



# Rockefeller University records, Hospital, General Files, Series 1

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Rockefeller Archive Center

15 Dayton Avenue

Sleepy Hollow 10591

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

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

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## Table of Contents

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Summary Information .....	3
Arrangement .....	3
File Plan note .....	4
Administrative Information .....	4
Controlled Access Headings .....	4
Other Finding Aids .....	5
Physical Characteristics and Technical Requirements .....	5
Collection Inventory .....	5

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## Summary Information

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<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Rockefeller University
<b>Creator - ctb:</b>	Cole, Rufus
<b>Creator:</b>	Rockefeller Institute for Medical Research
<b>Title:</b>	Rockefeller University records, Hospital, General Files, Series 1
<b>ID:</b>	FA228
<b>Date [inclusive]:</b>	1910-1978
<b>Physical Description:</b>	6.84 Cubic Feet 11 boxes and 2 packages.
<b>Physical Description:</b>	11 boxes and 2 packages.
<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>

[^ Return to Table of Contents](#)

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## Arrangement

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The Rockefeller University records, Hospital is arranged in four series:

Series 1: General Files. Series 2: Administrative Correspondence. Series 3: Subject Files. Series 4: Collected Reprints.

Series 3 is closed to scholarly research pending further processing.

[^ Return to Table of Contents](#)

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## File Plan note

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Former Classification: I 430

[^ Return to Table of Contents](#)

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## Administrative Information

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### 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

Paper finding aid converted to EAD/XML by AureXus in 2010. Imported into the Archvists' Toolkit by Becky Robbins. 2010 October 13

### Conditions Governing Access note

This material is open for scholarly research.

[^ Return to Table of Contents](#)

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## Controlled Access Headings

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- Operations management
- Medical care
- Medical education
- Medical research
- Medical technology
- Medical sciences
- Medicine, Preventive
- Hospitals

- Rockefeller University
- Cole, Rufus
- Rockefeller Institute for Medical Research

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## Other Finding Aids

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FA837 Rockefeller University records, Hospital, Administrative Correspondence, Series 2.

FA838 Rockefeller University records, Hospital, Subject Files, Series 3.

FA909 Rockefeller University records, Hospital, Collected Reprints, Series 4.

[^ Return to Table of Contents](#)

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## Physical Characteristics and Technical Requirements

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Materials requiring specialized equipment for access (film, audio, video, slides) may be restricted from scholarly research dependent on availability of the applicable equipment. Brittle or damaged items, or materials otherwise in need of preservation care, may be restricted from scholarly research at the discretion of the RAC Head of Archival Services/RAC Head of Reference.

[^ Return to Table of Contents](#)

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## Collection Inventory

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Title/Description	Instances	
<p>Historical items</p> <p><u>Immediate Source of Acquisition note:</u></p> <p><b>Immediate Source of Acquisition note</b></p> <p>On the closing of one of the hospital wards in January 1977, Miss Armstrong turned over to the archives several items of historical interest from the closed ward (in box 2).</p>		
Receipts and disbursements, 1908 September-1910 December 23	box 1	folder 1
Equipment lists with prices, 1910	box 1	folder 2

**Scope and Contents note**

Hospital equipment: authorized, ordered, received.

Photographs; nursing staff, 1938

box 1

folder 3

**Scope and Contents note**

Includes group photos, individual portraits of Miss Alice N. Lockie, 1938; Miss Georgina M. Drew, 1938; Miss Stella R. Hoffmann, 1938.

Photograph of ambulance, 1918

box 1

folder 4

Photograph album: "The Rockefeller Institute Hospital, 1910-1955", 1910-1955

box 1

folder 5

**Scope and Contents note**

Prepared for 1977 commencement when honorary degrees were conferred upon Alan Rushton Battersby, Michael Heidelberger, and Irvine Heinly Page. Consists of hospital staff photographs.

Photograph album, "The Rockefeller Hospital", 1910-1981

box 1

folder 6

**Scope and Contents note**

Staff photographs, 1910-1981. The Rockefeller Hospital, 1982.

2 volumes, 1986 October 22

box 1

**Scope and Contents note**

[2 volumes previously in Box 1 moved to Box 9, ck, 22 Oct 86.].

