



Rockefeller University records, Business Manager, Subject Files, Series 3

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Rockefeller Archive Center

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Sleepy Hollow 10591

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Rockefeller University
Creator:	Rockefeller Institute for Medical Research
Title:	Rockefeller University records, Business Manager, Subject Files, Series 3
ID:	FA137
Date [inclusive]:	1902-1965
Physical Description:	30.8 Cubic Feet 77 document boxes.
Physical Description:	77 document 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 210-3

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Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue
Sleepy Hollow 10591
archive@rockarch.org
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. 17 August 2010

Conditions Governing Access note

This collection is open for research. Select records have limited access as noted.

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Controlled Access Headings

- Vivisection
- Cell and biomolecular sciences
- Prevention and health
- Biology -- Research
- Biochemistry
- Hospitals
- Medical technology
- Medical research
- Life sciences
- Operations management
- Medicine, Preventive
- Rockefeller University
- Rockefeller Institute for Medical Research

Other Finding Aids

FA811 Rockefeller University records, Business Manager, Henry James Subject Files, Series 1.

FA808 Rockefeller University records, Business Manager, Correspondence, Series 2.

FA809 Rockefeller University records, Business Manager, Annual Reports, Series 4.

FA810 Rockefeller University records, Business Manager, Budget Histories, Series 7.

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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

Subject files, 1902-1965

Scope and Contents note

Administrative correspondence, papers and reports.

Arrangement note

Arranged in alphabetical order by subject (chronological within folders).

Conditions Governing Access note:

Conditions Governing Access note

Limited access. Contains some personnel and salary information.

Processing Information:

Processing Information

Processed by BJC, May 17, 1988.

Materials from the Business Manager's office, 1902-1965

Physical Description: 1.8 Cubic Feet

Scope and Contents note

Including early items before a Business Manager was appointed. Consists of materials for meetings of the Board of Scientific Directors and its Executive Committee; some blueprints; some personnel files and retirement material; studies of some problem situations.

Arrangement note

Arranged in alphabetical order by subject (chronological within folders).

Title/Description	Instances
Accidents	box 1
Acetone, 1918-1949	box 1
Aetna Insurance Company, 1925-1939	box 1

Scope and Contents note

Primarily elevator and grounds inspections.

See also Carter & Jones; Fidelity & Casualty.

Alcohol, 1913-1949	box 1
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Scope and Contents note

Includes 1918 letter from B.T. Terry about still.

Ambulance-Auditors	box 1
American Association for the Advancement of Science, 1928-1949	box 1
American Cancer Society, 1936-1946 1952-1954	box 1
American District Telegraph (fire alarms), 1913-1948	box 1
American Hospital Association, 1920-1950	box 1
American Medical Association, 1914-1950	box 1
American Public Health Association, 1936-1947	box 2
Certificate of membership, 1919	
Certificate of Merit, 1937	
American Red Cross, 1915-1949	box 2
Animals, 1922-1962	box 2

Scope and Contents note

Includes material on purchase, breeding and animal quarters.

Annuities, 1923-1939 1940-1958	box 2
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Scope and Contents note

Includes some meetings and resolutions; lists of retiring employees; plans.

See also Retirement plans.

Applications for employment (miscellaneous), 1932-1956	box 2
Autopsies, 1922-1947	box 2
Ba-Bz, 1907-1925 1926-1928	box 3
Scope and Contents note	
Includes early correspondence on equipment; 1915 glassware ordered from J.E. Bieber, Leipzig and held up at Liverpool.	
Babkin, Boris P., 1918-1924	box 3
Scope and Contents note	
Includes letter from Francis Benedict.	
Berg-Brown	box 3
Scope and Contents note	
Includes Roland Berg, Joseph Blake, Frederick Birchard, A.F. Blakeslee, Emil Bohnel, George Blumer, Charles C. Brown.	
Block Community Organization, 1932	box 3
Blood Donors, 1927-1948	box 3
Bryn Mawr College, 1933-1938	box 3
Buildings and Grounds, 1906-1929 1930-1960	box 3
Scope and Contents note	
Includes running list of additions and improvements to 1933 kept By E.B. Smith.	
List of plantings; maintenance items.	
Burglary (Wilhelm Phillips), 1916-1917	box 3
Ca-Cz, 1906-1957	box 4
Scope and Contents note	
Includes March 1926 translation of letter accompanying Commemorative medal from University of Comenius.	
Cafeteria, 1919-1961	box 4

Scope and Contents note

Includes 1932 report to Mr. Fosdick (also early drafts)
also material originally filed under Lunchroom.

Campbell, Editha, 1912-1958	box 4
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Scope and Contents note

Materials on personnel situation in Publications Division.

See also 417 Flexner.

Cancer, 1913-1952	box 4
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Scope and Contents note

See also American Cancer Society.

Carnegie	box 4
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Foundation, 1911-1920	
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Institution, 1904-1926	
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Carpenter, Samuel C., 1933-1941	box 4
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Carter & Jones, 1931-1951	box 4
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Scope and Contents note

See also Aetna Insurance.

Cartier, Ferdinand	box 4
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Scope and Contents note

Includes photographs of his pen and ink drawings of
Institute.

Children's Gardens, 1912-1964	box 5
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Scope and Contents note

Includes correspondence, photographs, newspaper items,
reports.

See also Playground.

Chemical Corn Exchange Bank, 1915-1958	box 6
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Clark; Clarke; Coley; Commission for Relief in Belgium; Commonwealth Fund	box 6
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Scope and Contents note

Correspondence under Relief for Belgium deals with visiting scientists: Max Adant, Lucien Brouha. Commonwealth Fund: Eric Stiller, James Simpson.

Cohen, Edith A., 1924 1950	box 6
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Scope and Contents note

Bequest: made 1924, received 1950.

Columbia University, 1908-1935	box 6
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Consolidated Edison, 1917-1957	box 6
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Scope and Contents note

Includes blueprint of plot plan.

Construction, 1954-1957	box 6
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Scope and Contents note

Includes correspondence regarding survey of Institute holdings.

Coolidge Shepley Bullfinch & Abbott, 1917-1918	box 6
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Scope and Contents note

Construction at Princeton and Library and Assembly Room.

Council of National Defense (General Medical Board), 1917-1918	box 6
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Court orders (accident on F.D.R. Drive-fuel truck delivery to RIMR), 1950-1956	box 6
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Scope and Contents note

See also Subpoenas.

Cultures, 1936	box 6
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Scope and Contents note

Transfer to RIMR parts of U. of Chicago Jordan Collection.

Customs, 1907-1949	box 6
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Scope and Contents note

Procedures for free entry of certain items.

Da-Dz, 1914-1947	box 6
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Depreciation, 1916-1960	box 7
Davis, Burt	box 7
Scope and Contents note Includes correspondence and disposition dealing with injured and discharged employee.	
Diabetes, 1915-1917	box 7
Distemper, 1923-1928	box 7
Dining and Residence Hall, 1952-1962	box 7
Scope and Contents note Includes some material on apartments and sub-leases. See also Fricke, Sophie (Fellows and Housing).	
Dinners	box 7
Scope and Contents note Testimonials. Includes Board, Cole, Flexner, Van Slyke. See also Faculty and student receptions.	
Arrangement note Arranged in alphabetical order.	
Draft, 1917-1918 1940-1950	box 7
Correspondence, 1940-1951 Scope and Contents note Early correspondence and official Institute announcements; lists and summaries. Correspondence dealing with exemptions and reclassifications. See also Personnel (Selective Service).	
Duffy Malt whiskey 1916 (Publicity on medical value of whiskey), 1916	box 7
Ea-El, 1913-1948	box 8
East River Drive, 1937-1939 1955	box 8
Scope and Contents note Includes agreements and indenture with City of NY in tunnel construction.	

See also 415.

Ehrlich, Paul, 1907-1910	box 8
Scope and Contents note	
Correspondence with Simon Flexner dealing with experimental work on tumors and chemo-therapy. Copy of Ehrlich portrait sent to S. Flexner.	
Eimer & Amend, 1915-1934	box 8
Scope and Contents note	
Correspondence dealing with purchase and registration of water still.	
Eliot, Charles W., 1907-1924	box 8
Scope and Contents note	
Steamship reservations; regrets concerning 10th anniversary of Institute; message from RIMR on 90th birthday.	
Ellicott, Nancy, 1910-1938	box 8
Scope and Contents note	
Administrative correspondence on Hospital matters.	
Employees, 1917-1938 1939-1948	box 8
Scope and Contents note	
Primarily material dealing with extension of services beyond retiring age; sick leaves and retirement provisions.	
See also Rest rooms (Employees).	
Employees, 1949-1958	box 9
Employees (Bonus), 1917-1944	box 9
Scope and Contents note	
Minutes of meetings considering extra compensation; expressions of appreciation.	
Employees (confidential), 1908-1928	box 9
Scope and Contents note	
Special personnel matters.	
Employees (Men's Committee), 1932-1940	box 9

Equitable Trust Co. of NY, 1915-1929	box 9
Evans, Helene R., 1915-1916	box 9
Exhibitions, 1912-1955	box 9
Fa-Fr, 1912-1951	box 9
Faculty and student receptions, 1936-1956	box 9
Scope and Contents note see also Dinners (Testimonial).	
Farm, 1913-1916	box 9
Scope and Contents note Mostly Clyde but some material on Princeton.	
Farrand, Beatrix, 1916-1922 1933	box 9
Scope and Contents note Plans and correspondence regarding Princeton landscaping.	
Fellowships, 1929-1952	box 10
Fidelity and Casualty Co.	box 10
Scope and Contents note Reports on boiler and elevator inspections; liability insurance and bonding of some employees. see also Aetna Insurance Co.,.	
Film vault, 1923-1931 1931-1939	box 10
Scope and Contents note Includes problem of new regulations regarding flammable film.	
Finances, 1920-1963	box 10
Scope and Contents note Primarily material related to budgeting procedures including changes suggested by Cresap, McCormick & Paget, Oct. 19, 1953. see also 343 (l).	
Finances, 1932-1933	box 10

Scope and Contents note

Question of Hospital addition in depressed market.

