



# **Rockefeller University records, Director of Administrative Services, Roger C. Elliot, Subject Files, Series 3**

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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 - ctb:</b>                | Flinn, Waldo R.  |
| <b>Creator:</b>                      | Rockefeller Institute for Medical Research   |
| <b>Creator:</b>                      | Rockefeller University   |
| <b>Creator - ctb:</b>                | Elliot, Roger C.   |
| <b>Creator - ctb:</b>                | Smith, Edric Brooks  |
| <b>Title:</b>                        | Rockefeller University records, Director of Administrative Services,<br>Roger C. Elliot, Subject Files, Series 3 |
| <b>ID:</b>                           | FA214  |
| <b>Date [inclusive]:</b>             | 1904-1974  |
| <b>Physical Description:</b>         | 7.41 Cubic Feet 20 document boxes and 1 film   |
| <b>Physical Description:</b>         | 20 boxes   |
| <b>Language of the<br/>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

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In 1956 Roger C. Elliot was appointed Assistant Business Manager to work with Waldo Flinn and Douglas Whitaker who had supervisory responsibility for the Office of the Business Manager. In further reorganization Waldo Flinn was named Director of the Budget with Roger C. Elliot as Assistant Director. When Mr. Flinn retired in 1965, and Joseph R. Dilworth, Treasurer, supervised the Office of the Budget and Special Services, Roger Elliot served as Assistant Comptroller.

In 1970/1971 a clear-cut division between financial management of the University and the management of financial properties was re-established. The various positions of Comptrollers were abolished and

Roger Elliot became Director of Budgets and Special Services. In 1972 the post of Director of the Budget and Special Services was dropped and budgetary functions were transferred to the Office of Controller.

Roger Elliot as Director of Administrative Services supervised the property management of the University and the administration of faculty benefit plans and all forms of general insurance. Roger Elliot retired as of July 1, 1974 and the post of Director of Administrative Services was discontinued as a separate entity.

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## Scope and Contents

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This group of records deals primarily with construction of new facilities or additions and remodeling to existing buildings.

The subject files here described include correspondence and records from the files of Waldo Flinn. Some of the material dates as early as 1904. It consists of records from the Business Manager's Office which were never removed when new appointments to the office were made. The detailed inventory sheets indicate the appropriate dates.

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## Scope and Contents

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In May 1978 an additional 15 inches (Boxes 18-20) of records dealing with construction were found. Included are records that had been passed along from Edric Smith, Waldo Flinn and finally to Roger C. Elliot. When the Office of Administrative Services was phased out these records were sent to the Archives Office.

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## Arrangement

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Arranged in alphabetical order by subject.

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## File Plan note

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Former Classification: I 216-3

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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>

### Processing Information

Date received or initially inventoried: June 1974

### Conditions Governing Access note

Open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC.

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## Controlled Access Headings

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- Operations management

## Collection Inventory

### Subject Files, 1904-1974 (1956-1974)

Physical Description: 10.2 Cubic Feet 20 boxes

| Title/Description  | Instances |          |
|--|-----------|----------|
| A-C (various)  | box 1     | folder 1 |
| Arc Welding  |           |          |
| Archer, Ann  |           |          |
| Argus Press Clipping Service                                   |           |          |
| Armstrong, James, Plumbers                                     |           |          |
| Armstrong Cork and Insulation                                  |           |          |
| Armstrong Card Products  |           |          |
| Arndt, M.H. Mfg. Co.   |           |          |
| Beard, Joseph W.   |           |          |
| Begg, Jennie   |           |          |
| Belgium Ambassador (1940 sera request)                         |           |          |
| Bell Telephone   |           |          |
| Berkeley Scientific Corp.                                      |           |          |
| Berry, George Parker   |           |          |
| Bessey, Otto A.  |           |          |
| Beukenkamp, John (PVM mice)                                    |           |          |
| Beverly, G.H.  |           |          |
| Business Methods, Report by Trevor Arnett, 1916                |           |          |
| Committee on Post-War Science. Questionnaire sent by I.I. Rabi |           |          |
| Carrel, A. Report on the Hospital at Compiègne, 1916           |           |          |
| September-1917 September                                       |           |          |
| Carrel, A. Report regarding present and proposed work, 1919    |           |          |
| March  |           |          |
| Animals, 1905-1949   | box 1     | folder 2 |

### Scope and Contents note

Includes early correspondence dealing with stolen dogs. Arrangements to purchase animals abroad and problems of animal care and dwelling facilities. 1913 Henry James

report on animal care facilities seen on European trip. Some requests for descriptive material on RIMR animal facilities; some items dealing with lost animals.

|   |       |            |
|---|-------|------------|
| Budget, 1913-1938; 1939-1961  | box 1 | folder 3-4 |
| <b>Scope and Contents note</b><br><br>Primarily salary matters. Includes some correspondence but consists mainly of comparison tables for various years and with other institutions.          |       |            |
| Budget charts   | box 1 | folder 5   |
| <b>Scope and Contents note</b><br><br>Position distribution; income vs. expenditures.   |       |            |
| Budgets: unexpended balances, 1956-1957; 1959-1961  | box 1 | folder 6   |
| Buildings, 1924-1956  | box 1 | folder 7   |
| <b>Scope and Contents note</b><br><br>Charts and information gathered on size of space assigned to various departments; unit costs; construction costs; trustees' expenditures; depreciation. |       |            |
| Contingent Fund - Correspondence and approvals, 1953-1955   | box 1 | folder 8   |
| Contingent Fund - Signed authorizations, 1954-1955  | box 1 | folder 9   |
| Contingent Funds - Commitments and potential commitments, 1955-1962   | box 2 | folder 1-6 |
| <b>Scope and Contents note</b><br><br>Includes correspondence between Waldo R. Flinn, Charles Petrzelska, Douglas Whitaker, Detlev Bronk and Mabel Bright and heads of departments.           |       |            |
| <b>Arrangement note</b><br><br>Correspondence arranged by item number on ledger sheets.   |       |            |
| Construction - Correspondence on Hospital construction, 1930-1952   | box 3 | folder 1-2 |
| Hospital construction records - Electrical wiring and fixtures, 1946-1952   | box 4 | folder 1   |
| <b>Scope and Contents note</b><br><br>Includes drawings and blueprints  |       |            |
| Hospital construction records - Electrical work on transformer vault under sidewalk, 1946-1952  | box 4 | folder 2   |

