



Rockefeller Foundation records, Biographical File

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English

Describing Archives: A Content Standard

Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

archive@rockarch.org

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

Table of Contents

Summary Information	3
Scope and Contents	3
Arrangement	4
Administrative Information	4
Collection Inventory	5

Summary Information

Repository:	Rockefeller Archive Center
Creator:	Rockefeller Foundation.
Title:	Rockefeller Foundation records, Biographical File
ID:	FA485
Date [inclusive]:	undated
Physical Description:	3.5 Cubic Feet 8 document boxes.
Physical Description:	8 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>

[^ Return to Table of Contents](#)

Scope and Contents

The scope and breadth of the Biographical File is inconsistent. Some files are rich, while others are sparse.

Individual files may contain: biographical sketches, curriculum vitae and resumes, obituaries, press releases, photographs, articles and publications. Files may also document honors, awards, appointments and positions held.

[^ Return to Table of Contents](#)

Arrangement

The Rockefeller Foundation Biographical File is arranged alphabetically by the last name/family name of the individual or by institutional name.

[^ Return to Table of Contents](#)

Administrative Information

Publication Statement

Rockefeller Archive Center

15 Dayton Avenue

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archive@rockarch.org

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Conditions Governing Access

Open for research. Brittle or damaged items are available at the discretion of RAC. Researchers interested in accessing digital media (floppy disks, CDs, DVDs, etc.) or audiovisual material (audio cassettes, VHS, etc.) in this collection must use an access surrogate. The original items may not be accessed because of preservation concerns. To request an access surrogate be made, or if you are unsure if there is an access surrogate, please contact an archivist.

Processing Information

Level 2 Limited Processing has been conducted by RAC to establish basic intellectual and physical control of the material and assess immediate preservation and conservation needs. Records have been rehoused into acid-free boxes. All records remain in original folders.

Immediate Source of Acquisition

The Rockefeller Foundation Biographical File was created and maintained by the Foundation staff until the 1980's, at which time the File was transferred to the Rockefeller Archive Center.

[^ Return to Table of Contents](#)

Collection Inventory

Title/Description	Instances	
Agar, John G.	box 1	folder 1
Aitken, Thomas H. G.	box 1	folder 2
Aldrich, Winthrop W.	box 1	folder 3
Allen (Shikoh), John	box 1	folder 4
Allen, Leroy R.	box 1	folder 5
Anderson, Charles R.	box 1	folder 6
Anderson, Raymond K.	box 1	folder 7
Anderson, Robert Glenn	box 1	folder 8
Angell, James R.	box 1	folder 9
Appleget, Thomas B.	box 1	folder 10
Arnett, Trevor	box 1	folder 11
Arnold, Virginia	box 1	folder 12
Bailey, Charles A.	box 1	folder 13
Baird, Guy B.	box 1	folder 14
Balfour, Marshall C.	box 1	folder 15
Barber, Marshall A.	box 1	folder 16
Barnard, Chester I.	box 1	folder 17
Barnes, Allan Campbell	box 1	folder 18
Bates, Marston	box 1	folder 19
Bauer, Johannes H.	box 1	folder 20
Beal, George J.	box 1	folder 21
Belknap, Chauncey	box 1	folder 22
Bell, Philip W.	box 1	folder 23
Berelson, Bernard	box 1	folder 24
Berrien, William	box 1	folder 25
Bevier, George	box 1	folder 26
Bingham, Barry	box 1	folder 27
Biringer, Roger T.	box 1	folder 28