Fire alarms, 1929-1952	box 10
Fire precautions, 1912-1951	box 10
Fish, Richardson, Herrick & Neave, 1913-1928	box 11

Scope and Contents note

Correspondence relating to registration of "Luetin".

Question of patent for Meltzer insufflation apparatus;
Trademarks for publications.

see also Patents 1911-1939.

Farley, Thomas; Flügge, C.; Forbes and Co.; Fowler, A.	box 11
Foreign students, 1930-1944	box 11
Forms	box 11

Scope and Contents note

Outdated including some stationery samples.

Frauds, 1913-1931	box 11
Frauds, 1932-1946	box 11
Freas Thermo Electric Co., 1930-1934	box 11
Fricke, Sophie (Fellows and Housing), 1959-1964	box 11

Scope and Contents note

see also Dining and Residence Halls.

see also Residence.

Furnishings, 1916-1962	box 12
Ga-Gu, 1913-1961	box 12
Garcia case, 1913-1920	box 12
General Electric Co., 1919-1938	box 12
Glass, 1926-1935	box 12

Scope and Contents note

Includes correspondence on glass which will permit the
passage of ultra-violet rays.

Glassblower, 1923-1945	box 12
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Gramicidin, 1939-1943 1949	box 12
Scope and Contents note Correspondence, petitions and additions in seeking Trademark including correspondence with Fish, Richardson & Neave. Includes 1940 exchange with Fish, H.S. Gasser and John Northrop on research limitation resulting from patents on some processes.	
Grants (requests), 1908-1917	box 12
Grants, 1913-1967	box 13
Scope and Contents note Summaries of some early grants and budgeting instructions and material on General Clinical Research Grants, 1962-1966.	
Great Lakes Engineering Works, 1913-1918	
Scope and Contents note Installation and operation of ammonia compressor.	
Gross, Anthony Estate (Bequest)	box 13
Grossman, Ernest, 1922	box 13
Scope and Contents note Employee accident.	
Ha-Hu, 1912-1916	box 13
Harvard University, 1921-1945	box 13
Hill, James J., 1914-1916	box 13
Scope and Contents note Bequest. Correspondence regarding gift for study of hog cholera. Never received.	
Hoof and Mouth Disease	box 13
Hospital, 1912-1945 1946-1960	box 13
Hospital (site trips by Business Manager), 1923 1931	box 13

Scope and Contents note

Correspondence between Mr. Coolidge, Dr. Cole and Simon Flexner on nurses' residence construction.

Hospital patients, 1923-1946

box 13

Scope and Contents note

Letters of appreciation; letters of inquiry regarding certain patients sent from Rockefeller family or office.

Hospital, patients (legal), 1927-1960

box 14

Scope and Contents note

Includes opinions and procedures from Counsel regarding release of Hospital records. Includes correspondence on Giles Verstraten.

Hospital staff, 1910

box 14

Housing, 1922-1929

box 14

Scope and Contents note

Blueprints and data collected in planning for building with apartments for senior scientific staff.

Human experimentation, 1948-1952

box 14

Scope and Contents note

Letters from individuals offering their bodies for study.

I-Iv, 1915-1961

box 14

Scope and Contents note

Includes inventory figures, 1919.

Illustration, 1906-1949

box 14

Scope and Contents note

Includes biographical material on Louis Schmidt; employment information on Mabel Hedge who died January 1930; photos of department and material showing development and growth of department.

Influenza, 1918-1945

box 14

Scope and Contents note

Primarily material dealing with volunteers for sera testing 1935 under direction of D. Thomas Francis.

Insulin, 1923-1950

Scope and Contents note

box 14

Includes original letter from John D. Rockefeller, Jr.
giving \$ 150,000 to be used in making insulin available
for treatment of diabetes.

Inquiries Medical problems or areas of research, 1948-1954

box 15

Instrument maker, 1920-1934 1935-1948

box 15

Insurance, 1906-1963

box 15

Scope and Contents note

Primarily liability accident plus very early fire insurance
and bonding.

Includes Group Life Insurance with Equitable.

International House, 1927-1960

box 15

Scope and Contents note

Includes names and data of foreign born working in RIMR
labs.

International Instrument Co., 1915-1933

box 15

Scope and Contents note

also Standard Sci. Co. 1913-1914.

Correspondence dealing with centrifuge.

Invitations, 1933-1953

box 15

Scope and Contents note

Requests to send representatives to certain academic
or scientific occasions including copies of letters of
acceptance or regrets.

Ja-Ju, 1916-1953

box 15

Jukes, Thomas Hughes

box 15

Jacques Loeb Associates in Marine Biology (O.N.R. grants),
1956-1965

box 15

Johns Hopkins University, 1923-1939

box 15

Jury duty, 1925-1963

box 15

Ka-kr, 1912-1948

box 16

Keegan, Christopher D., 1920-1922

box 16

Scope and Contents note

Removal of belongings from caretaker's house on RIMR grounds.

La-Lo, 1913-1955	box 16
La Rosa, William, 1930-1943	box 16

Scope and Contents note

Correspondence with Navy re tests for levels of sulfonamides.

Liquor Commission, 1933	box 16
Lablang, Joseph Estate Bequest, 1931-1945	box 16
Laundry, 1921-1952	box 16
Lavoisier apartments, 1929-1947	box 16

Scope and Contents note

Arrangements for Director's apartment.

Lavoisier painting, 1928-1940	box 16
Lavoisier painting, 1941-1950 1951-1962	box 17

Scope and Contents note

Reproductions, 8x10 colored transparency; slide; appraisal; repair to frame; requests for loan or permission to reproduce.

League of Nations, 1922-1946	box 17
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Scope and Contents note

Includes report of Dr. Augustus Wadsworth on standardization of sera conference.

Lee, Ivy, 1914-1954	box 17
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Scope and Contents note

Public relations material primarily 1914-1926.

Legal Aid Society, 1913-1918	box 17
Lenox Hill Neighborhood Association, 1956-1961	box 17
Lenox Hill Playground	box 17

Scope and Contents note

see Playground.

Levene, P.A.T., 1940-1944 1945-1959

box 17

Scope and Contents note

Requests for chemicals.

Levene, P.A.T., 1950-1963

box 18

Scope and Contents note

Requests for chemicals.

Library correspondence, 1909-1949

box 18

Lindbergh, Charles A.

box 18

Scope and Contents note

Includes magazine and newspaper articles and reprint of report on perfusion pump.

Includes 1928 photographs of serum delivery.

Luetin, 1913-1940

box 18

Scope and Contents note

Correspondence regarding manufacture and maintenance of Trademark.

See also Fish, Richardson, Herrick & Neave.

Lunchroom

box 18

Scope and Contents note

See Cafeteria.

Ma-Mu, 1913-1956

box 18

Maintenance

box 18

Scope and Contents note

See Buildings and Grounds.

Mann, H.: Marsh; Maxwell; McCann Coal; McNearney

box 18

Scope and Contents note

Includes information about a grant to H. Mann for construction of a monocardioqram machine.

McFaul, Irene, 1920-1948

box 18

Member of Alexis Carrel laboratory team (started as hospital head nurse)	box 18
Marine Biological Laboratory, 1916-1930 1931-1952 1953-1960	box 19
Media and Glassware preparation, 1920-1949	box 19
Scope and Contents note Includes some correspondence regarding personnel; remodeling; new equipment and new charging methods.	
Media and Glassware preparation (construction), 1927-1932	box 19
Media and Glassware Preparation (blueprints)	box 19
Media and Glassware preparation. Charges	box 19
Institute, 1931-1954	
I.H.D., 1934-1953	
Meetings, 1958-1959	box 20
Scope and Contents note Enzyme Club. Sigma Xi.	
Memorial Hospital, 1934-1939	box 20
Scope and Contents note Includes land transfer, prospectus, plans, opening program, news clippings.	
Meningitis, 1910-1934	box 20
Scope and Contents note Includes early distribution of serum and instruction for use. Also some information on use of serum for use abroad and some news clippings on death of some children.	
Merck; Metal inventory; Metz, F.; Microcinematography; Moore, D.H.	box 20
Scope and Contents note Includes material on Heinz Rosenberger and reprint.	
Meyerhof, Otto	box 20

Scope and Contents note

Includes early bibliography; 1935 Who's Who information, handwritten letters; letters of recommendation from A.V. Hill (copy).

