



# Commonwealth Fund records, Institute for Child Guidance, SG 1, Series 21

---

This finding aid was produced using ArchivesSpace on February 16, 2017.

Rockefeller Archive Center

15 Dayton Avenue  
Sleepy Hollow 10591

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

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

---

## Table of Contents

---

Summary Information .....	3
Biographical/Historical note .....	3
Scope and Contents note .....	4
File Plan note .....	5
Administrative Information .....	5
Controlled Access Headings .....	5
Other Finding Aids .....	6
Collection Inventory .....	8

---

## Summary Information

---

<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Commonwealth Fund
<b>Title:</b>	Commonwealth Fund records, Institute for Child Guidance, SG 1, Series 21
<b>ID:</b>	FA293
<b>Date [inclusive]:</b>	1926-1933
<b>Physical Description:</b>	0.69 Cubic Feet 2 boxes
<b>Language of the Material:</b>	English

### Preferred Citation note

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

[^ Return to Table of Contents](#)

---

## Biographical/Historical note

---

The Commonwealth Fund was established in 1918 with an endowment of \$10 million from Mrs. Stephen V. Harkness for "benevolent, religious, educational and like purposes." The early grants supported a variety of programs while generally promoting welfare, especially child welfare. Several grants were made in the field of medical research, but the Board of Directors decided in 1920 that this field was already sufficiently supported by other philanthropic organizations.

Despite this decision, by the mid-1920s the chief interest of the Fund had become public health, including mental hygiene, community health, rural hospitals, medical research, and medical education. Other grant areas included war relief, educational and legal research, child welfare, and international medical fellowships.

[^ Return to Table of Contents](#)

---

## Scope and Contents note

---

The Commonwealth Fund's association with the Institute for Child Guidance stems from a revision in the Fund's Program for the Prevention of Delinquency. The Delinquency Program was drafted during the summer and early fall of 1921, with the CF Board adopting the program in November of that year. Actual work was not begun until the spring of 1922. The forerunner of the Institute for Child Guidance, The Bureau of Children's Guidance officially opened on February 1, 1922, but was not fully active until autumn of that year.

The five year period of the Delinquency Program expired in the spring of 1927. Already in early 1926, a revised program had been proposed. The Bureau of Children's Guidance closed June 30, 1927, and The Institute for Child Guidance opened in New York City on July 1, 1927. This new Institute, incorporated December 29, 1926, was affiliated with the New York School of Social Work and the Smith College School for Social Work in regards to the training of psychiatric social workers; and with the National Committee for Mental Hygiene in conjunction with the training of psychiatrists and graduate psychologists in practical child guidance work.

Both the administration and budget of the Institute were controlled by the Board of Directors of the Commonwealth Fund. The nine member Administrative Board of the Institute was appointed by the CF Board of Directors, which retained the right to terminate any appointment at its discretion. Barry C. Smith, Director of the CF, was named Chairman; Porter R. Lee, Director of the New York School for Social Work became treasurer. Other board members included Everett Kimball, Director of Smith College School for Social Work, Frankwood E. Williams, Medical Director of the National Committee for Mental Hygiene, Mildred C. Scoville, Executive Assistant of the CF, and Barbara S. Quin, also of the Commonwealth Fund.

Lawson G. Lowrey served as Director of the Institute, with David M. Levy as chief of staff, and Christine C. Robb as chief of social services. The initial yearly budget was approximately \$160,000. Although the Institute officially closed its doors on June 30, 1933, the Bank of United States, which underwent liquidation at the same time, owed the organization over \$20,000. Consequently, the Institute's certificate of incorporation was kept active. The bank's account with the Institute was fully settled in 1944, but the charter was not dissolved until 1951, when the Secretary of State of New York did so.