Bourne, Leo F.	box 1	folder 29
Bowers, John Z.	box 1	folder 30
Bowles, Chester	box 1	folder 31
Boyce, Alfred M.	box 1	folder 32
Boyd, Mark F.	box 1	folder 33
Bradfield, Richard	box 1	folder 34
Bradley, William L.	box 1	folder 35
Branscomb, Harvie	box 1	folder 36
Bronk, Detlev W.	box 1	folder 37
Bruden, Robert P.	box 1	folder 38
Buchanan, Norman S.	box 1	folder 39
Bugher, John C.	box 1	folder 40
Bunche, Ralph Johnson	box 1	folder 41
Bureau of Social Hygiene	box 1	folder 42
Buttrick, Wallace	box 1	folder 43
Catkins, Robert D.	box 1	folder 44
Calflin, William H., Jr.	box 1	folder 45
Capps, Edward	box 1	folder 46
Carter, William Spencer	box 1	folder 47
Causey, Ottis R.	box 1	folder 48
Chandler, Robert Flint, Jr.	box 1	folder 49
Chapin, Charles V.	box 1	folder 50
Claude, Albert	box 1	folder 51
Cole, Charles W.	box 1	folder 52
Collidge, T. Jefferson	box 1	folder 53
Compton, Boyd H.	box 1	folder 54
Compton, Karl T.	box 1	folder 55
Conner, M.E.	box 2	folder 56
Cort, William	box 2	folder 57
Covington, Platt W.	box 2	folder 58
Crawford, Robert W.	box 2	folder 59
Cross, Howard	box 2	folder 59A

Darling, Samuel T.	box 2	folder 60
Dashiell, Lefferts Mason	box 2	folder 61
DaVane, William C.	box 2	folder 62
Davis, Jackson	box 2	folder 63
Davis, John W.	box 2	folder 64
Davis, Nelson C.	box 2	folder 65
Davison Fund	box 2	folder 66
Day, Edmund Ezra	box 2	folder 67
Devinney, Leland C.	box 2	folder 68
Dillon, C. Douglas	box 2	folder 69
Dilworth, Richard J.	box 2	folder 70
Dickey, John S.	box 2	folder 71
Dodds, Harold W.	box 2	folder 72
Douglas, Lewis W.	box 2	folder 73
Downs, Wilbur G.	box 2	folder 74
DuBridge, Lee A.	box 2	folder 75
Dulles, John Foster	box 2	folder 76
Dunham, Lawrence B.	box 2	folder 77
Dunn, Lawrence H.	box 2	folder 78
Dworsky, Leanord B.	box 2	folder 79
Dyer, Brian R.	box 2	folder 79A
Earle, Walter Clarence	box 2	folder 80
Ebert, Robert H.	box 2	folder 81
Edsall, David L.	box 2	folder 82
Eliot, Charles W.	box 2	folder 83
Elmendorf, John E.	box 2	folder 84
Embree, Edwin	box 2	folder 85
Evans, Robert F.	box 2	folder 86
Fahs, Charles Burton	box 2	folder 87
Fair, Gordon M.	box 2	folder 88
Ferell, John A.	box 2	folder 89
Finnerud, Kenneth P.	box 2	folder 90

Fischelis, Robert L.	box 2	folder 91
Flexner, Abraham	box 2	folder 92
Flexner, Simon	box 2	folder 93
Fosdick, Harry E.	box 2	folder 94
Fosdick, Raymond B.	box 2	folder 95
Frank, Lawrence K.	box 3	folder 96
Franks, Rt. Hon. Lord Franks of Headington	box 3	folder 97
Freeman, Douglas S.	box 3	folder 98
Freeman, Ruth Benson	box 3	folder 99
Freund, Gerald	box 3	folder 100
Frost, Wade Hampton	box 3	folder 101
Frye, Theodore R.	box 3	folder 102
Gallegos, Herman E.	box 3	folder 102A
Gasser, Herbert S.	box 3	folder 103
Gates, Frederick Lamont	box 3	folder 104
Gee, Gist N.	box 3	folder 105
Gibler, John W.	box 3	folder 106
Gifford, Walter S.	box 3	folder 107
Gillette, Malcolm H.	box 3	folder 108
Gilpatric, Chadbourne	box 3	folder 109
Goheen, Robert F.	box 3	folder 110
Goldsmith, Arthur A.	box 3	folder 111
Goodwin, Rev. W.A.R.	box 3	folder 112
Gorgas, William C.	box 3	folder 113
Grant, John B.	box 3	folder 114
Gray, George W.	box 3	folder 115
Greene, Jerome D.	box 3	folder 116
Greene, Warwick	box 3	folder 117
Greenfieldt, John	box 3	folder 118
Gregg, Alan	box 3	folder 119
Grevers, John H.	box 3	folder 120
Guiteras, Juan	box 3	folder 121