Oxygen chamber

box 2

folder 1

Stadie, W.C. "The development of controlled oxygen therapy". Address delivers May 19, Chicago on presentation of Willard Gibbs medal to D.D. Van Slyke

box 2

folder 1

Photograph of oxygen chamber

box 2

folder 1

Report of fire in the oxygen chamber (November 17, 1922) which includes signed statements from nurse, night superintendent, etc. Patient Anna Couche died. (carbon copy) Another copy in RG417 with some pictures after the fire, 1922 November 17

box 2

folder 1

Instructions: Stacking Oxygen Chamber

box 2

folder 1

Binger, Carl A.L. "The construction and management of an oxygen chamber" Reprint from The Modern Hospital 24 (1925) 186-194, 1925

box 2

folder 1

Signs

box 2

folder 1

**Scope and Contents note**

Warning.

Directions for charging and operating oxygen chamber.

Precautions essential to safe operation of the oxygen chamber.

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Waller, Dorothy S. "Nutritive value of foods"	box 2	folder 2
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**Scope and Contents note**

Eli Lilly slide rule for computing diets.

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Operating directions for sterilizers	box 2	folder 3
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Release dated 1915 October 27 signed by Edw. Denninger for taking of blood and countersigned by Harold L. Amoss, 1915	box 2	folder 4
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**Scope and Contents note**

Also signed receipt dated Oct. 23, 1915 for payment of \$20.00 and release for the Hospital of all responsibility.

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News and Notes: articles on clinical research in The Rockefeller University Hospital: I, II, and clinical science	box 2	folder 5
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v. 8, no. 1, 1976 October

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v. 8, no. 5, 1975 November

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v. 9, no. 4, 1978 January

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The Johns Hopkins Medical Journal v. 143 no. 3, 1978 September	box 2	folder 6
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**Scope and Contents note**

pp. 84-103 article by A. McGehee Harvey. G. Canby Robinson: Peripatetic Medical Educator (he was the first resident in the newly opened Hospital of The Rockefeller Institute for Medical Research and this article has a section on the early days of the hospital.).

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Petty cash journal, 1910 October 26-1916 November 2	box 2
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Payroll book, 1910 September 15-1917 June 30	box 2
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9 black notebooks labeled DIET KITCHEN, DOCTORS" ORDER BOOK	box 2
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Signed orders for various food formulae, September 1954-October 1955; October 1955-November 1956; November 1956-January 1958; January 1958-November 1958; 1958 November-November 1959; 1959 November-May 1961; 1961 May-October 1962; 1962 October-July 1963; 1963 July-June 1964	box 2
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Historical records, 1910-1959

**Biographical/Historical note**

In 1977 Kathy Kleinbard became Administrator of the Hospital and sent to the archives a group of materials which were records that were kept by the hospital for many years.

**Arrangement note**

Arranged by subject.

Immediate Source of Acquisition:**Immediate Source of Acquisition**

Received or inventoried: 1978

Appreciation letters, 1938-1967	box 3	folder 1
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**Scope and Contents note**

Sent to various hospital personnel 1938-1967  
Chronologically arranged. Includes letters from Marcia Davenport quoted in G.W. Corner History of the Institute.

untitled	box 3	folder 1A
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Conditions Governing Access note:**Conditions Governing Access note**

Closed.

Correspondence	box 3	folder 2
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**Arrangement note**

Arranged in alphabetical order.

American Hospital Association	box 3	folder 2
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Samuel G. Braun (Prosperity Co.) laundry system	box 3	folder 2
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Construction, 1946-1952	box 3	folder 3
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**Scope and Contents note**

Floor plans, Correspondence, minutes of meetings between Institute representatives and Coolidge, Shepley, Bull-finch and Abbott and Vermilya-Brown dealing with the building of the hospital addition.

Construction	box 3	folder 4
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Drawings and specifications for hospital addition	box 3	folder 4
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Furnishings, 1949-1952 October	box 3	folder 5
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Estimates and expenditures	box 3	folder 5
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Procedures for employees, 1935-1959	box 3	folder 6
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**Arrangement note**

Arranged in chronological order.

Regulations for nurses and dietitians, undated		
Covering letter with 1935 procedures outlined by, 1937		
Counsel regarding furnishing of patients' records		
Pharmacy use regulations, 1939		
Posting of orders and medication dispensing, 1949		
Operation permission slips, 1950		
Regulations for isolation, 1951		
Precautions regarding isolation chamber, undated		
Instructions concerning patients' histories, 1951		
Memorandum on isolation, 1952		
Visiting hours, 1952 1955 1958		
Procedures needing reemphasis, 1959		
Compliance with Federal Narcotics regulations, 1959		
Procedures of physicians affiliated with the Hospital, 1957-1960 1962 1967	box 3	folder 7
Signed entries of nurses time and hours	box 3	folder 7
1949-1953		
1953-1956		
1956-1959		
1971-1974		
Time book for orderlies and aides, 1969-1973	box 4	
Hospital budgets	box 4	folder 1
1911/1912-1959/1960		
1968/1969		
<b>Scope and Contents note</b>		
1968/1969 budget and correspondence about salary increases 1970 Jan. 29 Magie to Drew re. salary increases.		
Budget, 1970/1971		
Tabulation: History and wage schedules of hospital employees, 1938		
Navy statistics, 1942-1946	box 5	folder 1

