



# **Rockefeller University records, Assistant Business Manager, Subject Files, Series 3**

---

This finding aid was produced using ArchivesSpace on September 18, 2015.

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
Arrangement note .....	4
File Plan .....	4
Administrative Information .....	4
Controlled Access Headings .....	5
Other Finding Aids .....	6
Physical Characteristics and Technical Requirements .....	6
Collection Inventory .....	6
Subject Files .....	6
Correspondence .....	6
Civil Defense .....	8
John W. Cogger - Employee Records .....	10
Waldo R. Flinn - Personnel Files .....	14
Insurance .....	24
Miscellaneous .....	27
Edric B. Smith-Subject Files .....	27

## Summary Information

<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Rockefeller Institute for Medical Research
<b>Creator - ctb:</b>	Flinn, Waldo R.
<b>Creator:</b>	Rockefeller University
<b>Creator - ctb:</b>	Flexner, Simon
<b>Creator - ctb:</b>	Barus, Maxwell
<b>Creator - ctb:</b>	Greene, Jerome D.
<b>Creator - ctb:</b>	James, Henry, Jr.
<b>Creator - ctb:</b>	Cogger, John W.
<b>Creator - ctb:</b>	Smith, Edric Brooks
<b>Creator - ctb:</b>	Brown, Wade H.
<b>Creator - ctb:</b>	Bronk, Detlev W. (Detlev Wulf), 1897-1975
<b>Creator - ctb:</b>	Pearce, Louise, b. 1886
<b>Creator - ctb:</b>	Norris, James U.
<b>Creator - ctb:</b>	Jacobs, Walter A. (Walter Abraham), 1883-1967
<b>Title:</b>	Rockefeller University records, Assistant Business Manager, Subject Files, Series 3
<b>ID:</b>	FA013
<b>Date [inclusive]:</b>	1905-1958
<b>Physical Description:</b>	14.08 Cubic Feet 32 document cases
<b>Language of the Material:</b>	English

### Preferred Citation

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

---

## Arrangement note

---

The Assistant Business Manager records are arranged in multiple series:

Series 2: Correspondence

Series 3: Subject Files

Series 5: Social Service Records

[^ Return to Table of Contents](#)

---

## File Plan

---

Former Classification: I 212-3

[^ 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>

### Revision Description

Migrated from Re:discovery to AT by Marisa Hudspeth 4/10/2009

### Conditions Governing Access

Open for scholarly research, with select materials restricted, as noted.

## Conditions Governing Use

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 users’ responsibility to contact the copyright holder, or make a fair effort to do so, prior to publication.

## Processing Information

Processed by LRH, January 18, 1989

[^ Return to Table of Contents](#)

---

## Controlled Access Headings

---

- Vivisection
- Patent medicines
- Tryparsamide
- Civil defense
- Wages -- Accounting
- Health insurance
- Rockefeller Institute for Medical Research
- Flinn, Waldo R.
- Rockefeller University
- Flexner, Simon
- Barus, Maxwell
- Greene, Jerome D.
- James, Henry, Jr.
- Cogger, John W.
- Smith, Edric Brooks
- Brown, Wade H.
- Bronk, Detlev W. (Detlev Wulf), 1897-1975
- Pearce, Louise, b. 1886
- Rockefeller Institute for Medical Research. War Demonstration Hospital
- Merck & Co
- Norris, James U.
- Jacobs, Walter A. (Walter Abraham), 1883-1967

---

## Other Finding Aids

---

FA806 Rockefeller University records, Assistant Business Manager, Correspondence, Series 2

FA807 Rockefeller University records, Assistant Business Manager, Social Service records, Personnel, Series 5

[^ Return to Table of Contents](#)

---

## 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.

[^ Return to Table of Contents](#)

---

## Collection Inventory

---

### **Subject Files, 1905-1958, n.d.**

Physical Description: 14.08 Cubic Feet 32 boxes

#### **Arrangement**

Organized into 7 subseries:

1a. Correspondence 1. Civil Defense 2. John W. Cogger - Employee Records 3. Waldo R. Flinn - Personnel Files 4. Insurance 5. Miscellaneous 6. Edric B. Smith - Subject Files

Arranged alphabetically by subject, and then alphabetically within each subject.

