



# **Rockefeller University records, Bursar, Administrative Correspondence, Series 2**

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This finding aid was produced using ArchivesSpace on August 12, 2015.

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
Biographical/Historical note .....	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
Administrative correspondence .....	5

## Summary Information

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

## 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 Petrzelka

[^ Return to Table of Contents](#)

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## File Plan note

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Former Classification: I 214-2

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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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 8

### Conditions Governing Access note

Records are open for scholarly research.

[^ Return to Table of Contents](#)

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## Controlled Access Headings

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- Federal government -- United States
- World War I
- United States
- Rockefeller Institute for Medical Research
- Rockefeller University

- Rockefeller Institute for Medical Research. War Demonstration Hospital

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## Other Finding Aids

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

[^ 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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### Administrative correspondence, 1917-1956

#### Biographical/Historical note

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

#### 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 Petrzelka to Detlev Bronk: a review of recommendations of management engineers in report of Cresop, McCormick and Paget, 1956 March 6

[^ Return to Table of Contents](#)

"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

Immediate Source of Acquisition note:

### Immediate Source of Acquisition note

Received Bursar, May 17, 1956.

Correspondence re H.D. Burrell work for RIMR, 1917

box 3

folder 2

Scope and Contents note:

### Scope and Contents note

File found amongst Scientific Staff files.