The majority of the Institute's surviving records consist of financial statements, audits and correspondence relating to fiscal or budget matters. The minutes of the Institute detail the activities of the Board of Directors, the incorporators, the annual corporation meetings, and the committee dividing the assets of the Institute. In late 1937 the Commonwealth Fund decided that all case files pertaining to the treatment of children at the Institute should be destroyed. Therefore, in February of 1938 these records, as well as the index to these cases, were burned. Other folders in this series contain sensitive material.

[^ Return to Table of Contents](#)

---

## File Plan note

---

Former Classification: IX; IV 4B 4;

[^ Return to Table of Contents](#)

---

## Administrative Information

---

### Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

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

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

### Conditions Governing Access note

Open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC.

### Conditions Governing Use note

RAC users must abide by all applicable provisions of United States copyright law. Reproduction/duplication of archival items is routinely provided in accordance with "fair use." If the RAC does not hold copyright for an archival collection, or items within a collection, it is the user's responsibility to contact the copyright holder, or make a fair effort to do so, prior to publication.

[^ Return to Table of Contents](#)

---

## Controlled Access Headings

---

- Medicine -- Scholarships, fellowships, etc.
- Mental health
- Medical research
- Medicine, Rural

- Legal research
- Medical education
- Law
- Legal issues
- Education, Rural
- Hygiene
- Child psychology
- Child welfare
- New York (N.Y.)
- Child mental health
- War relief
- Public welfare
- United States
- New York (State)
- Public health
- Phillips Exeter Academy
- Harkness, Mary Emma Stillman
- Columbia University
- Yale University
- Harkness, Edward Stephen
- Social Science Research Council
- Harkness, Charles W.
- Harvard University
- Harkness, Anna M. Richardson

---

## Other Finding Aids

---

Other available finding aids describing the Commonwealth Fund records include:

[FA247 Commonwealth Fund Harkness House drawings](#)

[FA276 Commonwealth Fund records, Annual Reports, SG 1, Series 4](#)

[FA277 Commonwealth Fund records, Archives/Library, SG 1, Series 5](#)

[FA278 Commonwealth Fund records, Austrian Program, SG 1, Series 6](#)

[FA279 Commonwealth Fund records, Board of Directors, SG 1, Series 7](#)

[FA280 Commonwealth Fund records, Capital Grants, SG 1, Series 8](#)

[FA281 Commonwealth Fund records, Child Health Demonstrations, SG 1, Series 9](#)

[FA282 Commonwealth Fund records, Division of Community Clinics, SG 1, Series 10](#)

[FA283 Commonwealth Fund records, Division of Health Studies, SG 1, Series 11](#)

[FA284 Commonwealth Fund records, Division of Public Health, SG 1, Series 12](#)

[FA285 Commonwealth Fund records, Division of Publications, SG 1, Series 13](#)

[FA286 Commonwealth Fund records, Division of Rural Hospitals, SG 1, Series 14](#)

[FA287 Commonwealth Fund records, Educational Research, SG 1, Series 15](#)

[FA288 Commonwealth Fund records, English Mental Hygiene Program, SG 1, Series 16](#)

[FA289 Commonwealth Fund records, Finance Committee, SG 1, Series 17](#)

[FA290 Commonwealth Fund records, Grants, SG 1, Series 18](#)

[FA291 Commonwealth Fund records, Harkness Family, SG 1, Series 19](#)

[FA292 Commonwealth Fund records, Harkness Fellowships, SG 1, Series 20](#)

[FA428 Commonwealth Fund records, Harkness Fellowships, Fellows Reports, SG 1, Series 20A](#)

[FA293 Commonwealth Fund records, Institute for Child Guidance, SG 1, Series 21](#)

[FA294 Commonwealth Fund records, Interface Program, SG 1, Series 22](#)

[FA295 Commonwealth Fund records, Legal Research Program, SG 1, Series 23](#)

[FA296 Commonwealth Fund records, Living at Home Program, SG 1, Series 24](#)

[FA297 Commonwealth Fund records, Mental Hygiene Program, SG 1, Series 25](#)