Gunn, Selskar M.	box 3	folder 122
Hackett, Lewis W.	box 3	folder 123
Hadley, Herbert S.	box 3	folder 124
Hahn, Richard G.	box 3	folder 125
Hanson, Frank B.	box 3	folder 126
Hanson, Haldore	box 3	folder 127
Hanson, Henry	box 3	folder 128
Hardin, Charles W.	box 4	folder 129
Harrar, George W.	box 4	folder 130
Harrison, John P.	box 4	folder 131
Harrison, Leonard V.	box 4	folder 132
Harrison, Wallace K.	box 4	folder 133
Hayes, Guy S.	box 4	folder 134
Hayes, Theodore B.	box 4	folder 135
Heineman, Ben W.	box 4	folder 136
Heiser, Victor G.	box 4	folder 137
Heiser, Victor G.	box 4	folder 138
Helfrich, Philip	box 4	folder 139
Hepburn, Alonzo B.	box 4	folder 140
Heydt, Charles O.	box 4	folder 141
Hill, Rolla B.	box 4	folder 142
Hodgman, Gertrude E.	box 4	folder 143
Hoffman, William Albert	box 4	folder 144
Hopkins, Ernest M.	box 4	folder 145
Hopper, David W.	box 4	folder 146
Houghton, Arthur A., Jr.	box 4	folder 147
Howland, Charles P.	box 4	folder 148
Hughes, Charles E.	box 4	folder 149
Hydrick, John L.	box 4	folder 150
Ingles, Thelma	box 4	folder 151
Jackson, Elmore	box 4	folder 152
Jacocks, William P.	box 4	folder 153

Janney, John H.	box 4	folder 154
Jennings, Peter R.	box 4	folder 155
Jessup, Philip C.	box 4	folder 156
Johnson, Harold N.	box 4	folder 157
Johnson, Katherine Mitchell	box 4	folder 158
Johnson, Lillian A.	box 4	folder 159
Johnson, Mary	box 4	folder 160
Jones, Lauder William	box 4	folder 161
Judson, Harry F.	box 4	folder 162
July, Robert W.	box 4	folder 163
Kegan, Elizabeth Hamer	box 4	folder 164
Kellog, Vernon L.	box 4	folder 165
Kendrick, John F.	box 4	folder 166
Kerr, J. Austin	box 4	folder 167
Kerr, Clark	box 4	folder 168
Kimball, Lindsley F.	box 4	folder 169
Kimball, Richard T.	box 4	folder 170
Kirschner, Leo	box 4	folder 171
Kittredge, Tracy B.	box 4	folder 172
Knipe, Frederick W.	box 4	folder 173
Knowles, John Hilton	box 4	folder 174
Knowles, John Hilton	box 4	folder 175
Kumm, Henry	box 5	folder 176
Lambert, Robert A.	box 5	folder 177
Lambert, Sylvester Maxwell	box 5	folder 178
Lambert, Sylvester Maxwell	box 5	folder 179
Lazarsfield, Paul F.	box 5	folder 180
Leach, Charles N.	box 5	folder 181
Leavell, Hugh R.	box 5	folder 182
Leob, Robert F.	box 5	folder 183
Leonard, Irving Albert	box 5	folder 184
Letort, Robert	box 5	folder 185