Molinscek, S.; Mount Sinai Hospital: Mugford V.

box 20

Scope and Contents note

Includes hospital and autopsy report on Molinscek and signed approvals of form of Minute.

Mousery, 1928-1934

box 20

Scope and Contents note

Special rooms for Carrel cancer study with mice; tabulating machine.

Includes material on refrigeration for greenhouses.

Motion picture, 1912-1928

box 20

Motion picture, 1929-1939

box 21

N-NZ, 1912-1959

box 21

Naples Zoological Station, 1924-1939

box 21

Scope and Contents note

Memorial table for Jacques Loeb.

National...

box 21

Scope and Contents note

Comprises: National Academy of Sciences; National Defense.

National Recovery Act which includes letter anent painters' union.

National Research Council which includes correspondence about a patent sought by Irving Muscat; National Science Foundation.

Neighborhood Development, 1937-1958

box 21

Scope and Contents note

Includes material dealing with cooperative meetings: Memorial Hospital, Cornell Medical Center, RIMR, N.Y. Life Insurance Co. to improve neighborhood for the cooperating institutions.

Neubuck, Robert, 1926-1927

	box 21
New York Academy of Medicine, 1906-1951	box 21
New York Botanical Gardens, 1913-1957	box 21
New York Center for Biomathematical Research, 1960	box 21
New York City, 1907-1916 1917-1959	box 21
Scope and Contents note	
Includes early correspondence with various departments and officials dealing with water taxes, safety regulations, water supply, police protection, street cleaning.	
New York City Fire Department, 1907-1947	box 21
New York City Health, Dept, 1902-1963	box 21
Scope and Contents note	
Includes early correspondence relating to grants, anti-meningitis serum; materials from Health Department Research Bureau: Health Research Council.	
New York Edison Company, 1904-1936	box 21
New York State: Agriculture, Education, Health, Labor Depts	box 22
Scope and Contents note	
Includes 1910 correspondence between Jerome Greene and Andrew Draper (Commissioner of Education) regarding State Medical exams for Hospital physicians.	
New York State Social Welfare, Dept, 1932-1959	box 22
New York Society for Medical Research, 1949-1951 1952-1961	box 22
Scope and Contents note	
Prior to 1951 the Society was a sub-committee on Animal Experimentation of the New York Academy of Medicine.	
New York Telephone Company, 1905-1958	box 22
New York University	box 22
Scope and Contents note	
News clipping Service on Noguchi death; Noise.	
Norris, James U., 1908-1912	box 23

Scope and Contents note

Administrative correspondence with Simon Flexner and Jerome D. Greene.

Notices, 1932-1957	box 23
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Scope and Contents note

Copies of notices posted for employee information.

O-Oz, 1913-1953	box 23
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Obsolescence Fund, 1916-1956	box 23
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Ogden, Henry N., 1924-1925	box 23
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Scope and Contents note

Grant for study of milk pasteurization process.

Office of Naval Research; Office of Scientific Research and Development	box 23
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Pa-Pz, 1912-1953	box 23
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Paasche, Eystein Karl Mørner	box 23
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Packshanian, Ardzoony. Application for staff appointment, 1926-1957	box 23
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Paintings (portraits), 1910-1946	box 23
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Pamphlet revision, 1931	box 23
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Scope and Contents note

(See also Cartier, Ferdinand).

Parking facilities, 1917-1959	box 23
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Pasteur Institute	box 24
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Scope and Contents note

Rockefeller contribution for purchase and restoration of Pasteur birthplace and presentation to the French people.

Patents, 1911-1940	box 24
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Scope and Contents note

Copies of correspondence regarding patents.

See also Fish, Richardson, Herrick & Neave; See also Luetin.

Pearce, Louise. Monograph no. 23	box 24
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Pearce, Richard M., 1905-1930	box 24
Scope and Contents note	
Early correspondence dealing with grants, vivisection matters 1930 Memorial meeting held at RIMR.	
Pension plans, 1913-1938	box 24
Pensions for widows, 1920-1961	box 24
Permits, 1920-1945	box 24
Personnel (assorted subjects)	box 24
Scope and Contents note	
Chronological within subject: sick leave; vaccination; chest x-rays; 1963 labor relations; grievance procedure; Princeton vacation problems.	
Personnel (Princeton), 1933-1948	box 24
Personnel (Selective Service)	box 25
Personnel (Scientific staff) summarized lists	box 25
Personnel (various), 1941-1965	box 25
Pestrecov, Konstantin, 1932-1952	box 25
Scope and Contents note	
Correspondence relating to suit brought against Institute.	
See also 417 for release.	
Photographs, 1906-1960	box 25
Scope and Contents note	
Correspondence dealing with requests for photographs and also aerial photos of Institute property.	
Plant pathology, 1919-1953	box 25
Scope and Contents note	
Includes early ideas; interest in Boyce-Thompson Institute; move to New York City.	
Playground blueprints	box 26
Playground correspondence, 1920-1921 1922-1929 1930-1942 1950	box 26

Scope and Contents note

Correspondence with Lenox Hill Neighborhood Association.

Playground: photographs and news items	box 26
Plesmograph	box 26
Pneumonia, 1912-1937	box 26
Pneumosintes, 1925 January-March	box 26

Scope and Contents note

Course for International Group on filterable virus.

Poliomyelitis, 1909-1957 1909-1940 (bulk)	box 27
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Scope and Contents note

Correspondence on 1910 paper before Assoc. Am. Physicians by S. Flexner; advertising misuse of RIMR by John-Perrine Assoc.; 1916 cooperative investigation of polio with NYC Health Dept. (support of Rockefeller Foundation); 1928-1931 blood collection from recovered patients for serum production (grant to NY Academy of Medicine Committee by John D. Rockefeller, Jr.); Aug. 1931 Flexner report on Poliomyelitis (see also Report of Scientific Directors Oct. 1931); includes 1939 De Kruif pamphlet "Activities of the National Foundation for Infantile Paralysis in the Field of Virus Research".

Princeton University, 1915-1952	box 27
Priorities, 1941-1946	box 27
Publication, 1929-1958	box 27

Scope and Contents note

Support of plant pathology and botany journals.

Publication Division	box 27
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Scope and Contents note

See Rockefeller University Press/Publication Division.

Publicity, 1913-1924 1925-1948	box 27
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Scope and Contents note

Requests for announcements and or photographs.

Copies of News releases.

Publicity, 1920-1957	box 27
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Scope and Contents note

Announcement of staff changes and News Releases on individuals.

Announcement of building plans with photo, 1957.

Purchase and supply, 1938-1949

box 28

Scope and Contents note

Includes annual reports which are in greater detail than Mgr's annual reports.

Questionnaires, 1940-1958

box 28

Scope and Contents note

Copies of replies made for Hospital Directories, Nursing Council, etc.

Ra-Rz, 1913-1953

box 28

Radium, 1907-1925 1925-1959

box 28

Scope and Contents note

From original purchase and development of equipment to disposal.

Includes 1933 correspondence of Ralph W.G. Wyckoff and S. Flexner regarding uses of Institute radium.
Agreement with Memorial Hospital regarding loan of radium.

Real estate, 1915-1957

box 28

Scope and Contents note

Includes early offers to sell to Institute land area between 63rd and 64th and Avenue A and East River bulkhead.

Regional Plan Association, 1922-1936

box 28

Reference letters (employees), 1926-1948

box 28

Relief, 1946-1947

box 28

Scope and Contents note

CARE packages for Pasteur Institute of Athens.

Rest rooms (Employees), 1931-1951

box 28

Scope and Contents note

See also Employees; Employees (Men's Committee).

Reports, 1919-1954

box 29

Scope and Contents note

Primarily copies and covering letters and reminders of date due and form.

Residence, 1929-1962

box 29

Scope and Contents note

Primarily apartments rented through O.A. Robertson, Real Estate.

See also Dining and Residence Halls; Sophie Fricke (Fellows, Housing).

Rickettsia; Ringer, Adolph Irving; Robinson, G.H.; Rogers, B.C.; Rowlands, T.

box 29

Scope and Contents note

Applications for grants; Rowlands (employee illness).

Retirement plan withdrawals, 1925-1960

box 29

Scope and Contents note

See also Bus. Mgr. / Counsel Correspondence.

Retirement plans, 1912-1932 1933-1939 1940-1956

box 29

Scope and Contents note

Comparisons with other institutions; studies; calculations; copies of correspondence.

See also Annuities; Teachers Insurance and Annuity Association.

Rockefeller Family, 1931-1960

box 29

Scope and Contents note

Sketchy correspondence with assorted family members.