[FA298 Commonwealth Fund records, Miscellaneous - unprocessed](#)

[FA299 Commonwealth Fund records, Personnel - unprocessed](#)

[FA300 Commonwealth Fund records, Pilgrim Trust, SG 1, Series 28](#)

[FA301 Commonwealth Fund records, Program for the Prevention of Delinquency, SG 1, Series 29](#)

[FA302 Commonwealth Fund records, Reference Files, SG 1, Series 30](#)

[FA303 Commonwealth Fund records, Reports of the General Director, SG 1, Series 31](#)

[FA304 Commonwealth Fund records, Treasurer, SG 1, Series 32](#)

[FA305 Commonwealth Fund records, Turndown Lists, SG 1, Series 33 - unprocessed](#)

[FA306 Commonwealth Fund records, Vertical File \(R. Fitz\), SG 1, Series 34 - unprocessed](#)

[FA307 Commonwealth Fund records, Visual Materials, SG 1, Series 35](#)

[FA389 Commonwealth Fund records, Administration - Historical Files, SG 1, Series 1](#)

[FA390 Commonwealth Fund records, Administration - Officers Files, SG 1, Series 2](#)

[FA429 Commonwealth Fund records, President, Margaret E. Mahoney, SG 2, Series 1](#)

[FA430 Commonwealth Fund records, Book Program, SG 2, Series 2](#)

[^ Return to Table of Contents](#)

## Collection Inventory

Title/Description	Instances	
Case Files - Access Regulations and Destruction of Files, 1929-1937	box 1	folder 1
<u>Conditions Governing Access note:</u> <b>Conditions Governing Access note</b>  Restricted - Confidential material. Requires prior archival review.		
Financial Records - Accounting Correspondence, 1927-1929	box 1	folder 2
Financial Records - Accounting Correspondence, 1930-1933	box 1	folder 3
Financial Records - Accounts and Expenditures, 1927-1928	box 1	folder 4
Financial Records - Accounts and Expenditures, 1929-1930	box 1	folder 5
Financial Records - Accounts and Expenditures, January-December, 1931	box 1	folder 6
Financial Records - Accounts and Expenditures, 1932-1933	box 1	folder 7
Financial Records - Audits, 1927-1931	box 1	folder 8
Financial Records - Audits, 1932-1933	box 1	folder 9
Financial Records - Bank of United States - Liquidation, 1930-1951	box 1	folder 10
Financial Records - Budget/Budget Correspondence, 1926-1930	box 1	folder 11
Financial Records - Budget/Budget Correspondence, 1931-1932	box 1	folder 12
Financial Records - Fellowship Accounts, 1931-1933	box 1	folder 13
Financial Records - Income Tax, 1933	box 1	folder 14
Financial Records - New York Trust Company Account, 1933-1940	box 1	folder 15
Financial Records - Personnel Bonuses, 1932-1933	box 1	folder 16



Conditions Governing Access note:**Conditions Governing Access note**

Restricted - Confidential material.

Financial Records - Treasurer's Correspondence, 1926-1927	box 1	folder 17
Financial Records - Treasurer's Correspondence, 1928-1929	box 1	folder 18
Financial Records - Treasurer's Correspondence, 1930-1931	box 1	folder 19
Financial Records - Treasurer's Correspondence, 1932-1933	box 1	folder 20
Financial Records - Treasurer's Reports, 1927-1933	box 2	folder 21
Incorporation (By-laws, Certificate and Correspondence), 1926-1932	box 2	folder 22
Incorporation (Dissolution), 1933-1951	box 2	folder 23
Minutes, 1927-1933	box 2	folder 24
Property Inventories, 1927-1933	box 2	folder 25
Property Inventories, 1927-1933	box 2	folder 26
Property Inventories - Correspondence Concerning the Distribution of Assets, 1932-1933	box 2	folder 27