## Scope and Contents note

Includes drawings and blueprints

|   |       |            |
|---|-------|------------|
| Hospital construction records - Elevators. Specifications and bids, 1946-1952 | box 4 | folder 3   |
| Hospital Construction - Plumbing  | box 4 | folder 4   |
| Hospital Construction - Miscellaneous, 1946-1953                              | box 4 | folder 5-6 |
| Hospital Construction - Bills and payment records                             | box 4 | folder 7   |
| Construction - Plant Pathology building specifications in Princeton, 1931     | box 5 | folder 1   |
| Construction - Plant Pathology building in New York City, 1947-1949           | box 5 | folder 2   |

## Scope and Contents note

Includes correspondence, agreements, cost statements from Coolidge, Shepley, Bullfinch & Abbott; Lord & Burnham; Alvord & Swift; Fred Butschy Co.; Vermilya-Brown Co.

|  |       |          |
|--|-------|----------|
| Corporate Actions - Consolidation of Princeton and New York City laboratories, 1947/1948 | box 5 | folder 3 |
|--|-------|----------|

## Scope and Contents note

Includes background material, considerations, 1947 report from H.S. Gasser on budgetary considerations.

|  |       |          |
|--|-------|----------|
| Corporation Actions - Counsel, 1928-1963 | box 5 | folder 4 |
|--|-------|----------|

## Scope and Contents note

Primarily correspondence with John E. Lockwood regarding meetings, minutes but also concerning the President's House. Some correspondence with George H.P. Dwight and some with John R.H. Blum.

|   |       |          |
|---|-------|----------|
| Corporation Actions - Director, 1932 1952 | box 5 | folder 5 |
|---|-------|----------|

## Scope and Contents note

Correspondence and excerpts from meetings dealing with search for second Director of Institute. Also news releases and clippings. 1952 material includes report of Committee on Nomination and Review and some 1958 material on salary.

|  |       |          |
|--|-------|----------|
| Corporation Actions - Endowment, 1908-1951 | box 5 | folder 6 |
|--|-------|----------|

## Scope and Contents note

Correspondence, excerpts from Minutes and summaries dealing with endowments made by John D. Rockefeller,



John D. Rockefeller, Jr., Rockefeller Foundation and  
General Education Board.

|   |       |            |
|---|-------|------------|
| Corporation Actions - Endowment. Henry Rutherford Bequest for Cancer work, 1913-1949  | box 5 | folder 7   |
| Corporation Actions - Finance Committee, 1937-1955  | box 5 | folder 8   |
| <b>Scope and Contents note</b><br><br>Budgetary plans including estimates of income and planned expenditures presented for consideration of finance committee. Includes excerpts and resolutions from Board of Trustees Minutes, 1925-1957. |       |            |
| Corporation Actions - Treasurer's Office (Edward Robinson; Robert Letort), 1954-1956  | box 6 | folder 1   |
| Corporation Actions - Treasurer's Office (Lindsley P. Kimball; William Dietz), 1959-1960  | box 6 | folder 2   |
| <b>Scope and Contents note</b><br><br>Correspondence on budget and income; statements and financial reports.  |       |            |
| Corporation Actions - Underwriting Fund against grants, 1956/1957-1961/1962   | box 6 | folder 3   |
| Deferred Liabilities Reserve, 1956-1958, 1960-1962  | box 6 | folder 4   |
| <b>Scope and Contents</b><br><br>Primarily correspondence between W.R. Flinn and Bursar including requests for hold over from various laboratories and signed approvals by D.W. Bronk for hold-over amounts                                 |       |            |
| Descriptive pamphlet , 1932-1936, 1939-1943   | box 6 | folder 5-6 |
| <b>Scope and Contents note</b><br><br>Correspondence about various editions. Includes mailing lists.  |       |            |
| Dining facilities, 1929-1954  | box 6 | folder 7   |
| <b>Scope and Contents note</b><br><br>Scattered correspondence referring to lunchrooms, costs, personnel, special luncheons.  |       |            |
| Dining facilities, 1949-1963  | box 6 | folder 8   |

## Scope and Contents note

Welch Hall. Includes costs and supplies, also material on remodeling including blueprints; redecorating; personnel and costs of meals. Photographs of interior and exterior.

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Dining facilities, 1957-1961

box 7

folder 1

## Scope and Contents note

Abby Aldrich Rockefeller Hall Details of accommodations for visiting scientists, faculty club and includes some lodging costs. Correspondence on costs and charges.

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Director's Apartment, 1931-1953

box 7

folder 2

## Scope and Contents note

Originally called Lavoisier apartments. Correspondence, agreements and details dealing with apartments occupied by Simon Flexner and H.S. Gasser in arrangements with the Institute.

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Electrocardiogram

box 7

folder 3

## Scope and Contents note

Correspondence with Cambridge Instrument Co., Dr. T.M. Rivers and The Smithsonian Institution on the original Einthoven String Galvanometer. Includes copy of history as written by Alfred E. Conn.

