any individual's contact card would often trigger a domino effect that would prompt a change to an associated cross-file card. For example, a change of address or telephone number for a company, would prompt changes on the cross-file card, and corresponding changes to the individual cards for any persons listed on the company card.

As with the Contact Card File, the Rockefeller family office continued to produce and maintain Cross-File Cards through the early 2000s. The Cross-File at RAC was transferred to the archive in the mid-2000s prior to the arrival of the Contact Card File.

Arrangement

Original order. Arranged alphabetically by name of business/institution/government or government agency/non-profit/organization/university.

[^ Return to Table of Contents](#)

Trip File, 1950s-2000s

Conditions Governing Access:

Conditions Governing Access

In accordance with the terms of donation from the David Rockefeller estate, Series 3: Trip File is restricted for 25 years from the date of David Rockefeller's death (Open in 2042).

Scope and Contents

Series 3: Trip File (Box 1-13).

Trip books were compiled, and received by the office at Room 5600 upon completion of a trip to facilitate the production of trip cards (pink cards) These trip cards, primarily organized by place and then by name, document contacts made at appointments, dinners, luncheons and any other events attended. They also include information similar to that of the contact cards including personal or business addresses and affiliations when known. Trip books were actively shared with Chase staff to facilitate card production/revision.

Arrangement

Original order. Primarily arranged by place and further arranged by name.

Title/Description	Instances
Bhutan - 2003 Trip through Yugoslavia	box 1
Ivory Coast through Papua New Guinea	box 2
Algeria through Niger	box 3
Nigeria through Sudan	box 4
Bermuda through Switzerland	box 5
Honduras through Cyprus	box 6
Tanzania through Zimbabwe (Rhodesia)	box 7
Germany	box 8
Egypt	box 9
Trip Booklets - British Virgin Islands through Kuwait	box 9
Trip Booklets - Panama through Thailand	box 10
Trip Booklets - United Arab Emirates (UAE)	box 11
Trip Booklets - USA - Ft. Worth through Virginia	box 11
Trip Booklets - USA - Indiana through Delaware	box 12
Trip Booklets - USA - Cleveland through Michigan	box 13

[^ Return to Table of Contents](#)

Morgue File, 1950s-2015

[Conditions Governing Access:](#)

Conditions Governing Access

In accordance with the terms of donation from the David Rockefeller estate, Series 4: Morgue File is restricted for 25 years from the date of David Rockefeller's death (Open in 2042).

Scope and Contents

Series 4: Morgue File (Box 14-24).

Deceased person's cards were removed from the contact card file, placed in the morgue file, marked with a diagonal line, and updated with a date of death. Additions to the Morgue File appear to have continued through 2015.

Arrangement

Original order, alphabetical by last name.

Title/Description	Instances
A - Brace	box 14
Bracht - Cross	box 15
Crossland - Ferguson	box 16
Fernald - Hand	box 17
Handler - Josephy	box 18
Joslin - Lyons	box 19
Maass - Mosbacher	box 20
Moscoco - Powers	box 21
Prado - Schoenrich	box 22
Schoff - Tobin	box 23
Todd - Zwach	box 24

[^ Return to Table of Contents](#)