



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

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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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## 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>

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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 Petrzelka                                    |

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## Scope and Contents

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This collection consists entirely of correspondence.

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## Arrangement

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As received.

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## File Plan note

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Former Classification: I 214-2

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## Administrative Information

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### 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

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- Federal government -- United States
- World War I
- United States
- 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.

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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<br>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><br><b>Immediate Source of Acquisition note</b><br>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.