



# **Rockefeller University records, Hospital, 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

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<b>Repository:</b>	Rockefeller Archive Center
<b>Creator:</b>	Rockefeller Institute for Medical Research
<b>Creator:</b>	Rockefeller University
<b>Creator:</b>	Cole, Rufus
<b>Title:</b>	Rockefeller University records, Hospital, Administrative Correspondence, Series 2
<b>ID:</b>	FA837
<b>Date [inclusive]:</b>	1906-1968
<b>Physical Description:</b>	3 Cubic Feet 2 boxes and 2 packages
<b>Physical Description:</b>	Actual extent is unknown.
<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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## 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 currently closed to scholarly research pending further processing.

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## File Plan note

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Former Classification: I 430-2

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## Administrative Information

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### Publication Statement

Rockefeller Archive Center

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Sleepy Hollow 10591

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

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

### Revision Description

### Conditions Governing Access note

This material is open for scholarly research.

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## Controlled Access Headings

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- Medical research
- Hospitals
- Medical education
- Operations management
- Medicine, Preventive
- Medical technology
- Medical sciences
- Medical care
- Rockefeller Institute for Medical Research
- Rockefeller University

- Cole, Rufus

## Other Finding Aids

FA228 Rockefeller University records, Hospital, General Files, Series 1.

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

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

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## Physical Characteristics and Technical Requirements

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.

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## Collection Inventory

### Administrative correspondence

#### Title/Description

#### Instances

### Rufus Cole, 1906-1937 1938-1953

#### Scope and Contents note

Bibliography; photographs, some biographical items.

Consists primarily of administrative correspondence between Rufus Cole, Director of RIMR Hospital and Simon Flexner and Business Managers. Includes many holographs.

Correspondence includes letters between Rufus Cole and Jerome D. Greene (1910-October 1912) dealing with details of hospital construction, applications for positions and other administrative details; with Henry James (1913-July 1918) includes material for presentation at meetings of Board of Scientific Directors and its Executive

Committee; with Acting Business Manager and with F. Dickey (1918-1919) and Edric B. Smith after 1921. Items of special interest are:

### Arrangement note

Arranged in chronological order.

Title/Description	Instances
Letter to the Executive Committee from Dr. Cole asking approval to send Dr. Swift to Chicago to work for one week with Dr. Rosenau on the isolation of streptococcus, 1914 January 7	box 1
Copy of form letter sent to New York physicians regarding interest in pneumonia patients for acceptance in Hospital's treatment program, [undated]	box 1
Letter from Alfred E. Cohn to Rufus Cole with data concerning the construction at Institute of Einthoven Galvanometer, 1914 March 26	box 1
Letter to Henry James from Rufus Cole expressing concern over conditions for preparation. of pneumonia serum, 1915 September 23	box 1
Copy of letter from Henry James to Rufus Cole covering October 20 the Resolution of Board of Scientific Directors to inform Surgeon General of ability and willingness to treat soldiers suffering from pneumonia at the Institute Hospital, 1917 October 23	box 1
Memorandum concerning Publication of a New Journal to be undertaken by The Institute as proposed by Rufus Cole and presented at meeting of Scientific Directors, 1921 October	box 1
Later, the Board approved in principle, a subsidy provided suitable arrangements could be made, [ed. note: Probably resulted in Journal of clinical investigation], 1921 November 12	box 1
Copy of letter from Alfred E. Smith, Governor and Matthias Nicoll, Commissioner of Health, thanking Dr. Cole for medical care given to Thomas F. Foley, 1925 January 16-23	box 1
Correspondence on retirement of Dr. Cole and Minute adopted by Board of Trustees, 1937	box 1
Photographs, 1911-1955	box 1

### Scope and Contents note

33 photographs of Hospital staff. Some photos have identification.

Booklets prepared in 1977 for the Convocation at which honorary degrees were presented to Michael Heidelberger and Irvine Heinly Page (former members of Hospital staff) from archives photos, 1977	box 1
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## Scope and Contents note

Many identifications have been supplied.

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Biographical materials

box 1

## Scope and Contents note

Biographical materials including: [unreadable].

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Copy from Who's Who; NAS Biographical Memoir, v. 50 pp  
119-139

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Reprint: The University Department of Medicine. Science n.s.  
51 (1920) 329-340, 1920

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Photographs (some with Hospital personnel)

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Addresses made at retirement dinner, 1938 April 30

## Scope and Contents note

Speakers: John D. Rockefeller, Jr., Charles R. Stockard,  
Herbert S. Gasser, Warfield T. Longcope, Thomas M.  
Rivers, Alfred E. Conn, Toastmaster.

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Bibliography, 1901-1939

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Correspondence, 1938-1951

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Human history, the 17th century and the Stuart family.  
Freeport, Maine, Bond Wheelwright Co., 1959

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Rough list of materials at American Philosophical Society where  
major portion of Rufus Cole papers are, 1983

box 1

## Scope and Contents note

Listing was supplied by Phillip Miller, M.D. [Feb 2 1983.  
G. Lewis in examining the 1 folder on Rufus Cole material  
found only listings of:.