**Scope and Contents note**

Hospital admissions and transfers. Shows service on which patient is admitted but does not necessarily indicate condition. Includes patient days, by month, Navy census by hospital service.

Hospital admissions and discharges, 1910 October-1919 July	box 5	folder 2
1919-1927		
1927-1931		
1931-1934		
1935-1942		
Continues Register of patients	box 6	
1942 May-1953 May		
1953 May-1957 October		
1957 October-1961 October		
1961 October-1965 December		
2 certificates from Joint Commission on Accreditation of Hospitals, 1955 1958	box 6	
1 Patient chart - enlarged; includes colored markings	box 6	
Superintendent of Hospital, 1938-1967		
Journal, reports, receipts, and other material		
Journal	box 7	
<b>Scope and Contents note</b>		
Labeled vol. 1, 2, 3, 4. Records of petty cash disbursements.		
1936-1945		
1945-1957		
1957-1966		
1967-1974		
Record of patients money vol. 5, 1937-1949	box 7	
<b>Scope and Contents note</b>		
Deposited in safe and withdrawn.		
Receipt book of patients vol. 6 property, 1948-1949	box 7	
Record of Morticians, vol. 7, 4/29/1938-December 1967	box 7	

## Scope and Contents note

Cites name of patient; date of death; name of undertaker, address, tel. no., date, time, permit no. of removal of body, signature of mortician.

Examples of names found: Alma Zimbalist, Dr. Charles Stockard Alfred Smith; Dr. Homer Swift; Charles L. Hoagland.

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Stapled sheets "Registry of Deaths", vol. 8, 1961 November-1967 December	box 7
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Correspondence, 1956-

Immediate Source of Acquisition:

## Immediate Source of Acquisition

Date received or inventoried: 1980

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Civil Defense, 1951-1956	box 8	folder 1
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## Scope and Contents note

Consists of arrangements for evacuation and care in the event of an emergency. Includes a route plan with New York Hospital.

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Correspondence scattered, 1956-1974	box 8	folder 2
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## Scope and Contents note

Correspondence with Superintendent of Hospital; Director of nurses, Dr. Horsfall, Paul Penndorf, Waldo Flinn and Dr. M. McCarty on matters of administration.

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Rufus Cole Lecture. Announcement of lecture by Dr. Eugene Braunwald, "Protection of the Ischemic Myocardium", 1978 February 27	box 8	folder 3
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Rufus Cole Lecture, reprint of article based on the Rufus Cole lecture by Alexander G. Bearn, M.D. "The Pharmaceutical Industry and Academe: Partners in Progress" The American Journal of Medicine, Volume 71 (July 1981) 81-88, 1980 June 4	box 8	folder 3
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Booklet, with enclosures, "The Rockefeller University Hospital: Environment for Discovery", 1981	box 8	folder 4
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## Scope and Contents note

Enclosures are 1-page each descriptions of laboratories:  
 "Endocrinology" "Human Behavior and Metabolism"  
 "Cutaneous Biology and Investigative Dermatology"  
 "Metabolism-Pharmacology" "Bacteriology and Immunology" "Medical Biochemistry" "Lipid and Lipoprotein Metabolism"

Immediate Source of Acquisition note:

## Immediate Source of Acquisition note

Received 9 November 1982 (E. Straight).

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Registry of Death forms	box 8	folder 5
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Immediate Source of Acquisition:

### Immediate Source of Acquisition

Received 9 November 1982 (E. Straight).

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1939 May-September

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1939 December-1940 April

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1940 April-August

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1941 January-March

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1941 November-1942 March

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Death certifications. Board of Health, New York City, circa 1936-1938	box 8	folder 6
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Immediate Source of Acquisition:

### Immediate Source of Acquisition

Received 9 November 1982 (E. Straight).

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Narcotic regulations. Correspondence and printed matter, 1938 1952 1963	box 8	folder 7
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## Scope and Contents note

(See also Bernard Lupinek biographical file).