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Employee workman's compensation

box 7

folder 4

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Faculty appointments, 1958-1961

box 7

folder 5-6

## Scope and Contents note

Copies of notification letters for appointment as Research Associate; Consultant; Assistant Physician; Guest Investigator.

## Arrangement note

Arranged in alphabetical order: A-H; I-Z.

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International Health Division, 1931-1950

box 7

folder 7

## Scope and Contents note

Correspondence between W. Flinn and IHD setting monthly charges for space rental.

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Neighborhood Development, 1925-1951

box 7

folder 8

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O (Various); Pavlov, Ivan, 1921-1925

box 7

folder 9

## Scope and Contents note

Correspondence between S. Flexner; Petrankevitch; W. Sterling; W.B. Cannon; Wickliffe Rose.

|   |       |             |
|---|-------|-------------|
| Retirement Plans - Regulations, plans and correspondence, 1913-1939 | box 8 | folder 1    |
| Retirement Plans - Past service credits to 1939, 1939               | box 8 | folder 2    |
| Retirement Plans - History and considerations for 1939 plan, 1939   | box 8 | folder 3    |
| Retirement Plans - Tables, forms and estimates, 1931-1942           | box 8 | folder 4    |
| Retirement Plans - Reconsideration of retirement plans, 1931-1948   | box 8 | folder 5    |
| Retirement Plans - Supplements to retirements prior to 1950, 1950   | box 8 | folder 6    |
| Retirement plans amended 1954, 1954                                 | box 8 | folder 7    |
| Scientific annual reports. Changes in form                          | box 8 | folder 8    |
| Scientific staff listings, 1918-1954                                | box 8 | folder 9-10 |

## Scope and Contents note

Listing of staff by year including War Demonstration Hospital Group and various tabular summaries of past service; ratio of scientists to staff; women scientists appointed.

|  |       |           |
|--|-------|-----------|
| Scientific staff, correspondence regarding travel allowances, 1920-1949                              | box 8 | folder 11 |
| Scientific staff, addresses of former RI scientists; Summer addresses of scientific staff, 1932-1939 | box 8 | folder 12 |
| Scientific staff, 1930-1941 1946   | box 9 | folder 1  |

## Scope and Contents note

Copies of appointment announcements.

|                            |       |          |
|----------------------------|-------|----------|
| Sigerist, Henry, 1916-1937 | box 9 | folder 2 |
|----------------------------|-------|----------|

## Scope and Contents note

1933 correspondence regarding RI photos Squibb, E.R. & Sons 1916-1937 correspondence dealing with some product analyses and purchase of serum horses.

|                                    |       |          |
|------------------------------------|-------|----------|
| Smithsonian Institution, 1912-1942 | box 9 | folder 3 |
|------------------------------------|-------|----------|

## Scope and Contents note

1912-1913 photomicrographs for exhibit Snake venom  
1912-1942 includes exchange between S. Flexner and  
Pasteur Institute.

|   |       |            |
|---|-------|------------|
| Social Security Provisions, 1938-1962   | box 9 | folder 4   |
| Social Service for Employees, 1921-1956 | box 9 | folder 5-6 |
| Students, 1955-1961                     | box 9 | folder 7   |

## Scope and Contents note

Correspondence dealing mainly with housing matters but  
including some letters of notification.

Bates, Harold

Bonneville, Mary

Cohn, Robert

Corner, Michael

Fulton, Chandler

Goldberg, Irving

Hopkins, Johns Wilson

Lacks, Sanford A.

Lester, Hugh

Osterhout, Suydam

Paasche, Eystein

Peachy, Lee D.

Petropulos, Stephen

Rose, John

Simon, Harold

Tormey, John McDivit.

## Arrangement note

Arranged in alphabetical order.

|                              |       |          |
|------------------------------|-------|----------|
| Staff Notices, 1941-1952     | box 9 | folder 8 |
| Staff Conferences, 1937-1955 | box 9 | folder 9 |

|   |        |           |
|---|--------|-----------|
| Stationary Samples  | box 9  | folder 10 |
| Special Events - Receptions, 1917-1935  | box 9  | folder 11 |
| Special Events - Physiological Congress, 1929   | box 9  | folder 12 |
| Special Events - Lectures, 1929-1931  | box 9  | folder 13 |
| Special Events - William H. Welch sound film made in 1932 but exhibited in 1933 and again in 1942 February 6, 1933 January 18 | box 10 | folder 1  |

Separated Materials:

**Separated Materials**

Original Film was relocated to RAC Film Vault, May 1983.  
ID: AV 745

**Scope and Contents note**

Consists of 1932-1943 correspondence with W.G. MacCallum and Alan M. Chesney regarding copies and ownership of film. Includes transcript of address "Reminiscences of the Early Days of the Medical School".

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|   |             |
|---|-------------|
| William H. Welch: "Reminiscences of the Early Days Of the Medical School" (Johns Hopkins), a sound film, 1932 June 10 | reel AV 745 |
|---|-------------|

Conditions Governing Access:

**Conditions Governing Access**

Access copy currently unavailable. See a RAC archivist for further instruction.

**Scope and Contents note**

See Box 10 for a transcript of the Address as well as correspondence with W.G. MacCallum and Alan M. Chesney regarding copies of the film and the ownership of the film.

Date is date recorded.

Separated Materials:

**Separated Materials**

Seperated to the RAC Film Vault, May 1983.

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|   |        |          |
|---|--------|----------|
| Special Events - Reception to meet H.S. Gasser, 1935 November 26                              | box 10 | folder 2 |
| Special Events - Luncheons for Staff, Directors, Board usually including a speaker, 1919-1953 | box 10 | folder 3 |

**Scope and Contents note**

Includes invitations, seating arrangements and menus.