### **Correspondence, 1913-1941**

Physical Description: 3 Cubic Feet

#### **Arrangement**

Arranged alphabetically by subject.

**Scope and Contents**

File of correspondence dealing with the areas of responsibility of the assistant business manager.

<b>Title/Description</b>	<b>Instances</b>
Employees, 1917-1941	box 1
<b>Scope and Contents</b>  Material from early years added to file. Much of the correspondence deals with sick leaves.	
Equipment, 1913-1928	box 1
<b>Scope and Contents</b>  Johnson Service Co. 1915-1928. Thermostats and temperature control for animal house, greenhouse, and laboratory. Manning, Maxwell, & Moore. 1915-1916. Machine shop tools Meyer Sniffen Co. 1915-1921. Basins and faucets. Standard Scientific Co. 1914-1916. Imported glassware and Customs questions. Oscar Stolp. Animal cages. Arthur H. Thomas Co. Electric heating. Roger Williams. Automatic control for incubator heating.	
Exhibits, 1913-1925	box 1
<b>Scope and Contents</b>  1913-1914 Correspondence on exhibit in Lyons 1921-1925 Exhibit for Pasteur Centenary; correspondence, photographs, and programs. Includes program for exhibit at New York Academy of Medicine.	
Insurance, 1913-1928	box 2
<b>Scope and Contents</b>  Consists primarily of correspondence with Merchants Fire Assurance Corp. dealing with coverage on both NYC and Princeton laboratories and some claims.	
I-On-A-Co, 1925-1927, June 1948	box 2
<b>Scope and Contents</b>  Correspondence with T.M. Debevoise, Better Business Bureau, and inquirers dealing with Gaylord Wilshire's use of the Institute name in medical advertising.	
International Instrument Company, 1913-1914	box 2

## Scope and Contents

Primarily material regarding purchase and installation of centrifuge. Includes drawings and blueprints.

---

Invitations, 1913-1931

box 2

## Scope and Contents

Acceptances and regrets for varied functions.

---

Jarvis Engineering, 1915-1923

box 3

---

Kauffman, Fritz, 1924-1927

box 3

## Scope and Contents

Correspondence with wish to work at RIMR under RF grant.

---

Personnel, 1912-1916

box 3

## Scope and Contents

1912-1913 Womens Educational and Industrial Union  
1913-1916 Primarily correspondence with Intercollegiate Bureau of Occupations, N.Y. for placement of educated women. Includes 1st report. See also Employees.

---

Visitors, 1913-1926

box 3

## Scope and Contents

Correspondence dealing with arrangements for visitors to RIMR including announcements of some lectures.

---

Zonite, 1922-1924

box 3

## Scope and Contents

Correspondence dealing with implication of RIMR involvement in preparation. Misleading advertising of Carrel-Dakin solution.

## Civil Defense, 1941-1957

Physical Description: 1.76 Cubic Feet 4 boxes

### Arrangement

Arranged alphabetically.

### Scope and Contents

Includes correspondence and minutes; also includes brochures, enrollment cards, memos, notes, and reports.



Subjects include the cooperative civil defense program between New York Hospital and the RIMR and a manual of civil defense.