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Papers of dr. Rufus Cole: addresses and publications

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Additional papers of dr. Rufus Cole: addresses and  
publications

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Selected Papers by Dr. Cole

## Scope and Contents note

Includes handwritten note possibly by Philip Miller  
"The American Philosophical Society has most of these  
papers, and \* M.C. Childs ([Mary C. Childs, Dr. Cole's  
daughter Mary]) has a copy".

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3 photogravures of Institute buildings, from the New York  
Architect, 1911 June

package 1

## Scope and Contents

Entrance, Hospital building, Entrance, Laboratory building, Laboratory building.

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Rockefeller Institute Dinner at the retirement of Rufus Cole.  
Radio and Film Methods Corp., 1938 April 30

Conditions Governing Access:

### Conditions Governing Access

RAC is unable to provide access to obsolete media. When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

## Scope and Contents note

Recording of speeches.

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Side 1: Dr. Cohn and J.D. Rockefeller, Jr.

package 2

Conditions Governing Access:

### Conditions Governing Access

RAC is unable to provide access to obsolete media. When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

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Side 2: J.D. Rockefeller, Jr. Dr. Cohn and Dr. Stockard

package 2

Conditions Governing Access:

### Conditions Governing Access

RAC is unable to provide access to obsolete media. When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

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Side 3: Dr. Stockard, Dr. Cohn, Dr. Gasser

package 2

Conditions Governing Access:

### Conditions Governing Access

RAC is unable to provide access to obsolete media. When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

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Side 4: Dr. Gasser, Dr. Cohn. Dr. Longcope

package 2

Conditions Governing Access:



## Conditions Governing Access

RAC is unable to provide access to obsolete media.  
When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

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Side 5: Dr. Longcope, Dr. Cohn, Dr. Rivers

package 2

Conditions Governing Access:

## Conditions Governing Access

RAC is unable to provide access to obsolete media.  
When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

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Side 6: Dr. Rivers, Dr. Cohn, Dr. Cole

package 2

Conditions Governing Access:

## Conditions Governing Access

RAC is unable to provide access to obsolete media.  
When feasible, a digital surrogate may be created via special order. All applicable charges will apply. See RAC Head of Archival Services or RAC Head of Digital Programs for details.

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Side 7: Dr. Cole

package 2

Conditions Governing Access:

## Conditions Governing Access

RAC is unable to provide access to obsolete media.  
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## Alice Lockie, 1942-1968

### Biographical/Historical note

Alice Lockie was superintendent of the Rockefeller Institute Hospital from 1939/40 until her retirement in June 1969.

These files were placed in the University archives by Miss Jo Armstrong on her retirement in June 1977.

### Arrangement note

Arranged in alphabetical order

### Immediate Source of Acquisition note:

**Immediate Source of Acquisition note**

Date received or inventoried: June 1977 (from Jo Armstrong).

Title/Description	Instances	
Archibald, R.M. Correspondence, 1955-1964	box 2	folder 1
Elliot, Roger. Correspondence, 1958-1965	box 2	folder 2

**Scope and Contents note**

Assorted administrative matters such as telephone usage; guards at entrances; emergency routines; snow removal schedules and some reports of accidents.

Guest Book of party. "Memories of Rockefeller Review" snapshots and notes of songs by hospital patients for the hospital staff, 1959 February 3	box 2	folder 3
Horsfall, Frank L. Correspondence, 1955-1960	box 2	folder 4

Deals with titles, appointments, meetings on occupational therapy schedule changes

**Scope and Contents note**

Includes copy of 1971 obituary and draft of note sent with contributions from nursing and hospital staff.

NAS Biographical memoir 2, 50 pp. 233-267		
Miscellaneous items	box 2	folder 5
Announcements of diseases under investigation, 1950/1951-1972/1973		
Report of Committee on Hospital Affairs, 1957 October 28		
List of staff attending weekly clinical conferences 4 Conference announcements, 1968 September		
Invitation to reunion dinner to honor Alice N. Lockie on her retirement, 1969 June 20		
Dr. M. McCarty to P. Penndorf on conversion of Rooms B3 and B3A to storage, 1974 September 26		
Occupational Therapy Report Patience News no. 1 (August 10, 1960) to no. 4 (April 1965), 1962/1963 1965/1966; 1966/1967	box 2	folder 6
Patient care facility	box 2	folder 7

**Scope and Contents note**

Floor plan of Hospital 3rd floor and 3rd floor North wing showing stations for patient care.

Rivers, Thomas M. Correspondence, 1942-1953	box 2	folder 8
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### Scope and Contents note

On spending nights in the hospital; consents for surgery on patients under 18 years of age. Letter from T. Debevoise.

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Student Apartments lists and correspondence relating to furnishings of student apartments, 1955-1957	box 2	folder 9
Tuberculosis Unit, 1953-1958	box 2	folder 10

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### Scope and Contents note

Correspondence from Dr. Horsfall and James G. Hirsch on employee Tuberculin Testing Program. Includes lists of those tested and results as reported by Diethelm Böhme.

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