Rockefeller Foundation, 1913-1949

box 30

Scope and Contents note

Correspondence regarding funds for war related purposes; sera preparation; War Demonstration Hospital; correspondence with G. Vincent.

Rockefeller Foundation (Edwin R. Embree), 1917-1924	box 30
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Scope and Contents note

Deals primarily with grant appropriations for special projects; includes 13p. handwritten addition by S. Flexner to report on war activities; also includes authorization for disposal of War Demonstration Hospital buildings.

Rockefeller Foundation Comptroller, 1915-1923	box 30
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Rockefeller Foundation	box 30
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Scope and Contents note

Also includes early letters covering payments to RIMR by General Education Board.

General Education Board, 1908-1927

International Education Board, 1924-1927

Rockefeller Foundation China Medical Board, 1915-1947	box 30
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Scope and Contents note

Includes information on support of Peking Medical College.

Rockefeller Foundation International Health Board, 1912-1926	box 30
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Scope and Contents note

Includes 1914-1915 correspondence on purchase of Thymol used by Sanitary Commission in treatment of Hookworm. Communications in reference to workers, space needs, remodeling of space, arrangements for charges and making payments.

Rockefeller Foundation I.H.D., 1927-1934 1935-1942 1943-1953	box 31
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Scope and Contents note

Before 1927 called International Health Board which developed from Sanitary Commission for Eradication of Hookworm. Includes program for Conference on Leprosy 1950; correspondence regarding horses for serum production; also includes formalization of space

arrangements. After 1952 name seems to have changed to
Division of Medicine and Public Health?.

Ruprecht, Frank, 1919-1921	box 31
Scope and Contents note	
Suit against RIMR in autopsy case.	
Rutgers College, 1915-1918	box 31
Scope and Contents note	
RIMR requests for advice in farm personnel and storing fruits and vegetables. Institute offer of assistance in adverse animal experimentation ruling.	
Sa-Sv	box 31
Scope and Contents note	
Includes material on retirement party for Florence Stewart; report of study of RIMR business methods, 1941 made by Frank S. Staley.	
Salaries-statistics, 1903-1942 1943-1953	box 32
Scope and Contents note	
Correspondence, tables, memoranda on salary comparisons, stabilizations and increases.	
Includes 1911 table prepared by Abraham Flexner.	
Social Security, 1950-1965	box 32
Scope and Contents note	
Details of meetings and correspondence when RIMR joined SS.	
Social Service, 1913-1959	box 32
Scope and Contents note	
Includes early correspondence with Ida Cannon.	
Includes reports, 1922/1923-1935/1936.	
Space situation, 1956	box 32
Spectroscope Laboratory	box 32
Stokes, James B., 1929-1958	box 32

Scope and Contents note

Bequest.

Storrs Agricultural Station	box 32
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Student affairs, 1955-1961	box 32
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Scope and Contents note

Includes dates and titles of lectures, 1955-1959[?].

Subpoenas	box 32
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Storeroom, 1914-1938	box 33
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Studies, 1912-1953	box 33
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T.I.A.A., 1942-1963	box 33
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Scope and Contents note

(Includes CREF).

see also Retirement plans.

Treuhart, Julius, 1918	box 33
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Scope and Contents note

Hospital record.

See also Subpoenas; see also Minutes of Scientific Directors.

Tryparsamide, 1914-1946	box 33
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Scope and Contents note

Includes copies of Pearce and Wade reports 1925-1926.

Correspondence with Public Health Institute regarding their cooperation in testing; material about Trademark and license agreement for manufacture, 1925.

see also Patents; see also Fish, Richardson, Herrick & Neave.

U.S. Department of Labor, 1932	box 33
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Scope and Contents note

Immigration admission of research students.

U.S. Post Office, 1909-1949	box 33
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Van Heusen (John Manning) Estate Bequest	box 33
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Various: Timmons; Zervos	box 33	
Wadsworth, Augustus B., 1913-1933	box 33	
Scope and Contents note Includes early correspondence with Columbia University on research grant; later as Director of N.Y. State Department of Health Laboratory.		
War relief and research, 1916-1917	box 33	
Scope and Contents note Correspondence between Henry James and William T. Porter on mission to Belgium to study shock and recommend methods of treatment. Also correspondence with J.P. Simonds.		
Waverly Press, 1915-1930	box 33	
Scope and Contents note see also Press/Publications Division.		
Various: Crank correspondence	box 34	
Patent records, circa 1913-1936 <u>Physical Description:</u> circa 2.5 cubic feet Scope and Contents note Primarily re tryparsamide; also includes material on arsenicals, luetin, acetone production, and intrapharyngeal apparatus. C. Kopp, 13 Nov 1985.		
Title/Description	Instances	
Intrapharyngeal apparatus, 1913	box 35	folder 1
Tryparsamide correspondence, circa 1919-1936	box 35	
Fish, Richardson, and Neave, 1920-1922	box 35	folder 2
Fish, Richardson, and Neave, 1923	box 35	folder 3
Fish, Richardson, and Neave 1924 I, 1924	box 35	folder 4
Fish, Richardson, and Neave 1924 II, 1924	box 35	folder 5
Fish, Richardson, and Neave, 1925	box 35	folder 6
Fish, Richardson, and Neave, 1926	box 35	folder 7
Fish, Richardson, and Neave, 1927	box 35	folder 8
Fish, Richardson, and Neave, 1928	box 35	folder 9
General, 1919-1920	box 35	folder 10

General, 1922	box 35	folder 11
General, 1923	box 35	folder 12
General, 1924	box 35	folder 13
General, 1925	box 35	folder 14
General, 1926	box 35	folder 15
General, 1933-1934 1936	box 35	folder 17
General, undated	box 35	folder 18
May and Becker, Ltd., 1925-1934	box 35	folder 19
Poulence Freres	box 35	folder 20
Powers-Weightman-Rosengarten. Merck and Co., 1923-1929	box 35	folder 21
Synthetic Drug Co.	box 35	folder 22
A-189		
1917	box 36	folder 1
1918	box 36	folder 2
I1919	box 36	folder 3
II, 1919	box 36	folder 4
I1920	box 36	folder 5
II, 1920	box 36	folder 6
I1921	box 36	folder 7
II, 1921	box 36	folder 8
III, 1921	box 36	folder 9
A-189		
I1922	box 37	folder 1
II, 1922	box 37	folder 2
1923-1924	box 37	folder 3
Foreign patents (primarily arsenicals)		
Argentina	box 38	folder 1
Australia	box 38	folder 2
Belgium I	box 38	folder 3
Belgium II	box 38	folder 4
Brazil	box 38	folder 5
Canada	box 38	folder 6

Chile	box 38	folder 7
Denmark	box 38	folder 8
France	box 38	folder 9
Great Britain	box 38	folder 10
Holland	box 38	folder 11
Holland II	box 38	folder 12
Holland III	box 38	folder 13
Foreign patents (primarily arsenicals)	box 39	
Holland IV	box 39	folder 1
India	box 39	folder 2
Italy	box 39	folder 3
Japan	box 39	folder 4
Norway	box 39	folder 5
South Africa, Union of	box 39	folder 6
Spain	box 39	folder 7
Sweden	box 39	folder 8
Switzerland	box 39	folder 9
Tryparsamide, Certificates of registration of trade-mark (foreign)		
A-B	box 39	folder 10
C	box 39	folder 11
D	box 39	folder 12
E	box 39	folder 13
F	box 39	folder 14
G	box 39	folder 15
H	box 39	folder 16
I	box 39	folder 17
J	box 39	folder 18
M	box 39	folder 19
N	box 39	folder 20
P	box 40	folder 1
R	box 40	folder 2
S		

	box 40	folder 3
T	box 40	folder 4
U	box 40	folder 5
Envelopes	box 40	folder 6
Arsenicals. Jacobs, Brown, Heidelberger, and Pearce	box 40	
Petition and assignment, 1917 October 3	box 40	folder 7
U.S. Patent Nos. 1,280,119 to 1,280,127, 24 Sep 1918; 1,315,127, 2 Sep 1919	box 40	folder 8
Assignment, Canada, 1918 October 7	box 40	folder 9
Tryparsamide, Certificates of filing trade-mark, circa 1922-1924	box 40	folder 10
Acetone Production (John H. Northrop). U.S. Patent 1,293,172, 1919 February 4	box 40	folder 11
Luetin re manufacture and trade-mark registration. I	box 40	folder 12
Luetin. re manufacture and trade-mark registration. II	box 40	folder 13
Luetin. re manufacture and trade-mark registration. Envelopes	box 40	folder 14

Administrative staff files

Scope and Contents note

The following files were found at the end of a series of folders on the scientific staff (see 450. 1), and consist of administrative staff files. They were originally stored in the Welch Hall vault on the 1st basement floor.