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Special Events - Seminars, Lectures, Discussions, 1948-1958

|   |        |           |
|---|--------|-----------|
|   | box 10 | folder 4  |
| Special Events - Reception for 3rd International Congress of Microbiology. Dr. Rivers President, 1939 September 4   | box 10 | folder 5  |
| <b>Scope and Contents note</b>  |        |           |
| Also demonstrations in Institute laboratories. Official medal of 1939 Congress is in memory of Theobald Smith "Father of American Bacteriology". Two plaques of medal presented to Institute one for Library and one for Princeton laboratories.  |        |           |
| Special Events - American Chemical Society smoker, 1947 September 18 1951 September 7   | box 10 | folder 6  |
| <b>Scope and Contents note</b>  |        |           |
| 1947 by Division of Biological Chemistry; 1951 12th International Congress of Pure and Applied Chemistry.   |        |           |
| Special Events - Testimonial dinner for Dr. Gasser given at the University Club. Invitations sent by David Rockefeller, 1953 June 30  | box 10 | folder 7  |
| Special Events - 50th anniversary celebration of Institute's first laboratory building, 1954 October 15   | box 10 | folder 8  |
| <b>Scope and Contents note</b>  |        |           |
| Reception, naming of old buildings, ground breaking for new buildings, addresses. Includes some handwritten notes of acceptance or regret Addresses are: Richard Edwin Shope. Theobald Smith; Thomas McElrath Debevoise. John Davison Rockefeller; Eugene Lindsay Opie. The First Laboratory of the Institute; Alan Mason Chesney. William Henry Welch; Peyton Rous. Simon Flexner. |        |           |
| Special Events - Reception for D.W. Bronk, 1954 January 22  | box 10 | folder 9  |
| <b>Scope and Contents note</b>  |        |           |
| Includes details of preparations, guest lists and some handwritten regrets.   |        |           |
| Special Events - Faculty/Student teas, 1954-1961  | box 10 | folder 10 |
| <b>Scope and Contents note</b>  |        |           |
| 1955 tour of Institute for new members, visiting investigators and students.  |        |           |
| Special Events - Society of American Bacteriologists, 1955 May 9  | box 10 | folder 11 |

## Scope and Contents note

Correspondence much of which is signed by Merrill Chase; sample program, ticket. Includes costs, menu, flower arrangements.

|  |        |          |
|--|--------|----------|
| Special Events - Farewell party for Dr. Rivers and E.B. Smith on their retirement, 1955 October 20 | box 11 | folder 1 |
| Special Events, 1955-1962  | box 11 | folder 2 |
| Special Events - Medical Electronics, 1955-1963  | box 11 | folder 3 |

## Scope and Contents note

Various meetings, center temporarily at RI established to improve contact between electronic specialists and medical and biological scientists. Vladimir Zworykin at RI. leader.

|   |        |          |
|---|--------|----------|
| Special Events - Tea for Dr. Rivers and Dr. Gasser, 1958 January 17   | box 11 | folder 4 |
| Special Events - Christmas parties: 1955, 1956, 1957, 1958, 1955-1962 | box 11 | folder 5 |

## Scope and Contents note

Dr. Bronk's parties for Institute; 1959-1962. Childrens' Christmas parties; 1959-1960. Includes students' Christmas Ball.

|   |        |             |
|---|--------|-------------|
| Special Events - National Academy of Sciences, 1957 November 18-20                              | box 11 | folder 6    |
| Special Events - Official Paul Weiss Press Conference (State Department on Brussels Fair), 1958 | box 11 | folder 7    |
| Special Events - World Health Organization (WHO) Dinner, 1958                                   | box 11 | folder 8    |
| Special Events - Symposium on Molecular Biology, 1958 September 25-30                           | box 11 | folder 9-10 |

## Scope and Contents note

2 folders of correspondence dealing with arrangements and correspondence on travel with participants.

|  |        |           |
|--|--------|-----------|
| Special Events - David Rockefeller party (only expense list), 1958 December 19   | box 11 | folder 11 |
| Special Events - Dr. Smillie retirement, 1958 September 28   | box 11 | folder 12 |
| Special Events - Fred Capalino retirement, 1959 September 30   | box 11 | folder 12 |
| Special Events - Convocation expenses, 1959  | box 11 | folder 13 |
| Special Events - Symposium of Basic Research sponsored by Rockefeller Foundation, AAAS, Alfred P. Sloan Foundation, 1959 May 14-16 | box 11 | folder 14 |

|   |        |            |
|---|--------|------------|
| Special Events - Assorted seminars, meetings lectures and luncheons, 1959-1964  | box 12 | folder 1   |
| <b>Scope and Contents note</b><br>Correspondence deals with arrangements for space. Events not necessarily sponsored by RI.   |        |            |
| Special Events - CBS Great Challenge broadcast from Caspary Auditorium, 1960 1961 1963  | box 12 | folder 2   |
| Tariff, Changes in tariff for imported scientific material, 1920-1922   | box 12 | folder 3   |
| Telegrams, 1942 1949  | box 12 | folder 4   |
| Telephone, 1929-1935  | box 12 | folder 5   |
| <b>Scope and Contents note</b><br>Installation plans; change to dial Survey.  |        |            |
| T (miscellaneous)   | box 12 | folder 6   |
| Tennis Courts: type of construction; scheduling of courts, 1916-1932, 1933-1941   | box 12 | folder 7-8 |
| Time clock, 1919-1957   | box 12 | folder 9   |
| <b>Scope and Contents note</b><br>Regulations governing work hours, time clock registration and change from use of time clock.  |        |            |
| Tractor, 1947-1951  | box 12 | folder 10  |
| <b>Scope and Contents note</b><br>Used for snow removal at Princeton laboratories.<br>Correspondence with Cater and Jones, Insurance, when Princeton labs closed.   |        |            |
| Travel, 1955-1961   | box 12 | folder 11  |
| <b>Scope and Contents note</b><br>Contract with TWA.  |        |            |
| Tryparsamide, 1925  | box 12 | folder 12  |
| <b>Scope and Contents note</b><br>Listing of countries with dates of trademark registration and expiration. October 1925 report by Wade Brown and Louise Pearce. Photocopy of letter and news article regarding use of drug by Mrs. Georgia Wood. |        |            |
| Tuberculosis, 1913-1953   | box 12 | folder 13  |