Lewis, Paul A.	box 5	folder 186
Lim, Robert KHO-Seng	box 5	folder 187
Lleras, Camargo Albert	box 5	folder 188
Lloyd, Norman	box 5	folder 189
Loeb, Jacques	box 5	folder 190
Logan, John A.	box 5	folder 191
Lohing, Juome A.	box 5	folder 192
Lovett, Robert A.	box 5	folder 193
Lyman, Richard W.	box 5	folder 194
McCloy, John	box 5	folder 195
McCloy, Oliver Rufus	box 5	folder 196
McKinley, Erskine W.	box 5	folder 197
McIntosh, William A.	box 5	folder 198
McLean, Don	box 5	folder 199
Mabry, Thomas Dabney	box 5	folder 200
Magoon, Estus	box 5	folder 201
Mahaffy, Alexander F.	box 5	folder 202
Maier, John	box 5	folder 203
Malloy, Daniel M.	box 5	folder 204
Mangelsdorf, Paul C.	box 5	folder 205
Mann, Albert B.	box 5	folder 206
Marshall, John	box 5	folder 207
Mason, Max	box 5	folder 208
May, Stacy	box 5	folder 209
Milam, Daniel Franklin	box 5	folder 210
Miller, Frederick A.	box 5	folder 211
Miller, Harry M., Jr.	box 5	folder 212
Mims, Edward	box 5	folder 213
Mitchell, Leland W.	box 5	folder 214
Moe, Henry Allen	box 5	folder 215
Molloy, Daniel M.	box 5	folder 216
Moock, Joyce L.	box 5	folder 217

Morison, Robert S.	box 5	folder 218
Moseman, Albert H.	box 5	folder 219
Muench, Hugo	box 5	folder 220
Muller, Henry R.	box 5	folder 221
Murphy, Starr J.	box 5	folder 222
Myers, Louis G.	box 5	folder 223
Myers, William L.	box 5	folder 224
Myers, William M.	box 5	folder 225
Niederhauser, John L.	box 5	folder 226
Niklicek, Ladislav	box 5	folder 227
Noguchi, Hideyo	box 5	folder 228
Nolte, Richard H.	box 5	folder 229
Norton, Edward L.	box 5	folder 230
Novak, Michael	box 6	folder 231
O'Brien, Daniel P.	box 6	folder 232
Oliver, Wade W.	box 6	folder 233
Organizational Charts (General)	box 6	folder 234
Oster, Katharine E.	box 6	folder 235
Owens, Patrick N.	box 6	folder 236
Paine, Janet M.	box 6	folder 237
Palmieri, Victor H.	box 6	folder 238
Parker, Dorothy	box 6	folder 239
Parkinson, Thomas I.	box 6	folder 240
Payne, George C.	box 6	folder 241
Parran, Thomas	box 6	folder 242
Pearce, Richard Mills	box 6	folder 243
Perry, Jesse P., Jr.	box 6	folder 244
Peterson, Olser L.	box 6	folder 245
Philip, Cornelius B.	box 6	folder 246
Pomerat, Gerard R.	box 6	folder 247
Purks, James H.	box 6	folder 248
Putnam, Dr. Persis	box 6	folder 249

Ranken, Watson	box 6	folder 250
Read, Florence M.	box 6	folder 251
Rhind, Flora M.	box 6	folder 252
Rice, Justus B.	box 6	folder 253
Richards, Alfred N.	box 6	folder 254
Richardson, Ralph W.	box 6	folder 255
Rickard, Elsmere R.	box 6	folder 256
Robinson, Edward	box 6	folder 257
Robinson, Marshall	box 6	folder 258
Rockefeller Foundation	box 6	folder 259
Rockefeller, David	box 6	folder 260
Rockefeller, John D., Jr.	box 6	folder 261
Rockefeller, John, 3rd.	box 6	folder 262
Rockefeller, Martha Baird	box 6	folder 263
Root, Francis M.	box 6	folder 264
Rose, Wickliffe	box 6	folder 265
Rosenwald, Julius	box 6	folder 266
Ruml, Beardsley	box 6	folder 267
Rupert, Joseph	box 6	folder 268
Rusk, Dean	box 6	folder 269
Russell, Frederick F.	box 6	folder 270
Russell, Paul Farr	box 6	folder 271
Ryerson, Martin	box 6	folder 272
Salant, Walter S.	box 7	folder 273
Sanders, Alvin J.	box 7	folder 274
Sawyer, Wilbur A.	box 7	folder 275
Saxton, George A.	box 7	folder 276
Schapiro, Louis	box 7	folder 277
Scott, Virgil C.	box 7	folder 278
Seitz, Frederick	box 7	folder 279
Shannon, Raymond C.	box 7	folder 280
Simpson, Marilyn Milton	box 7	folder 281