Title/Description	Instances	
Cogger, John W., 1954-1958	box 41	folder 1
Dickey, Frank A., 1919-1920 1933	box 41	folder 2
Goepper, Herman, 1911-1920 1935	box 41	folder 3
Howe, F. Stanley, 1920-1950	box 41	folder 4
Robertson, Albert D., photos, 1930-1946	box 41	folder 5
Shotwell, Willets H., 1949	box 41	folder 6
Smillie, Ernest W., clippings, 1915-1958	box 41	folder 7-10
Spies, Charles B., 1914-1938	box 41	folder 11-13
Scope and Contents note		
E.B. Smith notes, inventory sheets, etc.		
Taylor, George W., 1940-1950	box 41	folder 14
Trask, Lillia M.D., 1911-1952	box 41	folder 15
Van Sise, Kenneth E., 1958-1961		

Scope and Contents note

box 41

folder 16-17

Memoranda and reports 28 Aug 86: ck.

Personnel wages, 1959-1963**Scope and Contents note**

Files previously stored at beginning of 450.1 series (see above) in Welch Hall vault.

Title/Description	Instances	
Area Wage Survey, 1959	box 42	folder 1
Area Wage Survey, 1960	box 42	folder 2
Area Wage Survey (2 copies), 1961	box 42	folder 3
Wage Increases for employees (RIMR), 1962 December-1963	box 42	folder 4
Booklet: "Survey of Current Business." U.S. Department of Commerce, 1959	box 42	folder 5

Institute's "Third Section"**Scope and Contents note**

Boxes 43 and 44 contain papers about the so-called "Third Section" of the Institute, ca 1909-14. This was a proposal to establish special public health activities, including a Museum of Hygiene, at RIMR. The material in these two boxes was found in two packages in the Welch Hall vault, part of the files of the Business Manager. There is very little correspondence, and the file is incomplete regarding the narrative history of the proposal: i.e. the origins, response, and outcome are poorly documented in this file.

The major report of October 1914 was included in the "Report to the Scientific Directors," Record Group 439, Vol. 3.

Title/Description	Instances	
Correspondence, 1909 1914	box 43	folder 1
Manuscripts and drafts, undated	box 43	folder 2-21

Arrangement note

Arranged in approximate chronological order (many are undated); untitled drafts/mss are at the end of this series, folders 17-21.

"A Third Section of The Rockefeller Institute", circa 1910	box 43	folder 2-3
"Suggestions for a Report to the Trustees of The Rockefeller Institute by the Scientific Directors on the Establishment of New Activities for the Promotion of the Public Health". ca 1913. Various copies, some annotated, circa 1913	box 43	folder 4-7
"Revised. Suggestions for a Report...", circa 1914	box 43	folder 8-9

"A Report to the Trustees of The Rockefeller Institute by the Scientific Directors on the Establishment of New Activities for the Promotion of the Public Health. October 17, 1914". Various copies, few annotations, 1914 October 17	box 43	folder 10-13
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"Summary Accompanying the Report on the Establishment of New Activities for the Promotion of the Public Health. October 17, 1914", 1914 October 17	box 43	folder 14-15
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Scope and Contents note

Various copies, few annotations.

Councilman, W.T. "A Projected Museum of Hygiene." Comments on "Third Section", undated	box 43	folder 16
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Untitled manuscripts and drafts	box 43	folder 17-21
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Scope and Contents note

Includes excerpt (folder 20) re use of moving pictures.

Estimates	box 44	folder 1
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Notes, miscellaneous	box 44	folder 2
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untitled	box 44	folder 3
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Printed material	box 44	folder 4-8
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Scope and Contents note

Includes booklets on the Deutsches Museum (Munich) and Pathoplastisches Institut (Dresden).

History of Retirement Allowance Plan for [RIMR] Scientific Staff adopted July 1924, 1924 July

Scope and Contents note

From the Business Manager's Files. [Information from original package label].

Title/Description	Instances	
Proposed Plan of Retirement and Insurance for the Rockefeller Foundation, 1923 May 17	box 45	folder 1

Scope and Contents note

Pamphlet includes 18 pp carbon copy of Retirement Plan, 1 page Index and 1 page Tables index.

Proposed Plan for Retiring Allowances, Group Insurance, and Individual Insurance. [For Rockefeller Foundation], 1923 May 22	box 45	folder 1
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Scope and Contents note

Duplicated copy. Includes index and 8 pp of Proposed Plan. Also includes handwritten notes by [Business Manager?] dated Aug 29, 1923 re RIMR Retiring Allowances and Insurance.

Report of Committee on Retiring Allowances for RIMR, 1923 October 19	box 45	folder 2
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Scope and Contents note

Working copy. Also includes handwritten notes re other institutions.

Preliminary Study of Groups to be Considered in Plan for Retiring Allowances [RIMR], 1924 February 7	box 45	folder 3
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[Actuarial Report]. Memorandum Setting Forth the Amount of the Estimated Benefits Payable by the RIMR on account of Certain Members and Associate Members under the Rules Governing Retiring Allowances, 1924 March 8	box 45	folder 4
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Scope and Contents note

Includes carbon copy of letter from George B. Buck, Consulting Actuary/ E.B. Smith, re a supplement to report of March 8.

Notes on Retiring Allowances and Group Insurance Plan, 1924 April 22	box 45	folder 5
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Scope and Contents note

Includes handwritten and typescript drafts of Notes on... by Simon Flexner dated Apr 21, 1924 included w/Apr 22 notes. Also handwritten memos from Simon Flexner/E.B. Smith re notes.

Report of Committee on Retiring Allowances for RIMR, 1924 May 14	box 45	folder 6
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Scope and Contents note

Presented at meeting of RIMR Board of Trustees held on May 1, 1924. Includes 1924 May 29, Raymond B. Fosdick, Secretary/E.B. Smith, re approval of report.

Revisions by Mr. Fosdick, Dr. Flexner and E.B. Smith for Plan for Retiring Allowances adopted by Board of Trustees May 14, 1924, 1924 June 5	box 45	folder 7
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Scope and Contents note

Includes various duplicated copies of Plan and Revisions.

Equitable Life Assurance Society of the U.S.A.	box 45	folder 8
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Exchange between E.B. Smith/Equitable Life Assurance
Society of the U.S.A. re Group Insurance, 1923 July 17-23
1923 October 22

Scope and Contents note

Includes printed material by Equitable and some
handwritten notes.

Rockefeller Foundation material re retirement plan and
insurance, 1923-1924

box 45

folder 9

Scope and Contents note

Includes material re Peking Union Medical College
(PUMC), RF, International Health Board of RF.

Miscellaneous printed material re annuities, insurance and
compensation

box 45

folder 10

Scope and Contents note

Includes:.

Carnegie Institution of Washington. Plans for annuities and
insurance, 1919 April

Teachers Insurance and Annuity Assoc of America (TIAA),
1928

U.S. Bureau of Efficiency, 1920

Preliminary material leading up to Retiring Allowance Plan
adopted for Scientific Staff [RIMR], 1924 July 1

Scope and Contents note

Business Manager's Office. Most of material taken
out to show Mr. Smith Feb 24, 1930. Initialed H.D.?.
[Information from original package label] Material
reviewed by Mr. W.R. Flinn in January 1958. [On original
envelope].

Carnegie Foundation. Original Plan of Retiring Allowances,
1906 April 9

box 45

folder 11

Some Early work of Dr. Prudden's on pensions

box 45

folder 12

Scope and Contents note

[Pencilled note. Plan of TMP [T. Mitchell Prudden]
turned down. 3/4 adopted.].

Includes: A Proposed System of Pensions for
Employees other than Members of the Scientific Staff.
[Pencilled note. Not adopted]. ca 1911.

Handwritten notes re expenses for maintenance of doctors, nurses and other staff at RIMR Hospital, circa 1922?	box 45	folder 13
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Handwritten notes re setting up Pension Plan	box 45	folder 14
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Scope and Contents note

Includes notes re other institutions.

Miscellaneous material re retiring allowances and insurance, 1923-1924	box 45	folder 15
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Scope and Contents note

Includes News clippings and 1923 Lists of Members
of RIMR Corporation. Includes Board of Trustees,
Board of Sci Dirs and Executive Officers and 1923-1924
Scientific and Administrative Staff, TIAA printed
material and notes, 1923 Nov Disability, insurance and
pensions [RIMR], 1923 Dec 12, Memo to E.B. Smith re
Total Personnel of Institute.

News clippings: New York Times, "Life Insurance
Thriving", 1923 October 29

News clippings: The World, "Hays Pension Plan for Clergy
Wins", 1924 May 26

Interview w/Dr. Flexner, 1924 February 4

Scope and Contents note

Handwritten notes attached to, "Notes on Retiring
Allowances and Group Insurance" by Simon Flexner.

[RIMR] Scientific Staff, 1924 February 11

Scope and Contents note

Lists of members and associate members giving date
of birth, present age, marital status, present salary.
Carbon copy.

George E. Buck, Consulting Actuary/ E.B. Smith re copies
of a memorandum (report) giving an estimate of the
liabilities of the Institute under the "Rules Covering the
Retiring Allowances", 1924 March 8-11

Scope and Contents note

Includes copies of report and supplement w/ S.F.
(Simon Flexner) memo to E.B. Smith and other notes
attached.