## Scope and Contents note

Assorted news clippings and correspondence.

|                         |        |           |
|-------------------------|--------|-----------|
| Unemployment, 1932-1934 | box 12 | folder 14 |
|-------------------------|--------|-----------|

## Scope and Contents note

Emergency Committee formed to aid unemployed. Includes typescript letter signed by Nicholas Murray Butler.

|              |        |           |
|--------------|--------|-----------|
| Unions, 1933 | box 12 | folder 15 |
|--------------|--------|-----------|

## Scope and Contents note

Development of union agitation with acceptance of National Recovery Act. Reexamination of RIMR working hours.

|  |        |           |
|--|--------|-----------|
| United Mine Workers, 1956; USO 1946; United States Pharmacopoeial Convention, 1956 | box 12 | folder 16 |
|--|--------|-----------|

|   |        |          |
|---|--------|----------|
| United States - Agriculture Department, 1915-1949 | box 13 | folder 1 |
|---|--------|----------|

|  |        |          |
|--|--------|----------|
| United States - Army Department, 1942-1944 | box 13 | folder 2 |
|--|--------|----------|

|  |        |          |
|--|--------|----------|
| United States - Commerce Department, 1922-1951 | box 13 | folder 3 |
|--|--------|----------|

## Scope and Contents note

Includes 1949 correspondence on the importing of monkeys.

|   |        |          |
|---|--------|----------|
| United States - Immigration Bureau of Labor Department, 1917-1949 | box 13 | folder 4 |
|---|--------|----------|

## Scope and Contents note

Includes correspondence on individuals and also explanations of RI as an educational institution in respect to foreign students.

|   |        |          |
|---|--------|----------|
| United States - Labor Department Women's Bureau, 1947 | box 13 | folder 5 |
|---|--------|----------|

## Scope and Contents note

Includes 1947 correspondence regarding publication "The Outlook for Women in Chemistry".

|   |        |          |
|---|--------|----------|
| United States - National Labor Board/Manpower Commission, 1943-1945 | box 13 | folder 6 |
|---|--------|----------|

|                             |        |          |
|-----------------------------|--------|----------|
| United States - Post Office | box 13 | folder 7 |
|-----------------------------|--------|----------|

## Scope and Contents note

Regulations for mailing specimens of infectious materials.

|  |        |          |
|--|--------|----------|
| United States - Public health Service, 1956-1965 | box 13 | folder 8 |
|--|--------|----------|

## Scope and Contents note

Policies, practices and information on NIH grants.

---

United States - Senate, 1958

box 13

folder 9

## Scope and Contents

Five items dealing with Hubert Humphrey sub-committee studying the role of private organizations in international medical research and service fields.

---

United States - State Department, 1915-1936

box 13

folder 10

## Scope and Contents note

Early correspondence deals with necessary clearances for shipments from Germany of glassware during WW I; later with representation at international meetings.

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United States - Surgeon General, 1917-1924 1927 1945

box 13

folder 11

## Scope and Contents note

Primarily related to War Demonstration Hospital and to anti-meningitis serum.

---

United States - Treasury Department, 1915-1956

box 13

folder 12

## Scope and Contents note

Deals with narcotics regulations; hospital census, sale of treasury bonds; tax exempt status.

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United States - War Department, 1931-1952

box 13

folder 13

## Scope and Contents note

Miscellaneous materials including correspondence on the blasting and dredging operations in the East River. Includes request for free copies of RIMR journals during 1934 budgetary crisis.

---

Uy, Milagras E. (Mrs. Jacoby) Dietition in the U.S. on a visitor's visa. Attempt to extend stay

box 13

folder 14

---

V (Miscellaneous)

box 14

folder 1

---

Vakown, Anton 1933-1934 (employee), 1933-1934

---

Vanderbilt, Sanderson 1935 Herald Trib. reporter, 1935

---

Van Sickle, Albert 1940 physician sending blood sample, 1940

---

Vogelaar, J.P.M. 1929 application to work with Dr. Carrel, 1929

---

Von Wendt, Georg 1921 application for appointment, 1921

Vorobyev (Vorobiev), Vladimir, 1959 USSH scientist offered  
Research associate position, 1959

**Scope and Contents note**

See A.E. Mirsky correspondence.

Vaccination, 1942, 1957

box 14

folder 2

**Scope and Contents note**

Legal opinion on vaccination of employees and release  
forms Plans for influenza vaccinations.

Van Cleve, James , 1934-1942

box 14

folder 3

**Scope and Contents**

Former employee in lab of Dr. Rous and Dr. MacMaster

Vending machines, 1947-1961

box 14

folder 4

Veterans Administration, 1946-1955

box 14

folder 5-6

**Scope and Contents**

Deals primarily with subsistence payments to veterans  
under educational provisions. Also includes form letters and  
pamphlets on rules and regulations regarding educational  
benefits.

Vibration, 1932

box 14

folder 7

**Scope and Contents note**

1932 report of investigation and measurement of vibrations  
in Power House. Includes seismograph readings.