Title/Description	Instances	
Air Raid Preparations, 1941-1942	box 4	folder 1
<b>File Plan</b>		
Former Classification: I 212.3, Box 4		
Air Raid Preparations, 1951-1955	box 4	folder 2
American Red Cross, 1951-1954	box 4	folder 3
Assignment Lists, n.d.	box 4	folder 4
Bulletins - New York Hospital, 1951-1952	box 4	folder 5
Code List, 1951	box 4	folder 6
Committee Meetings, 1951-1953	box 4	folder 7
Committees: Civil Defense Meetings (RIMR), 1951-1952	box 4	folder 8
Committees: General Committee on Civil Defense - New York Hospital, 1950-1953	box 4	folder 9
Correspondence, 1951-1957	box 5	folder 1
Department of Hospitals: City of New York, 1950-1953	box 5	folder 2
Department of Hospitals: City of New York, n.d.	box 5	folder 3
Enrollment Cards I, 1950-1957	box 5	folder 4
Enrollment Cards II, 1950-1957	box 5	folder 5
Fire Control Program, 1950-1954	box 5	folder 6
First Aid, 1951-1956	box 5	folder 7
First Aid Classes, 1951-1954	box 5	folder 8
General Material, 1950-1952	box 6	folder 1
General Material, 1952-1958	box 6	folder 2
Manual of Civil Defense - Draft, 1951	box 6	folder 3
Manual of Civil Defense I, 1951	box 6	folder 4
Manual of Civil Defense II, 1951	box 6	folder 5
Manual of Civil Defense III, 1951	box 6	folder 6
Manual of Civil Defense IV, 1951	box 6	folder 7
Memos: Flinn, 1951	box 7	folder 1
Memos: Gasser, 1951	box 7	folder 2

Memos: General, 1951-1957	box 7	folder 3
Memos: Smith, 1951-1953	box 7	folder 4
Office of Civil Defense, 1950-1954	box 7	folder 5
Princeton: Data on Sale of Institute Property, 1947-1950	box 7	folder 6
Subcommittees: Basic Plans - New York Hospital, 1950-1951	box 7	folder 7
Subcommittees: Casualty - New York Hospital, 1950-1951	box 7	folder 8
Subcommittees: Evacuation and Admitting - New York Hospital, 1951-1952	box 7	folder 9
Subcommittees: Miscellaneous - New York Hospital, 1951-1952	box 7	folder 10
Subcommittees: Nursing - New York Hospital, 1951-1952	box 7	folder 11
Subcommittees: Professional Care and Training - New York Hospital, 1951-1953	box 7	folder 12
Subcommittees: Radioactivity - New York Hospital, 1951	box 7	folder 13
Subcommittees: Records, Communications, and Supplies - New York Hospital, 1951-1952	box 7	folder 14
Subcommittees: Security and Plant Operations - New York Hospital, 1951	box 7	folder 15
Subcommittees: Volunteer Recruitment and Assignment - New York Hospital, 1951-1952	box 7	folder 16
Subversive Organizations, 1950	box 7	folder 17

## John W. Cogger - Employee Records, ca. 1955-1958

Physical Description: 1.32 Cubic Feet 3 boxes

### Biographical / Historical

John W. Cogger was appointed Personnel Supervisor in 1955 when Waldo R. Flinn was promoted to Business Manager. Cogger handled the records of non-academic personnel.

Related Materials:

### Related Materials

FA137 Rockefeller University records, Business Manager, Subject Files, Boxes 41.

See Archivist for identification of related materials and further assistance.

### Arrangement

Arranged alphabetically by employee's last name.

### Scope and Contents

Includes applications, correspondence (including letters of recommendation and reference inquiries), and payroll information.

Conditions Governing Access:**Conditions Governing Access**

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

Title/Description	Instances	
A1955-1958	box 8	folder 1
<u>Conditions Governing Access:</u>		
<b>Conditions Governing Access</b>		
Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
B-BL, 1955-1958	box 8	folder 2
<b>Biographical / Historical</b>		
Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
BO-BZ, 1955-1958	box 8	folder 3
<u>Conditions Governing Access:</u>		
<b>Conditions Governing Access</b>		
Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
C-CL, 1955-1958	box 8	folder 4
<u>Conditions Governing Access:</u>		
<b>Conditions Governing Access</b>		
Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
CO-CZ, 1955-1958	box 8	folder 5
<u>Conditions Governing Access:</u>		
<b>Conditions Governing Access</b>		
Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
D1955-1958	box 8	folder 6
<u>Conditions Governing Access:</u>		