"Revised Study of Groups to be Considered in Plan for Retiring Allowances." w/handwritten notes by S.F. and suggestions by T.M. Prudden attached to 1924 Feb, "Preliminary Study...", 1924 March 15

Handwritten notes on talk w/Mr. Kirs on Retiring Allowances, 1924 April 9

Lists of names. Special Group

Scope and Contents note

Handwritten.

[RIMR] Employees over 30 w/at least 1 year of service w/ working material, 1924 May 2

Scientific Staff Appointments, Promotions and Salaries to take effect July 1, 1924, 1924 July 1

re Extension of Retiring Allowance Plan adopted by Board of Trustees on June 16, 1924 to Certain Members of Institute and to a Selected Group of Employees as of Jan 1, 1925 w/ handwritten figures to July 1, 1925

box 45

folder 16

Scope and Contents note

Includes handwritten notes, figures and working materials.

Board of Trustees meeting. Docket of business of, 1927 May 16

box 45

folder 17

Scope and Contents note

Includes material on pension and retirement plans. Also includes 1924 exchange (handwritten) between S. Flexner/ E.B. Smith w/ working materials and handwritten notes by E.B. Smith on Report of Committee on Retiring Allowances, 1924 Board of Trustees meeting.

Waldo R. Flinn/D. Whitaker re arrangement for Editha C. Campbell retiring allowance, 1958 January 17

box 45

folder 18

Scope and Contents note

Includes 1924 June, RIMR Plan for Retiring Allowances w/1951 June 11 Amendment to Clause A, adopted by [RIMR] Board of Trustees. Typescript of.

Forecast of cost of retiring plan to selected group of RIMR employees, 1924 January 16

box 45

folder 19

Brief on Retirement Plan for Rockefeller Foundation [RF] and Subsidiary Boards. Submitted by Raymond B. Fosdick, 1921

box 45

folder 20

Scope and Contents note

Includes material re RI Plan. 35 pp typescript, 1922 Apr 25, George B. Buck "Memorandum Regarding the Type of Retirement System to be Adopted for Employees of the RF and Subsidiary Boards and the RIMR, the General Education Board and the Laura Spelman Rockefeller Memorial" to Raymond B. Fosdick.

Recommendations of Committee on Retiring Allowance for the R.I.M.R. adopted at Meeting of the Board of Trustees held May 14, 1924, revised June 5, 1924

Scope and Contents note

From the Business Manager's Office file. [From original envelope label].

Title/Description	Instances	
re Retiring Allowances for RIMR, 1924 May-June	box 46	folder 1

Retiring Allowance Data, 1924 July

Scope and Contents note

History Cards Used in Computing date for Plan Adopted July 1924. [From original label on envelope].

Hand numbered #1-#179	box 46	folder 2
Hand numbered #180-#367	box 46	folder 3

Pension records. Office of Business Manager. Salary cards

Salary cards (1), 1924 February 7	box 46	folder 4
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Scope and Contents note

Includes: Preliminary study of groups to be considered in plan for retiring allowances. Various titles/groups separated w/bond paper.

Salary cards (2)	box 46	folder 5
Pensions - Other than scientific	box 46	folder 6

Scope and Contents note

[From original envelope].

Includes printed material from other intuitions and accident plans, 1913 news clipping, N.Y. Times, "10,000,000. Pension Plan in Operation." re AT&T. Also includes: A Proposed System of Pensions for Employees other than Members of the Scientific Staff to take effect,

January 1, 1912 and various listings of staff other than scientific, w/salary and pension information.

Pensions Scientific [Staff]

Scope and Contents note

[From original envelope].

Title/Description	Instances	
Dr. Prudden-Pensions	box 47	folder 1
Scope and Contents note		
Includes:.		
Correspondence w/Henry James and Dr. Prudden		
Drafts of Pension Plan at various stages		
"Rules Governing Retiring Allowances for Members and Associate Members of the Staff of the RIMR", 1913 May 22		
Scope and Contents note		
Printed copies.		
re Pensions Systems and other institutions, 1913 February-November 28	box 47	folder 2
Scope and Contents note		
Includes correspondence w/ Clyde Furst, Carnegie Foundation w/attachment of letter re University of Chicago pension system.		
R.S. Woodward/Henry James re RI pension scheme.		
F.P. Mall/Simon Flexner re RIMR rules for retiring allowances for members.		
Bus Mgr? /E. Roux, Director of Pasteur Institute re RIMR pension scheme.		
Nicholas Murray Butler/Henry James re Columbia University retirement plan.		
Printed material and typescripts (carbon copies) re retirement plans at other institutions.		
Files maintained by Henry James/Jerome D. Greene		
Henry James/Jerome D. Greene files, circa 1910 1912 March 4-1913 April 1 undated	box 47	folder 3

Scope and Contents note

Includes: Exchange between the Business Mgr/Board of Scientific Directors, RIMR, John D. Rockefeller, Starr J. Murphy re establishment of a pension system. Includes "A Pension System for the Institute".

Memorandums and notes on pensions, undated	box 47	folder 3
Drafts of various dates re pension scheme at RIMR and other institutions	box 47	folder 3
F.T. Gates/Henry James, 1913 Feb 8, re pensions, 1913 February 8	box 47	folder 3

Scope and Contents note

Handwritten.

Exchange between Henry James/Clyde Furst, Carnegie Foundation, re pensions of other institutions	box 47	folder 3
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Scope and Contents note

Includes 1913 Apr 1, Clyde Furst/Henry James w/ Enclosure: 1913 Mar 19, M. Curie/ Clyde Furst. (Photocopies of French and typescript translation of letter is in file). [Originals removed to file of Confidential/ Sensitive material by CK, 3 Oct 1986.] re pension system for teaching staff at M. Curie's laboratory.

Henry James/Jerome D. Greene Files (2), 1913 March 27-May 28	box 47	folder 4
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Scope and Contents note

[File to S.F. (Simon Flexner) - See S.F. note attached.].

Primarily exchange between Henry James and Jerome D. Greene, re pensions. Includes Minutes of RIMR Board of Trustees meeting, April 29, 1913. Also includes working notes and 1 item correspondence between Manager, RIMR/Starr J. Murphy.

Henry James/Jerome D. Greene Files (3), 1913 May 22-1914 January 21	box 47	folder 5
Minutes of a meeting of Board of Trustees, RIMR, re establishment of pension plan for members and and 500,000 gift for pensions by John D. Rockefeller, 1913 May 22		
Newspaper clippings: New York Times, New York American and [?] re 500,000 gift for pensions for members and associate members, 1913 June 3		

"Suggestions for Pensions at the Rockefeller Institute", 1913 May 2

List of members, associate members and associates citing biographical and professional information for each

Plans suggested by various companies

Scope and Contents note

[From original envelope label].

Primarily printed material.

Title/Description	Instances	
Aetna Life Insurance Co., 1937 March-April	box 47	folder 6
Scope and Contents note		
Includes correspondence w/Waldo R. Flinn.		
Equitable Life Assurance Society of the United States, 1935 January-1937 March	box 47	folder 7
Scope and Contents note		
Includes correspondence with Waldo R. Flinn.		
Metropolitan Life Insurance Co., 1935 February-November 1937 February-March	box 47	folder 8
N.A.M. (National Association of Manufacturers) Labor Relations Bulletin 1936. "Federal Social Security Manual", 1936	box 47	folder 9
Teachers Insurance and Annuity Association of America (T.I.A.A.), 1936, undated	box 47	folder 10
Travelers Insurance Plan (of The Presbyterian Hospital of City of New York), undated	box 47	folder 11
Schedules used in preparation of the plan for retiring allowances and group life insurance for employees (1), 1934 October 1937 December undated	box 48	folder 1
Schedules used in preparation of the plan for retiring allowances and group life insurance for employees (2)	box 48	folder 2
Pension systems of other institutions	box 48	folder 3

Arrangement note

Arranged in alphabetical order.

Los Angeles, California. Joint meeting of the Trustees of Colleges and Universities of the Pacific Northwest, 1937 February 13

Henry James presentation, "Concerning College Pension Plans and the Social Security Law"

Newspaper clippings, 1935 January-April 1935 June 1935 November 1936 September-November 1937 January-March 1937 May 1937 November 1938 April 1938 May undated	box 48	folder 4
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Scope and Contents note

Primarily re Social Security and Unemployment Insurance plans and some re institutions/companies pension plans.

Various papers, statistics, etc. used in preparation of the Plan for Retiring Allowances and Group Insurance of Employees of the RI made effective in the printed booklet, 1938 December 23

Copies on which penciled notations appear	box 48	folder 5
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Arrangement note

[Kept in order found].

Copies on which penciled notations appear	box 48	folder 6
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Arrangement note

[Kept in order found].

One copy of various papers used in the preparation of the Plan, 1936-1938 December 23, 1939 January 5	box 48	folder 7
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Arrangement note

[Kept in order found].