Visitors, 1927-1962

box 14

folder 8-9

**Scope and Contents note**

Correspondence and announcements dealing with visitors  
to the Institute for periods of work in the laboratories or  
scientists coming for lectures and also other visitors.

Vitamins, 1921-1924

box 14

folder 10

**Scope and Contents note**

Consists of matters brought up for discussion in coming to a  
decision on undertaking nutritional studies. Communication  
between Flexner and Holt. Includes budget figures.

W - Miscellaneous - Wadsworth, Augustus B. 1930-1939 NY  
State Dept of Health, 1930-1939

box 15

folder 1

|  |        |          |
|--|--------|----------|
| W - Miscellaneous - Ward, Henry B. 1916, Journal of Parasitology, 1916                         | box 15 | folder 1 |
| W - Miscellaneous - Warren Steam Pipe  | box 15 | folder 1 |
| W - Miscellaneous - Warwick, David Branch. Residue of estate, 1940-1946                        | box 15 | folder 1 |
| W - Miscellaneous - Washburn, F.L. University of Minn, 1921                                    | box 15 | folder 1 |
| W - Miscellaneous - Washburn, Geo. Request for Cholera vaccine, 1920                           | box 15 | folder 1 |
| W - Miscellaneous - Watson Mfg.  | box 15 | folder 1 |
| W - Miscellaneous - Weaver, Floyd C., 1930   | box 15 | folder 1 |
| W - Miscellaneous - Webb, Anne 1956 inquiry on her affiliation with WW I unit at RIMR, 1956    | box 15 | folder 1 |
| W - Miscellaneous - Weber, Paul J. 1920-1921 photographer of Princeton laboratories, 1920-1921 | box 15 | folder 1 |
| W - Miscellaneous - Webster Apartments   | box 15 | folder 1 |
| W - Miscellaneous - Webster, T.P., 1935  | box 15 | folder 1 |
| W - Miscellaneous - Weeder, Mary A. on sleeping sickness, 1919                                 | box 15 | folder 1 |
| W - Miscellaneous - Wegeforth, Harry M. Zoological Society of San Diego, 1925                  | box 15 | folder 1 |
| W - Miscellaneous - Welch, W.M. Mfg., 1932   | box 15 | folder 1 |
| W - Miscellaneous - Wells Architectural Iron Co.   | box 15 | folder 1 |
| W - Miscellaneous - Wessel Duval & Co.   | box 15 | folder 1 |
| W - Miscellaneous - Westerberg & Williams, 1913  | box 15 | folder 1 |
| W - Miscellaneous - Westinghouse Electric and Mfg., 1917                                       | box 15 | folder 1 |
| W - Miscellaneous - Wheeler, B.I.  | box 15 | folder 1 |
| W - Miscellaneous - Wheeler, C.H. Mfg.   | box 15 | folder 1 |
| W - Miscellaneous - Wheeler Condenser  | box 15 | folder 1 |
| W - Miscellaneous - Whidden, R.W.  | box 15 | folder 1 |
| W - Miscellaneous - Whipple, George. University of Rochester, 1924                             | box 15 | folder 1 |
| W - Miscellaneous - White, Alfred T.   | box 15 | folder 1 |
| W - Miscellaneous - White Enamel Refrigeration   | box 15 | folder 1 |
| W - Miscellaneous - White, H.C. Co.  | box 15 | folder 1 |
| W - Miscellaneous - White Weld & Co.   | box 15 | folder 1 |
| W - Miscellaneous - White, Wm. Wallace   | box 15 | folder 1 |

|   |        |          |
|---|--------|----------|
| W - Miscellaneous - Whitenead & Hoag. Employee badges, 1926-1927        | box 15 | folder 1 |
| W - Miscellaneous - Whitney   | box 15 | folder 1 |
| W - Miscellaneous - Wiegand, E.L. Co.                                   | box 15 | folder 2 |
| W - Miscellaneous - Wiese, Randolph A.                                  | box 15 | folder 2 |
| W - Miscellaneous - Willey, Day Allen                                   | box 15 | folder 2 |
| W - Miscellaneous - Williams, Nelson                                    | box 15 | folder 2 |
| W - Miscellaneous - Williamson, B.B.                                    | box 15 | folder 2 |
| W - Miscellaneous - Willmer, W.H. bibliography, 1924 December           | box 15 | folder 2 |
| W - Miscellaneous - Wilson, H.P. & H.F. Co.                             | box 15 | folder 2 |
| W - Miscellaneous - Wilson Welding                                      | box 15 | folder 2 |
| W - Miscellaneous - Winckler, G.A. cabinet maker, 1917                  | box 15 | folder 2 |
| W - Miscellaneous - Wissmiller, George Employed as carpenter, 1927-1932 | box 15 | folder 2 |
| W - Miscellaneous - Wisotsky, Charles , 1921-1934                       | box 15 | folder 2 |

### Scope and Contents

1933-1934 student request for chemicals Witney, Newell  
1921-1926 former employee

|  |        |          |
|--|--------|----------|
| W - Miscellaneous - Wolff, Milliam F. sample lighting fixture, 1912                                  | box 15 | folder 2 |
| W - Miscellaneous - Wood, Casey A. gift of Ceylanese Ola: palm leaf 'mss of sinholese medicine, 1928 | box 15 | folder 2 |
| W - Miscellaneous - Wood, Francis C.M.D. Columbia University on Carrel transplants, 1913             | box 15 | folder 2 |
| W - Miscellaneous - Wood, Leonard. On dysentery vaccine, 1916  | box 15 | folder 2 |
| W - Miscellaneous - Woodruff, F.H. & Sons. lawn seed, 1932-1944                                      | box 15 | folder 2 |
| W - Miscellaneous - Woods, Arthur introduction of Teresa Masterson                                   | box 15 | folder 2 |
| W - Miscellaneous - Woodstock Typewriter Co.   | box 15 | folder 2 |
| W - Miscellaneous - Woodward, Geo.   | box 15 | folder 2 |
| W - Miscellaneous - Works Progress Administration. area survey request, 1937 1938                    | box 15 | folder 2 |
| W - Miscellaneous - Wright & Hanlon  | box 15 | folder 2 |
| W - Miscellaneous - Wuest, Nicholas (illness, death and payments to widow, 1933-1942                 | box 15 | folder 2 |