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

E1955-1958

box 8

folder 7

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

F1955-1958

box 8

folder 8

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

G1955-1958

box 9

folder 1

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

H1955-1958

box 9

folder 2

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

I1955-1958

box 9

folder 3

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

J1955-1958

box 9

folder 4

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

K1955-1958

box 9

folder 5

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

L1955-1958

box 9

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

M-MA, 1955-1958

box 9

folder 7

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

ME-MZ, 1955-1958

box 9

folder 8

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

N1955-1958

box 10

folder 1

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

O1955-1958

box 10

folder 2

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

P-Q, 1955-1958

box 10

folder 3

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

R1955-1958

box 10

folder 4

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

S-SL, 1955-1958

box 10

folder 5

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

SM-SZ, 1955-1958

box 10

folder 6

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

W-Z, 1955-1958

box 10

folder 8

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

## Waldo R. Flinn - Personnel Files, 1930-1956

Physical Description: 3.96 Cubic Feet 9 boxes

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

### Related Materials:

## Related Materials

See also: FA137 Rockefeller University records, Business Manager, Subject Files, Boxes 10 and 25.

See Archivist for identification of related materials and further assistance.

## Biographical / Historical

Waldo R. Flinn was Assistant Business Manager from 1927-1955, at which time he was promoted to Business Manager. He held this post until his retirement in 1965. During the time he served as Assistant Business Manager, he had the responsibility of handling the records of non-academic personnel.

## Arrangement

Arranged alphabetically by employee's last name.

## Scope and Contents

Includes correspondence(including letters of recommendation and reference inquiries); also includes applications.

Title/Description	Instances	
A-AL, 1930-1956	box 11	folder 1
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b>  Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
B-BE, 1930-1956	box 11	folder 2
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b>  Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
BF-BO, 1930-1956	box 11	folder 3
<u>Conditions Governing Access:</u> <b>Conditions Governing Access</b>  Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.		
BP-BR, 1930-1956	box 11	folder 4
<u>Conditions Governing Access:</u>		

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

BU-BZ, 1930-1956

box 11

folder 5

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

C-CA, 1930-1956

box 11

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

CE-CL, 1930-1956

box 12

folder 1

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

CO, 1930-1956

box 12

folder 2

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

CR-CZ, 1930-1956

box 12

folder 3

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

D-DE, 1930-1956

box 12

folder 4

Conditions Governing Access:



## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

DI-DONN, 1930-1956

box 12

folder 5

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

DONNE-DZ, 1930-1956

box 12

folder 6

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

E1930-1956

box 12

folder 7

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

F-FL, 1930-1956

box 13

folder 1

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

FO-FZ, 1930-1956

box 13

folder 2

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

G-GF, 1930-1956

box 13

folder 3

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

GI-GO, 1930-1956

box 13

folder 4

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

GR-GZ, 1930-1956

box 13

folder 5

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

H-HAP, 1930-1956

box 14

folder 1

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

HAR-HAZ, 1930-1956

box 14

folder 2

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

HE-HI, 1930-1956

box 14

folder 3

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

HO-HZ, 1930-1956

box 14

folder 4

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

I1930-1956

box 14

folder 5

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

J-JE, 1930-1956

box 14

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

JO-JZ, 1930-1956

box 14

folder 7

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

K-KE, 1930-1956

box 15

folder 1

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

KI-KOI, 1930-1956

box 15

folder 2

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

KOL-KZ, 1930-1956

box 15

folder 3

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

L-LA, 1930-1956

box 15

folder 4

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

LE, 1930-1956

box 15

folder 5

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

LI-LON, 1930-1956

box 15

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

LOP-LZ, 1930-1956

box 15

folder 7

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

M-MACH, 1930-1956

box 16

folder 1

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

MACI-MACT, 1930-1956

box 16

folder 2

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

MAG-MAZ, 1930-1956

box 16

folder 3

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

ME-MI, 1930-1956

box 16

folder 4

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

MO, 1930-1956

box 16

folder 5

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

MU-MZ, 1930-1956

box 16

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

N1930-1956

box 17

folder 1

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

O1930-1956

box 17

folder 2

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

P-PA, 1930-1956

box 17

folder 3

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

PE-PI, 1930-1956

box 17

folder 4

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

PL-PZ, 1930-1956

box 17

folder 5

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

Q1930-1956

box 17

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

R-RE, 1930-1956

box 17

folder 7

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

RH-ROD, 1930-1956

box 18

folder 1

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

ROG-RZ, 1930-1956

box 18

folder 2

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

S-SCHE, 1930-1956

box 18

folder 3

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

SCHI-SE, 1930-1956

box 18

folder 4

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

SH-SL, 1930-1956

box 18

folder 5

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

SM-SO, 1930-1956

box 18

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

SP-STA, 1930-1956

box 19

folder 1

Conditions Governing Access:

## Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

STE-SZ, 1930-1956

box 19

folder 2

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

T-TH, 1930-1956

box 19

folder 3

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

TI-V, 1930-1956

box 19

folder 4

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

W-WH, 1930-1956

box 19

folder 5

### Biographical / Historical

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

---

WI-Z, 1930-1956

box 19

folder 6

Conditions Governing Access:

### Conditions Governing Access

Personnel files and employee records are restricted from scholarly access due to personal confidential material and salary information.

## Insurance, 1939-1958

Physical Description: 3.52 Cubic Feet 8 boxes

### Arrangement

Arranged alphabetically by subject.



## Scope and Contents

Includes correspondence and forms; also includes contracts and notes. Subjects include annuities, CREF, death claims, retirement insurance, and TIAA.

Title/Description	Instances	
Death Claims - A, 1939-1957	box 20	folder 1
Death Claims - B, 1939-1957	box 20	folder 2
Death Claims - C, 1939-1957	box 20	folder 3
Death Claims - D, 1939-1957	box 20	folder 4
Death Claims - F, 1939-1957	box 20	folder 5
Death Claims - H-I, 1939-1957	box 20	folder 6
Death Claims - K, 1939-1957	box 20	folder 7
Death Claims - L, 1939-1957	box 20	folder 8
Death Claims - M, 1939-1957	box 20	folder 9
Death Claims - O, 1939-1957	box 20	folder 10
Death Claims - P, 1939-1957	box 20	folder 11
Death Claims - R, 1939-1957	box 20	folder 12
Death Claims - S, 1939-1957	box 20	folder 13
Death Claims - T, 1939-1957	box 20	folder 14
Death Claims - V-W, 1939-1957	box 20	folder 15
Annuities, 1939-1947	box 21	folder 1
Annuities, 1948-1957	box 21	folder 2
Annuity Contracts, 1942-1952	box 21	folder 3
Cases re Evidence of Age: Normal, 1939	box 21	folder 4
Cases re Evidence of Age: Special, 1939	box 21	folder 5
Changes in Beneficiaries (Annuities): A-L, 1939-1949	box 21	folder 6
Changes in Beneficiaries (Annuities): M-Z, 1939-1949	box 21	folder 7
Changes in Contracts I, 1939	box 22	folder 1
Changes in Contracts II, 1939	box 22	folder 2
Correspondence, 1937-1939	box 22	folder 3
CREF Material, 1952-1956	box 22	folder 4
Dates of Birth Cleared for Employees, 1939	box 22	folder 5
Index: Contracts Assigned, n.d.	box 22	folder 6