Various Drafts of the Plan for Retiring Allowances and Group Insurance for Employees of the RI Adopted Dec 23, 1938

Scope and Contents note

[From original envelope label].

untitled	box 49	folder 1
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Arrangement note

[Kept in order found].

untitled	box 49	folder 2
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Arrangement note

Kept in order found.

untitled	box 49	folder 3
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Scope and Contents note

Includes 1938 Dec 23, Herbert S. Gasser/Employees RIMR, announcement of plan for retirement allowances and group life insurance adopted by Board of Trustees,

Oct 28, 1938 to be put into operation Feb 1, 1939. w/
attachment re Group Life Insurance.

Arrangement note

Kept in order found.

[History cards of] Members and Associate Members who have served since Jan 1, 1914 and who qualify under the present rules for retiring allowances, 1914 January 1	box 49	folder 4
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Scope and Contents note

[From original envelope label] Members and Associate Members, past and present staff, who have served since Jan 1, 1914. These are eligible under the present pension rules RIMR.

Non-Active History Cards of Staff and Other Individuals
Formerly in the Employ of the RI, 1922-1923

Scope and Contents note

Material used by the Actuary, Mr. Buck, in the Estimates for the Joint Committee on the Study of Retiring Allowances made during 1922-1923. [From original envelope label].

Hand numbered 38, 5001-5199	box 49	folder 5
Hand numbered 5200-5399	box 49	folder 6
Hand numbered 5400-5599	box 50	folder 1
Hand numbered 5600-5799	box 50	folder 2
Hand numbered 5800-5999	box 50	folder 3
Hand numbered 6000-6199	box 50	folder 4
Hand numbered 6200-6364	box 50	folder 5

Business Manager files re scientific staff appointment letters, 1918-1958

Related Materials:

Related Materials

See also 349-1 (5-6).

Scope and Contents note

Includes material re promotions and salaries. Also includes material re special arrangements for scientific staff on active duty in Armed forces during WWII or those involved in government work at RU during WWII. During Simon Flexner's tenure as Director of the RI, handwritten notes by S.F. (Simon Flexner) included in files.

Arrangement note

Arrangement within each year by Member, Associate Member, Associate, Assistant, Fellows, Volunteers etc.

Title/Description	Instances	
1918-1919	box 51	folder 1
1919-1920	box 51	folder 2
1920-1921	box 51	folder 3
1921-1922	box 51	folder 4
1922-1923	box 51	folder 5
1923-1924	box 51	folder 6
1924-1925	box 51	folder 7
1925-1926	box 51	folder 8
1926-1927	box 51	folder 9
1927-1928	box 51	folder 10
1928-1929	box 52	folder 1
1929-1930	box 52	folder 2
1930-1931	box 52	folder 3
1931-1932	box 52	folder 4
1932-1933	box 52	folder 5
1933-1934	box 52	folder 6
1934-1935	box 52	folder 7
1935-1936	box 53	folder 1
1936-1937	box 53	folder 2
1937-1938	box 53	folder 3
1938-1939	box 53	folder 4
1939-1940	box 53	folder 5
1940-1941	box 53	folder 6
1941-1942	box 53	folder 7
1942-1943	box 54	folder 1
1943-1944	box 54	folder 2
1944-1945	box 54	folder 3
1945-1946	box 54	folder 4
1946-1947	box 54	folder 5

1947-1948	box 54	folder 6
1948-1949	box 55	folder 1
1949-1950	box 55	folder 2
1950-1951	box 55	folder 3
1951-1952	box 55	folder 4
1952-1953	box 55	folder 5
1953-1954	box 55	folder 6
1954-1955	box 55	folder 7
1955-1956	box 55	folder 8
1956-1957	box 56	folder 1
1957-1958	box 56	folder 2
1957-1958	box 56	folder 3

Business Manager files re scientific staff appointment lists, 1924 1933-1934 1940-1955

Scope and Contents note

One set of lists contain information on promotions and salaries (1940-1955) and the other a summarization of each staff person's tenure at the Rockefeller Institute (1933-1934, 1940-1955). Arrangement within each year by Member, Associate Member, Associate, Assistant, Fellows, Volunteers, etc. Also included is one folder of statistics relating to the location and occupation of former RI staff (January 1924).

Title/Description	Instances	
1933-1939	box 57	folder 1
1940-1943	box 57	folder 2
1944-1947	box 57	folder 3
1948-1951	box 57	folder 4
1952-1956	box 57	folder 5
1924	box 57	folder 6

Business Manager subject files re scientific staff applications denied or withdrawn from consideration, 1902-1910 1916-1948

Scope and Contents note

Beginning in 1916, it includes an alphabetical listing of the applicants, located in the front of each year, as well as correspondence with the applicant, their application forms, and occasionally reference letters.

Arrangement note

The applications for 1902-1910 are arranged strictly in chronological order and the 1916-1948 applications are arranged within each year by the applicants' last name. [Because some of the material was discovered later than the rest, the years are not in perfect sequence.]

Title/Description	Instances	
A-I, 1921	box 57	folder 7
K-V, 1921	box 57	folder 8
W-Z, 1921	box 57	folder 9
A-K, 1922	box 58	folder 1
L-Z, 1922	box 58	folder 2
1923	box 58	folder 3
A-F, 1928	box 58	folder 4
G-Y, 1928	box 58	folder 5
B-L, 1929	box 58	folder 6
M-W, 1929	box 58	folder 7
A-H, 1935	box 59	folder 1
J-Z, 1935	box 59	folder 2
A-H, 1936	box 59	folder 3
K-S, 1936	box 59	folder 4
S-Z, 1936	box 59	folder 5
A-L, 1937	box 59	folder 6
M-Z, 1937	box 59	folder 7
1901-1902	box 60	folder 1
1903	box 60	folder 2
1904	box 60	folder 3
1905	box 60	folder 4
1906	box 60	folder 5
1907 February-March	box 60	folder 6
1907 April-September	box 60	folder 7
1908	box 60	folder 8
1909	box 60	folder 9
1910	box 60	folder 10
A-O, 1916	box 61	folder 1

P-Z, 1916	box 61	folder 2
A-M, 1917	box 61	folder 3
N-Z, 1917	box 61	folder 4
1918	box 61	folder 5
A-L, 1919	box 62	folder 1
M-Z, 1919	box 62	folder 2
A-K, 1920	box 62	folder 3
L-Z, 1920	box 62	folder 4
A-J, 1924	box 62	folder 5
K-N, 1924	box 62	folder 6
O-Z, 1924	box 62	folder 7
A-F, 1925	box 63	folder 1
G-O, 1925	box 63	folder 2
P-Z, 1925	box 63	folder 3
A-H, 1926	box 63	folder 4
I-N, 1926	box 63	folder 5
O-Z, 1926	box 63	folder 6
A-J, 1927	box 63	folder 7
K-Z, 1927	box 64	folder 1
A-F, 1930	box 64	folder 2
G-M, 1930	box 64	folder 3
N-Z, 1930	box 64	folder 4
A-G, 1931	box 64	folder 5
H-P, 1931	box 64	folder 6
R-Z, 1931	box 64	folder 7
A-E, 1932	box 65	folder 1
F-J, 1932	box 65	folder 2
K-P, 1932	box 65	folder 3
R-Z, 1932	box 65	folder 4
A-G, 1933	box 65	folder 5
H-M, 1933	box 65	folder 6
M-Z, 1933	box 66	folder 1

A-G, 1934	box 66	folder 2
H-P, 1934	box 66	folder 3
R-Z, 1934	box 66	folder 4
A-G, 1938	box 66	folder 5
H-M, 1938	box 66	folder 6
N-T, 1938	box 67	folder 1
W-Z, 1938	box 67	folder 2
A-F, 1939	box 67	folder 3
G-K, 1939	box 67	folder 4
L-R, 1939	box 67	folder 5
S-Z, 1939	box 67	folder 6
A-K, 1940	box 67	folder 7
L-Z, 1940	box 67	folder 8
A-I, 1940	box 67	folder 9
J-Z, 1941	box 68	folder 1
1942	box 68	folder 2
1943	box 68	folder 3
1944	box 68	folder 4
1945	box 68	folder 5
1946	box 68	folder 6
A-K, 1947-1950	box 68	folder 7
L-Z, 1947-1950	box 68	folder 8

Business Manager files re staff health coverage through the Associated Hospital Service of New York, 1936 February-1943

Scope and Contents note

Includes correspondence concerning payments to the Associated Hospital Service's plan, coverage of children and spouses of the staff, applications, etc.

Arrangement note

Arranged in chronological order.

Title/Description	Instances	
1936-1937	box 69	folder 1
1938-1939	box 69	folder 2

1940	box 69	folder 3
1941	box 69	folder 4
1942	box 69	folder 5
1943	box 69	folder 6

Business Manager Subject Files re inquiries regarding scientific staff appointments, 1932-1949

Scope and Contents note

Similar to "Scientific Staff Applications Denied or Withdrawn", but less formal (i.e., no filled out application forms or letters of reference).

Arrangement note

For 1932-1937, the letters are arranged in alphabetical order; the rest are arranged in chronological order.