|   |        |          |
|---|--------|----------|
| W - Miscellaneous - Wulffleff, Elsie. Recommendation for past employee, 1913  | box 15 | folder 2 |
| W - Miscellaneous - Wyeth, John & Brother, 1913   | box 15 | folder 2 |
| Warburg, Otto, 1924-1949  | box 15 | folder 3 |
| <b>Scope and Contents note</b><br><br>Primarily nine items dealing with Institute support of cancer research.   |        |          |
| Wadley and Smythe, 1916-1955  | box 15 | folder 4 |
| <b>Scope and Contents note</b><br><br>Correspondence dealing with plans and plantings on Institute grounds and also orders for floral pieces sent from Institute or Institute personnel on various funerals.  |        |          |
| War Contracts for research , 1942-1943  | box 15 | folder 5 |
| <b>Scope and Contents</b><br><br>1942-1943 summary sheet  |        |          |
| War Production Board, 1942-1943   | box 15 | folder 5 |
| War Trade Board, 1918   | box 15 | folder 5 |
| Western Union Telegraph, 1913-1959  | box 15 | folder 6 |
| White, William A. & Sons, 1917-1942   | box 15 | folder 7 |
| <b>Scope and Contents note</b><br><br>Correspondence relating to management of properties purchased by Institute, but not yet developed for Institute use. This includes area at 67th-68th Sts. and 63rd-64th Sts. Also includes offer to sell property of Flower Hospital to RIMR. |        |          |
| Wiesner, B.P., 1940-1942  | box 15 | folder 8 |
| <b>Scope and Contents note</b><br><br>On arrangements to ship rabbits with Brown-Pearce tumor graft to London.  |        |          |
| Williamsburg restoration  | box 15 | folder 9 |
| <b>Scope and Contents note</b><br><br>Includes issue of National Geographic Magazine  |        |          |
| Woodlawn Cemetery Pamphlets and map   | box 16 | folder 1 |
| Working hours; wages, 1946-1954   | box 16 | folder 2 |

|  |        |            |
|--|--------|------------|
| Workers, volunteer, 1927-1962  | box 16 | folder 3   |
| Workman's compensation (see also Employee), 1913-1934  | box 16 | folder 4-5 |
| <b>Scope and Contents note</b><br>Includes legislation and other materials affecting RIMR Period of self insurance; Insurance Committee recommendations.   |        |            |
| World Fair in New York City, 1936-1940   | box 16 | folder 6   |
| <b>Scope and Contents</b><br>Includes signed typescripts from Grover Whalen and Mayor La Guardia   |        |            |
| X-Ray, 1913-1956   | box 16 | folder 7-9 |
| Yale and Towne Mfg. Installation of locks, 1915-1950   | box 17 | folder 1   |
| Yale University (with registrar)   | box 17 | folder 1   |
| Yellow Taxi  | box 17 | folder 1   |
| York Avenue Redevelopment; Yorkville Civic Council   | box 17 | folder 2   |
| Young, John discharged employee, 1936  | box 17 | folder 3   |
| Young, Saul employee who manufactured pH meter   | box 17 | folder 3   |
| Z (various)  | box 17 | folder 4   |
| Zeisler, Milton  |        |            |
| Zicherman, J. & Son  |        |            |
| Zieman, H.   |        |            |
| Zimmerman, Walter  |        |            |
| Zinsser, Hans, 1915  |        |            |
| <b>Scope and Contents note</b><br>1915 letter regarding possible information from abroad.  |        |            |
| Zoological Gardens   |        |            |
| Zoning, 1928-1959  | box 17 | folder 5   |
| <b>Scope and Contents note</b><br>Primarily correspondence and materials supplied by George C. Wheeler, engineer and surveyor in relation to hearings on going changes in East Side 1950's and 1960's. |        |            |

## Construction, 1904-1955

Physical Description: 1.5 Cubic Feet 3 boxes

Immediate Source of Acquisition:

### Immediate Source of Acquisition

In May 1978 an additional 15 inches (3 boxes) of records dealing with construction were found. Included are records that had been passed along from Edric Smith, Waldo Flinn and finally to Roger C. Elliot. When the Office of Administrative Services was phased out these records were sent to the Archives Office.

This group of records deals primarily with construction of new facilities or additions and remodeling to existing buildings.

### Arrangement note

Arranged roughly in chronological order.

