



Rockefeller University records, Bursar, Administrative Correspondence, Series 2

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Rockefeller Archive Center

15 Dayton Avenue
Sleepy Hollow 10591

archive@rockarch.org

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Summary Information

Repository:	Rockefeller Archive Center
Creator:	Rockefeller Institute for Medical Research
Creator:	Rockefeller University
Title:	Rockefeller University records, Bursar, Administrative Correspondence, Series 2
ID:	FA213
Date [inclusive]:	1917-1956
Physical Description:	1.32 Cubic Feet 3 boxes
Physical Description:	3 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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Biographical/Historical note

Missing Title	
1911-1917	Herman Goepper called Assistant Treasurer until 1914
1917	Harry Dewitt Burrell
1917-1946	Albert Dovall Robertson
1946-1966	Charles Petrzeka

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Scope and Contents

This collection consists entirely of correspondence.

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Arrangement

As received.

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File Plan note

Former Classification: I 214-2

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Administrative Information

Publication Statement

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Revision Description

Paper finding aid converted to EAD/XML by AureXus in 2010. Imported into the Archvists' Toolkit by Becky Robbins. 2010 October 8

Conditions Governing Access note

Open for research. Brittle or damaged items are available at the discretion of RAC.

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Controlled Access Headings

- Federal government -- United States
- World War I
- United States
- Rockefeller Institute for Medical Research. War Demonstration Hospital

Other Finding Aids

FA812 Rockefeller University records, Bursar, Reports, Series 6.

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Collection Inventory

Administrative correspondence, 1917-1956

Biographical/Historical note

Bursar	
1917-1946	Albert D. Robertson
1946-	Charles Petrzela

Scope and Contents note

Primarily correspondence between the Business Manager and the Bursar dealing with authorizations for expenditures, salary change authorizations, requests for authorizations, statements covering balances at various times and of various accounts. Included are some early letters to T. Mitchell Prudden and some letters requesting that items be placed on docket for Executive Committee meetings. Also includes some correspondence regarding subscriptions and costs of publications, letters regarding status of various laboratory accounts in relation to budgeted amounts (frequent reference to state of Noguchi and Landsteiner expenditures). 1941-1946 much of correspondence deals with receipt of agreements and letters of intent concerning various contracts with U.S. Government for research investigations and bids for the purchase of used equipment.

Non-routine items listed below.

Arrangement note

Arranged in chronological order.

Title/Description	Instances
Correspondence	box 1 box 2
Letters of reference for employment about Albert D. Robertson, 1917 September-October	
Job description of the office of Bursar and description of duties of his staff members, 1919 March 17	

Scope and Contents note

Includes organization table of Bursar's Office and Accounting Office.

Letters regarding retirement of Albert D. Robertson, 1946 October
From Petrzalka to Detlev Bronk: a review of recommendations of management engineers in report of Cresop, McCormick and Paget, 1956 March 6

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"Report on review of accounting methods and procedures. The Rockefeller Institute for Medical Research. May 10, 1956" Ernst and Ernst, 1956 May	box 3	folder 1
<u>Immediate Source of Acquisition note:</u> Immediate Source of Acquisition note Received Bursar, May 17, 1956.		
Correspondence re H.D. Burrell work for RIMR, 1917	box 3	folder 2
<u>Scope and Contents note:</u>		

Scope and Contents note

File found amongst Scientific Staff files.