Title/Description	Instances	
A-F, 1932-1937	box 70	folder 1
G-P, 1932-1937	box 70	folder 2
R-Z, 1932-1937	box 70	folder 3
1938-1940	box 70	folder 4
1941-1944	box 70	folder 5
1945-1946	box 70	folder 6
1947-1949	box 71	folder 1

Business Manager Subject Files re applications for grants denied or withdrawn, 1916-1934

Scope and Contents note

Includes application forms and correspondence, along with an alphabetical list of applicants located at the beginning of 1916, 1920, 1923, 1925, and 1930.

Arrangement note

For 1916-1919, the applications are arranged in chronological order; the rest are arranged in alphabetical order by the applicant's last name within each set of years.

Title/Description	Instances	
A-Z, 1916-1919	box 71	folder 2
A-L, 1920-1923	box 71	folder 3
M-Z, 1920-1923	box 71	folder 4
A-Z, 1923-1924	box 71	folder 5

A-G, 1925-1929	box 71	folder 6
H-Z, 1925-1929	box 72	folder 1
A-K, 1930-1934	box 72	folder 2
L-Z, 1930-1934	box 72	folder 3

Selective Service, 1940-1947

Physical Description: 0.8 Cubic Feet

Scope and Contents note

Includes correspondence; also includes booklets, clippings, lists, memos, notes, and reports.

Correspondents include Joseph Chvatal, David M. Eigner, David Kirman, George H. Michel, Kenneth Schmitt, and Harold R. Wellander concerning their experiences in World War II.

Subjects include classifications of employees, deferments, retiring allowance contributions (correspondence with men in service concerning their contributions and their jobs at RIMR), the RIMR policy, and the Selective Service Act.

Arrangement note

Arranged in alphabetical order by subject.

Conditions Governing Access:

Conditions Governing Access

Limited access.

Title/Description	Instances	
Classifications, 1940-1943	box 73	folder 1
Deferments - Administrative Group, 1942-1944	box 73	folder 2
Arrangement note		
Deferments are arranged in alphabetical order by person in group.		
Deferments - Bergmann's Group, 1943-1945	box 73	folder 3
Deferments - Blum's Group, 1942	box 73	folder 4
Deferments - General, 1941-1944	box 73	folder 5
Deferments - Jacobs' Group, 1942-1944	box 73	folder 6
Deferments - New York Groups, 1943-1945	box 73	folder 7
Deferments - Northrop's Group, 1941-1945	box 73	folder 8
Deferments - Osterhout's Group, 1942-1945	box 73	folder 9
Deferments - People Who Have Left, A-E, 1941-1945	box 73	folder 10
Deferments - People Who Have Left, H-W, 1941-1945		

	box 73	folder 11
Deferments - Princeton Department, 1943-1945	box 73	folder 12
Deferments - Rivers' Group, 1942-1945	box 73	folder 13
Deferments - Shedlovsky's Group, 1943-1944	box 73	folder 14
Deferments - Stanley's Group, 1944	box 73	folder 15
Deferments - Stillman's Group, 1943-1945	box 73	folder 16
Deferments - Swift's Group, 1941-1945	box 73	folder 17
Retiring Allowance Contributions (RAC) - Brigante, Joseph R., 1945-1947	box 73	folder 18
RAC - Christmann, Harold, 1943-1946	box 73	folder 19
RAC - Chvatal, Joseph, 1943-1945	box 73	folder 20
RAC - Eigner, David M., 1941-1946	box 73	folder 21
RAC - Faccini, Daniel F., 1943-1945	box 74	folder 1
RAC - Feldman, Arthur, 1942-1946	box 74	folder 2
RAC - Frampton, Elon W., 1943-1946	box 74	folder 3
RAC - Freedman, Henry, 1943-1947	box 74	folder 4
RAC - Gand, Rudolph, 1942-1946	box 74	folder 5
RAC - Grace, John, 1942-1947	box 74	folder 6
RAC - Hardison, Charles, 1942-1947	box 74	folder 7
RAC - Kirman, David, 1940-1945	box 74	folder 8
RAC - Krystow, Paul, 1942-1944	box 74	folder 9
RAC - Lyon, Robert L., 1942-1947	box 74	folder 10
RAC - Mall, Walter J., 1942	box 74	folder 11
RAC - Markovies, George, 1943-1944	box 74	folder 12
RAC - Michel, George H., 1941-1946	box 74	folder 13
RAC - Millard, Harold, 1941-1942	box 74	folder 14
RAC - Miller, Robert M., 1942-1945	box 74	folder 15
RAC - Mullin, Robert James, 1943-1946	box 74	folder 16
RAC - Mussler, Herbert, 1942-1947	box 74	folder 17
RAC - Ondayko, George, 1942-1947	box 74	folder 18
RAC - Quabeck, George P., 1941-1943	box 74	folder 19
RAC - Schmitt, Kenneth, 1943-1946	box 74	folder 20
RAC - Snyder, Martin, 1942-1947	box 74	folder 21

RAC - Turner, Eugene H., 1941-1947	box 74	folder 22
RAC - Turner, Frederick Arthur, 1942-1946	box 74	folder 23
RAC - Wellander, Harold R., 1942-1944	box 74	folder 24
RAC - Wilczewski, John A., 1942-1947	box 74	folder 25
Rockefeller Institute Policy, 1940-1945	box 74	folder 26
Selective Service Act - General, 1940-1945	box 74	folder 27

TIAA, 1936-1940

Scope and Contents note

Includes booklets, budgets, charts, graphs, and minutes.

Subjects include the retiring allowance plan for non-academic employees.

Conditions Governing Access:

Conditions Governing Access

Limited access.

Title/Description	Instances	
Retiring Allowance Plan for Employees (Non-Academic) I, 1936-1940	box 74	folder 28
Retiring Allowance Plan for Employees (Non-Academic) II, 1936-1940	box 74	folder 29

War Demonstration Hospital, 1914-1922

Scope and Contents note

Includes correspondence; also includes blueprints, booklets, budgets, equipment lists, minutes, notes, and photographs.

Subjects include the dispensation of the War Demonstration Hospital at the end of World War I and the Rockefeller Foundation funding of war research and relief.

Arrangement note

Arranged in chronological order.

Conditions Governing Access:

Conditions Governing Access

Limited access

Title/Description	Instances	
1917-1918	box 75	folder 1
1919-1922	box 75	folder 2

Photos & The WDH: Its Plan and Construction, 1917	box 75	folder 3
War Demonstrations Hospital - War Research and Financing, 1914-1918	box 75	folder 4

War Labor Board, 1941-1944

Physical Description: 0.2 Cubic Feet

Scope and Contents note

Includes correspondence and wage schedules.

Subjects include salary increases for employees.

Arrangement note

Arranged in chronological order.

Conditions Governing Access:

Conditions Governing Access

Limited access.

Title/Description	Instances	
War Labor Board, 1941-1942	box 75	folder 5
War Labor Board, 1943	box 75	folder 6
War Labor Board, 1944	box 75	folder 7
War Risk Insurance, 1918 1942-1944	box 75	folder 8

Scope and Contents note

Includes correspondence; also includes lists.

Subjects include the War Risk Insurance Act (1917) and the RIMR's bearing the cost of the insurance for the scientific staff involved in both world wars.

Arrangement note

Arranged in chronological order.

Conditions Governing Access:

Conditions Governing Access

Limited access.

World War II, 1940-1948

Physical Description: 0.4 Cubic Feet

Scope and Contents note

Includes correspondence; also includes bulletins, forms, instructions to staff, lists, and statistics.

Subjects include air raids, building wardens, and rationing. The rationing material is mainly routine correspondence between the RIMR and the Office of Price Administration concerning allotments of food and fuel.

Arrangement note

Arranged in alphabetical order by subject.

Conditions Governing Access:

Conditions Governing Access

Limited access

Title/Description	Instances	
World War II - Air Raids, 1942-1943	box 75	folder 9
World War II - Building Wardens, 1941-1942	box 75	folder 10
World War II - General, 1940-1948	box 75	folder 11
Rationing - Bank Account, 1943	box 76	folder 1
Rationing - Basic Data, 1941-1943	box 76	folder 2
Rationing - Basic Data, 1944-1947	box 76	folder 3
Rationing - Butter, 1943-1945	box 76	folder 4
Rationing - Foods, 1943-1945	box 76	folder 5
Rationing - Foods, 1946-1947	box 76	folder 6
Rationing - Forms, 1943	box 76	folder 7
Rationing - Fuel Oil, 1942-1945	box 76	folder 8
Rationing - Interoffice Letters, 1942-1947	box 76	folder 9
Rationing - Navy Allotments-Letters to Drew, 1943-1946	box 76	folder 10
Rationing - Navy Allotments, Reports, & Communications, 1943-1944	box 76	folder 11
Rationing - Navy Allotments, Reports, & Communications, 1945-1946	box 76	folder 12
Rationing - OPA Correspondence, 1942-1944	box 77	folder 1
Rationing - OPA Correspondence, 1945-1947	box 77	folder 2
Rationing - Point Charts, 1943	box 77	folder 3
Rationing - Sugar File, 1942-1943	box 77	folder 4
Rationing - White Gasoline, 1943-1945	box 77	folder 5

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