Index: Contracts Repurchased, n.d.	box 22	folder 7
Index: Contracts Past Service Contract Numbers, n.d.	box 22	folder 8
Institute Procedures I, 1926-1943	box 22	folder 9
Institute Procedures II, 1926-1943	box 22	folder 10
Institute Procedures III, 1926-1943	box 22	folder 11
Institute Procedures IV, 1926-1943	box 23	folder 1
Pay Increases, 1939	box 23	folder 2
Plans: Employee Benefit Plan Summary for TIAA, 1958	box 23	folder 3
Plans: Retiring Allowance Plan Notes, 1953-1954	box 23	folder 4
Rice Sheets, 1938-1939	box 23	folder 5
Sick Leaves, 1934-1935, 1938-1944	box 23	folder 6
Sick Leaves, 1945-1949	box 23	folder 7
Supplements, 1951-1958	box 23	folder 8
TIAA Computation of Past Contracts, 1939	box 23	folder 9
TIAA Material, 1947	box 23	folder 10
Transfers to RIMR Plan, 1945-1946	box 23	folder 11
Retirement and Group Life Deduction Forms: A, 1939-1958	box 24	folder 1
Retirement and Group Life Deduction Forms: B-BL, 1939-1958	box 24	folder 2
Retirement and Group Life Deduction Forms: BO-BZ, 1939-1958	box 24	folder 3
Retirement and Group Life Deduction Forms: C-CL, 1939-1958	box 24	folder 4
Retirement and Group Life Deduction Forms: CO-CZ, 1939-1958	box 24	folder 5
Retirement and Group Life Deduction Forms: D, 1939-1958	box 24	folder 6
Retirement and Group Life Deduction Forms: E, 1939-1958	box 24	folder 7
Retirement and Group Life Deduction Forms: F, 1939-1958	box 25	folder 1
Retirement and Group Life Deduction Forms: G, 1939-1958	box 25	folder 2
Retirement and Group Life Deduction Forms: H-HI, 1939-1958	box 25	folder 3
Retirement and Group Life Deduction Forms: HO-HZ, 1939-1958	box 25	folder 4
Retirement and Group Life Deduction Forms: I-J, 1939-1958	box 25	folder 5
Retirement and Group Life Deduction Forms: K, 1939-1958	box 25	folder 6
Retirement and Group Life Deduction Forms: L, 1939-1958	box 26	folder 1

Retirement and Group Life Deduction Forms: M-MA, 1939-1958	box 26	folder 2
Retirement and Group Life Deduction Forms: ME-MZ, 1939-1958	box 26	folder 3
Retirement and Group Life Deduction Forms: N-O, 1939-1958	box 26	folder 4
Retirement and Group Life Deduction Forms: P-Q, 1939-1958	box 26	folder 5
Retirement and Group Life Deduction Forms: R, 1939-1958	box 26	folder 6
Retirement and Group Life Deduction Forms: S-SI, 1939-1958	box 27	folder 1
Retirement and Group Life Deduction Forms: SJ-SZ, 1939-1958	box 27	folder 2
Retirement and Group Life Deduction Forms: T, 1939-1958	box 27	folder 3
Retirement and Group Life Deduction Forms: U-V, 1939-1958	box 27	folder 4
Retirement and Group Life Deduction Forms: W, 1939-1958	box 27	folder 5
Retirement and Group Life Deduction Forms: X-Z, 1939-1958	box 27	folder 6

## Miscellaneous, 1925-1955

Physical Description: 0.44 Cubic Feet 1 box

### Arrangement

Arranged alphabetically.

### Scope and Contents

Includes correspondence, notes, and pamphlets. Subjects include apartments leased by the Institute; background material for the Descriptive Pamphlet; New Zealand white rabbits; and tryparsamide.

Title/Description	Instances	
Apartments Leased by Institute I, 1940-1955	box 28	folder 1
Apartments Leased by Institute II, 1940-1955	box 28	folder 2
Apartments Leased by Institute III, 1940-1955	box 28	folder 3
Descriptive Pamphlet Material, 1934	box 28	folder 4
Descriptive Pamphlet Material, 1937-1938	box 28	folder 5
Descriptive Pamphlet Material I, 1944-1946	box 28	folder 6
Descriptive Pamphlet Material II, 1944-1946	box 28	folder 7
New Zealand White Rabbits, 1955	box 28	folder 8
Tryparsamide Literature, 1925-1934	box 28	folder 9

## Edric B. Smith-Subject Files, 1905-1920

Physical Description: 1.76 Cubic Feet 4 boxes

## Biographical / Historical

Edric B. Smith was appointed to the Institute in 1913 as Assistant Business Manager. In 1918 he was appointed Acting Business Manager and then Business Manager in 1920, a post he held until his retirement in 1955. These files include the records of James U. Norris, Jerome D. Greene, and Henry James, Jr. (Smith's predecessors as Business/General Manager).