Processing Information:

### Processing Information

Date received or inventoried: May, 1978.

| Title/Description  | Instances |          |
|--|-----------|----------|
| Buerkel and Co. Construction Engineers - Correspondence between O.S. Staples and E.B. Smith, 1904-1925   | box 18    | folder 1 |
| Buerkel and Co. Construction Engineers - On heating and ventilation work done in the Animal House, Power House and cooling systems, 1927-1936  | box 18    | folder 2 |
| Matthews Construction Co., 1915-1917   | box 18    | folder 3 |
| <b>Scope and Contents note</b>   |           |          |
| Work done at the Princeton Department of animal pathology.   |           |          |
| Western Electric, 1916-1920  | box 18    | folder 4 |
| <b>Scope and Contents note</b>   |           |          |
| Regarding supply of incandescent bulbs from Hixon-Electric about a Western-Electric (32A) public address system.   |           |          |
| Isolation building, 1924-1926 1948-1949 August   | box 18    | folder 5 |
| Isolation Building, 1949 October-1956  | box 18    | folder 6 |
| <b>Scope and Contents note</b>   |           |          |
| The first work done was the addition of two floors, addition of a sun porch; between 1949-1950 the building was remodeled for a nurses residence. The file includes specifications, correspondence with architects Coolidge, Shepley, Bulfinch and Abbott and various contractors. |           |          |
| Fred Brutschy Company 1933-1951 Plumbing, 1929-1951  | box 18    | folder 7 |



## Scope and Contents note

Includes 1929 June-March 1933 records of John MacMillan Company. Relates to work done in the high laboratory and in Princeton (includes copies of New Jersey labor agreements.

|   |        |          |
|---|--------|----------|
| Alvord and Swift. Steamfitters and cooling systems, 1933-1952 | box 18 | folder 8 |
| Summaries and estimates in two groups                         | box 18 | folder 9 |

Related to construction of Assembly/Dining room; library; tunnels; Princeton improvements; Power House improvements and grounds development, 1927 May-1929 June

## Scope and Contents note

Includes a pencil sketch by Mr. Coolidge (May 20, 1921) of suggested wood paneling for Assembly/Dining Hall.

|  |        |          |
|--|--------|----------|
| Correspondence, minutes, summary on Hospital Addition, 1948 November-1953 February |        |          |
| Coolidge Shepley Bulfinch & Abbott, 1928-1959                                      | box 19 | folder 1 |

## Scope and Contents note

Consists of correspondence, estimates, drawings on various construction projects from the work on the Assembly/Dining room; vibration in the power house; construction of permanent fence on 68th St; York Ave and frontage from 67th-68th; development of tennis courts; ventilation in the library building; work on fuel conveyor tunnel; greenhouses and low laboratory building roof; plant pathology in NYC and hospital addition.

|   |        |          |
|---|--------|----------|
| Construction accounts, 1930 June-1933 June  | box 19 | folder 2 |
| T86; T100; T139   | box 19 | folder 3 |
| Library, Assembly-Dining Hall, Pipe tunnel, animal House and connecting unit across 67th Street, generator in Power House and Power Plant additions; new high laboratory; low unit for combined animal and laboratory purposes; service entrance and connecting tunnel; laboratory and animal building at Princeton; greenhouses and tunnel at Princeton, 1930/1931; 1931/1932; 1932/1933 | box 19 | folder 4 |
| Hospital addition, 1948-1950 September 19   | box 19 | folder 5 |
| Hospital addition, 1950 September 26-1951 May 8   | box 19 | folder 6 |
| Hospital addition, 1951 May 15-1952 June 3  | box 19 | folder 7 |

## Scope and Contents note

Consists of minutes of meeting held almost every week dealing with the remodeling of the old building and the

building of the addition. At meetings were representatives of RI administration; Coolidge Shepley Bulfinch & Abbott; Fred Butschy Co.; Imperial Sheet Metal Works; Alvord & Swift; Albin Gustafson; Vermilya-Brown Co.

|   |        |          |
|---|--------|----------|
| Hospital addition specifications, 1949 March-1949 September | box 20 | folder 1 |
|---|--------|----------|

|   |        |          |
|---|--------|----------|
| Hospital addition specifications, 1949 October-1950 October | box 20 | folder 2 |
|---|--------|----------|

### **Scope and Contents note**

Consists of building specifications and correspondence for the individual construction stages.

|                                  |        |          |
|----------------------------------|--------|----------|
| Hospital plumbing specifications | box 20 | folder 3 |
|----------------------------------|--------|----------|

### **Scope and Contents note**

Fred Butschy, consulting engineer. Includes budget and some correspondence.

|  |        |          |
|--|--------|----------|
| Hospital electrical wiring, alarm systems, elevators | box 20 | folder 4 |
|--|--------|----------|

### **Scope and Contents note**

Specifications for wiring 32 pp; for coded fire alarm signaling system 5 pp; for alterations in Power House and Engine Room 2 pp.; for elevator equipment 25 pp and 1, 2, 3, addenda.

Companies are: Albin Gustafson, Kaiser, Muller and Davies and Acme Fire Alarm Co.

|   |        |          |
|---|--------|----------|
| Hospital heating, ventilation, air-conditioning and refrigeration, 1949 February-1951 March | box 20 | folder 5 |
|---|--------|----------|

### **Scope and Contents note**

Specifications 66 pages and correspondence Handled by Vermilya-Brown and Office of Hollis-French.

|   |        |          |
|---|--------|----------|
| Hospital Food Service equipment, 1949 June-1951 April | box 20 | folder 6 |
|---|--------|----------|

|  |        |          |
|--|--------|----------|
| Refrigeration Plant and Cooling Tower, 1949-1952 | box 20 | folder 7 |
|--|--------|----------|

### **Scope and Contents note**

Under Vermilya-Brown and including Alvard & Swift, Coolidge Shepley Bulfinch & Abbott; Frank Merrill of Office of Hollis-French; York Construction. Correspondence about need to change system so as to recirculate water used.

|                                 |        |          |
|---------------------------------|--------|----------|
| Power Plant addition, 1952-1955 | box 20 | folder 8 |
|---------------------------------|--------|----------|

## **Scope and Contents note**

Correspondence dealing with estimates, comparisons of different kinds of boilers and steam generating equipment and methods. Plans held in abeyance in 1953 until patterns of growth under new president are defined. Correspondence is with Coolidge Shepley Bulfinch & Abbott, and Merrill Associates.

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