Smille, Wilson G.	box 7	folder 282
Smith, Charles H.	box 7	folder 283
Smith, Geoffrey S.	box 7	folder 284
Smith, Hugh H.	box 7	folder 285
Smith, Kellum J., Jr.	box 7	folder 286
Smithburn, Kenneth C.	box 7	folder 287
Snodgrass, John E.	box 7	folder 288
Snyder, John C.	box 7	folder 289
Soper, Fred L.	box 7	folder 290
Soper, Fred L.	box 7	folder 291
Spier, Robert Wade	box 7	folder 292
Spoehr, Herman Augustus	box 7	folder 293
Sprague, Lucian M.	box 7	folder 294
Sproul, Robert G.	box 7	folder 295
Stakman, Elvin Charles	box 7	folder 296
Stanton, Frank	box 7	folder 297
Steel, Rowe S.	box 7	folder 298
Stern, Herbert	box 7	folder 299
Stevens, David H.	box 7	folder 300
Stevens, Robert T.	box 7	folder 301
Stewart, Michael M.	box 7	folder 302
Stiles, Charles W.	box 7	folder 303
Stokes, Anson P.	box 7	folder 304
Strode, George K.	box 7	folder 305
Strong, Maurice F.	box 7	folder 306
Struse, Alvin M.	box 7	folder 307
Sulzberger, Arthur H.	box 7	folder 308
Sweet, Winfield C.	box 7	folder 309
Swift, Harold H.	box 7	folder 310
Tatum, Edward Lawrie	box 7	folder 311
Taylor, Richard M.	box 7	folder 312
Tennant, Mary Elizabeth	box 7	folder 313

Theiler, Max	box 7	folder 314
Tisdale, Wilbur Earle	box 7	folder 315
Thomas, Robert M.	box 7	folder 316
Thompson, Kenneth W.	box 7	folder 317
Todoro, Michael P.	box 7	folder 318
Trapido, Harold	box 7	folder 319
Trowbridge, Augustus	box 7	folder 320
Van Dusen, Henry P.	box 8	folder 321
Van Sickle, John V.	box 8	folder 322
Vincent, George E.	box 8	folder 323
Wakeman, Maurice A.	box 8	folder 324
Walker, Sydnor H.	box 8	folder 325
Warren, Andrew J.	box 8	folder 326
Washburn, Benjamin E.	box 8	folder 327
Watson, Robert B.	box 8	folder 328
Watson, Thomas, Jr.	box 8	folder 329
Weaver, Warren	box 8	folder 330
Weir, John M.	box 8	folder 331
Welch, William Henry	box 8	folder 332
Wernimont, Kenneth W.	box 8	folder 333
West, Robert L.	box 8	folder 334
Westerberg, Nils J.	box 8	folder 335
Whipple, George R.	box 8	folder 336
White, Joseph Hill	box 8	folder 337
White, Kerr L.	box 8	folder 338
White, William A.	box 8	folder 339
Whitman, Loring	box 8	folder 340
Wilbur, Ray L.	box 8	folder 341
Williams, Greer	box 8	folder 342
Willits, Joseph H.	box 8	folder 343
Winikoff, Beverly	box 8	folder 344
Winter, Robert	box 8	folder 345

Wolfensohn, James D.	box 8	folder 346
Wood, Barry W.	box 8	folder 347
Wood, Peter H.	box 8	folder 348
Woods, Arthur	box 8	folder 349