Immediate Source of Acquisition note:

### Immediate Source of Acquisition note

Received 9 November 1982 (E. Straight).

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Electric ambulance, circa 1911	box 8	folder 8
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## Scope and Contents note

Includes clipping, undated, from The Edison Monthly with photo of RIMR Hospital ambulance.

Immediate Source of Acquisition:

### Immediate Source of Acquisition

Received 1 October 1984 from Carmen Schmidt via Sonya W. Mirsky with folder labeled "Mr. Lupinek".

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Frank E. Chapman, Hospital Organization and Operation (New York, The Macmillan Co., 1924). The Modern Hospital Library, 1924	box 8	folder 8
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Immediate Source of Acquisition:

## Immediate Source of Acquisition

Received 1 October 1984 from Carmen Schmidt via Sonya W. Mirsky with folder labeled "Mr. Lupinek".

Joseph J. Weber, First Steps in Organizing A Hospital. An Exposition of Ideals and Principles Incident to the Inception and Organization of a Hospital (New York: The Macmillan Co., 1924). The Modern Hospital Library, 1924	box 8	folder 8
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Immediate Source of Acquisition:

## Immediate Source of Acquisition

Received 1 October 1984 from Carmen Schmidt via Sonya W. Mirsky with folder labeled "Mr. Lupinek".

The Rockefeller University Hospital. A Bridge Between Science Healing, 1985 September	box 8	folder 9
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Immediate Source of Acquisition:

## Immediate Source of Acquisition

Received October 1985.

Pamphlets: "The Rockefeller University Hospital Clinical Research Center" Conditions under Study, 1985. Conditions under Study, 1986, 1985-1986	box 8	folder 10
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Immediate Source of Acquisition:

## Immediate Source of Acquisition

Received January 1986 (Kathy Kleinbard).

"The Rockefeller University Hospital Staff Directory. 1910-1985" circa January 1986, 1910-1985	box 8	folder 11
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Immediate Source of Acquisition:

## Immediate Source of Acquisition

Received January 1986 (Kathy Kleinbard).

Photocopies from Johns Hopkins Archives: Nancy P. Ellicott. Articles by/about, from Nurses Alumnae Magazine, 1903-1944	box 8	folder 12
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Immediate Source of Acquisition:

## Immediate Source of Acquisition

Received 1986 April 29 (Elizabeth Straight).

Orders, authorizations, and distribution of supplies for the Hospital, circa 1910	box 9	
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1 "Book 2304" [on inside front cover], circa 1910

## Scope and Contents note

Includes: orders and authorizations for Furniture, Kitchen equipment, Linen, Laboratory instruments, Nursing

supplies, Sterilizers, Physiological apparatus, X-ray apparatus, etc.

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Distribution of goods ordered for Hospital" [1st page], 1910 May 2

**Scope and Contents note**

Indicates number of various items designated for basement, Doctors, Nurses, Wards (by number), Supply, Isolation.

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Brochure. "The Rockefeller University Hospital Clinical Research Center. Conditions under Study, 1987" The Rockefeller University Hospital, January 1987, 1987	box 10	folder 1
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Immediate Source of Acquisition note:

**Immediate Source of Acquisition note**

Received 27 January 1987 from Kathy Kleinbard.

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Brochure. "The Rockefeller University Hospital Clinical Research Center. Conditions Under Study, 1988" The Rockefeller University Hospital, January, 1988, 1988	box 10	folder 2
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Immediate Source of Acquisition note:

**Immediate Source of Acquisition note**

Received 1 Jan 1988, from Kathy Kleinbard.

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Medical Staff By-Laws and Rules & Regulations, 1977 January	box 10	folder 3
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**Scope and Contents note**

Revision - December 1980.

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"The Rockefeller University Hospital Clinical Research Center. Conditions Under Study, 1989" The Rockefeller University Hospital, January 1989, 1989	box 10	folder 4
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"The Rockefeller University Hospital Clinical Research Center, Conditions Under Study, 1990" The Rockefeller University Hospital, 1990 January	box 10	folder 5
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Drug and Supply Notebooks, 1963-1977	box 11	
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**Scope and Contents**

Inventory of drugs and supplies kept by nurses on Ward 3 and 4 of the clinic

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Guest book, 1913-1948	package 2	
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**Scope and Contents note**

Among signatures are Helen of Romania, Elizabeth of Belgium.

Immediate Source of Acquisition:

## **Immediate Source of Acquisition**

Date received or inventoried: 1974 January 23

## **Arrangement note**

Bound volume.