## Arrangement

Arranged alphabetically by subject.

## Scope and Contents

Includes correspondence and reports; also includes articles, building plans, contracts, notes, pamphlets, and statistics. Correspondents include Simon Flexner, Jerome D. Greene, Henry James Jr., and James U. Norris. Subjects include anti-vivisectionism, budgets, buildings, and the War Demonstration Hospital. Some personal records of Smith are also included.

Title/Description	Instances	
American Society of Mechanical Engineers, 1918-1920	box 29	folder 1
Animal Cages, 1915	box 29	folder 2
Animal House Assignments, 1915	box 29	folder 3
Anti-Vivisection, 1908-1914	box 29	folder 4
Applications for Positions, 1914	box 29	folder 5
Budget Materials, 1909-1911	box 29	folder 6
Budget Materials, 1911-1913	box 29	folder 7
Budget Materials, 1913-1914	box 29	folder 8
Budget Materials, 1915-1916	box 29	folder 9
Budget Materials, 1916-1917	box 29	folder 10
Budget Materials & War Demonstration Hospital, 1917-1918	box 29	folder 11
Budget Materials, 1917-1918	box 29	folder 12
Budget Materials, 1918-1919	box 29	folder 13
Buildings - Committee Notes, 1915-1916	box 30	folder 1
Buildings - Maintenance and Alterations, 1913-1915	box 30	folder 2
Clippings, 1915	box 30	folder 3
Coal Purchasing, 1909, 1914	box 30	folder 4
Construction - Reports on New, 1914	box 30	folder 5
Director's Meetings, 1918 Spring	box 30	folder 6
Director's Meetings, 1918 Fall	box 30	folder 7
Director's Meetings, 1919 January	box 30	folder 8

Dogs - Purchasing, 1914	box 30	folder 9
Draft Registration, 1918	box 30	folder 10
Electrical Work (Hixon Elec. Co.), 1915	box 31	folder 1
Estimates - Misc - Norris, 1910	box 31	folder 2
Farm Buildings, n.d.	box 31	folder 3
Flexner, Simon, 1914-1919	box 31	folder 4
Flooring, 1913	box 31	folder 5
Harvard Engineering Soicety of New York, 1916-1918	box 31	folder 6
Heating and Ventilating Contracts, 1914-1915	box 31	folder 7
James, Henry, 1912-1916	box 31	folder 8
James, Henry, 1917-1918, n.d.	box 31	folder 9
Janitors Supplies, n.d.	box 31	folder 10
Lamp Contract, 1914	box 31	folder 11
New Building, 1912-1914	box 31	folder 12
Norris, J./Greene, J.D., 1910-1912	box 31	folder 13
Painting and Painters, 1913-1915	box 32	folder 1
Personal Correspondence, 1913-1917	box 32	folder 2
Personal Correspondence, 1918-1920	box 32	folder 3
Police Department, 1916	box 32	folder 4
Power Plant Papers, 1913-1914	box 32	folder 5
Princeton Notes, 1916	box 32	folder 6
Public Costs, n.d.	box 32	folder 7
Reception, 1914 November 20	box 32	folder 8
Scientific Staff, 1910	box 32	folder 9
Steam Flow Meters, 1913	box 32	folder 10
Sterilizer, 1912-1915	box 32	folder 11
Treasurer's Report, 1918	box 32	folder 12
Vacation Schedules, 1915	box 32	folder 13
Ventilation, 1905-1907	box 32	folder 14
Wages, 1918	box 32	folder 15
War Deomstration Hospital and War Activities, 1918-1919	box 32	folder 16
Zoo Buildings, 1913	box 32	folder 17

---

Extracts from Payroll Volumes, 1906-1911

box 32

folder 18

[^ Return to Table of Contents](#)