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Mary Ellen Richmond papers4079264

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Description is written in: English.

Describing Archives: A Content Standard

Rare Book and Manuscript Library

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Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Richmond, Mary Ellen, 1861-1928
Title:	Mary Ellen Richmond papers
ID:	4079264
ID:	MS#1069
Date [inclusive]:	1861-1955, undated
Physical Description:	85 boxes 85 boxes
Language of the Material:	English .

Preferred Citation

Identification of specific item; Date (if known); Mary Ellen Richmond papers; Box and Folder; Rare Book and Manuscript Library, Columbia University Library.

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Biographical / Historical

Pioneer social worker, author, educator. Miss Richmond was the author of SOCIAL DIAGNOSIS, MARRIAGE AND THE STATE, FRIENDLY VISITING AMONG THE POOR, and CHILD MARRIAGES.

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Summary

Correspondence, manuscripts, and records relating to the career of Mary E. Richmond. The papers cover Miss Richmond's social work career in Baltimore, Philadelphia, and New York where she served as Director of the Charity Organization Dept. of the Russell Sage

Foundation. Her efforts were directed toward the reorganization and introduction of new methods, including the case method. Also contains childhood memorabilia and an 1821 genealogy.

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Arrangement

Listed and arranged.

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Administrative Information

Publication Statement

Rare Book and Manuscript Library

Butler Library, 6th Floor
Columbia University, Mail Code 1127
535 W. 114th St.
New York, NY 10027

Business Number: (212) 854-5153

Fax Number: (212) 854-1365

rbml@libraries.cul.columbia.edu

URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

Revision Description

EAD document created by CCR. 2020-05-29

Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

Restrictions on Access

This collection has no restrictions.

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Immediate Source of Acquisition

Source of acquisition--Russell Sage Foundation via New York School of Social Work (1970). Method of acquisition--Gift, transfer; Date of acquisition--1949. Accession number--M-49.

Immediate Source of Acquisition

Poem & correspondence: Source of acquisition--Smith College Library. Method of acquisition--Gift; Date of acquisition--05/21/1996. Accession number--M-96-05-21.

Ownership and Custodial History

Gift of the Russell Sage Foundation, 1949.

Ownership and Custodial History

Gift of the Smith College Library, 1996.

Processing Information

Cataloged Christina Hilton Fenn 08/--/1989.

Processing Information

Poem & correspondence Processed HR 10/09/1998.

Processing Information

The original printed finding aid was converted into an EAD document in May 2020. There is additional description and an index in the printed finding aid that was not included in the EAD document. The original printed finding aid is available [here](#) as a pdf.

Accruals

Materials may have been added to the collection since this finding aid was prepared. Contact rbml@columbia.edu for more information.

Existence and Location of Copies

Portions of the collection also available on microfilm. See container list for specific reel numbers.

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Controlled Access Headings

- Charities
- Social service -- Maryland -- Baltimore
- Social service -- Pennsylvania -- Philadelphia
- Social service -- New York (State) -- New York
- Social problems
- Social case work
- Genealogies (histories)
- Women social workers
- Women authors, American
- Women educators
- Russell Sage Foundation. Charity Organization Department

Collection Inventory

Part I: Mary Ellen Richmond Archive--Pre-Professional, Baltimore, and Philadelphia Periods, 1861-1909

Part I.1: Letters, Writings, and Personal Effects, 1861-1889

Title/Description	Instances	
Genealogical Documents		
Ellen M. Harris' record of Richmond, Harris, and Westcott marriages, births, and deaths, undated	box I.1	folder 1
Family Record pages from 1821 New Testament	box I.1	folder 1
Scope and Contents		
[Kept by Mehitable Harris?]		
Photostat copy of MER's Family Tree as recorded in Family Bible dated 1746	box I.1	folder 1

Scope and Contents

Original property of William C. Harris, in possession of Miss Gordon Hamilton, 1930.

Family Tree copied from Family Bibles by Joanna C. Colcord in 1929	box I.1	folder 1
Letters showing relations between MER and Mrs. Laura Richmond Hooper, her step-mother		
Letter to MER from Mrs. Hooper, 1901 September 13	box I.1	folder 2
Three letters to MER from M. L. White, Baltimore COS case worker, about Hooper family affairs, dated Sep 30, Oct 8, and Oct 11, 1901, 1901 September 30-October 11	box I.1	folder 2
Childhood keepsake, undated	box I.1	folder 3
Scope and Contents		
Religious card with note on verso to MER from Sister Relagia Boyd, her aunt on her father's side		
Letters showing relations between MER and Ellen M. Harris, her aunt		
Copies of six letters from MER to Aunt Ellen, 1870-1872	box I.1	folder 4
Two letters to MER from Aunt Ellen, 1908 April 17 and 1915 July 7	box I.1	folder 4
Doctor's receipt and letters to MER from Ellen M. Harris and others concerning Aunt Ellen's final illness and death, 1919	box I.1	folder 5
Correspondence between MER and Mary Eleanor Shafer concerning Aunt Ellen's bequests, 1919	box I.1	folder 5
Aunt Ellen's address book, memorandum book, and her article, "Notes on the Life of Huxley"	box I.1	folder 5
Scope and Contents		
Article appeared in <i>The Open Door</i> October 1919, pp. 10-11		
Letters showing relations between MER and Elizabeth (Lizzie) and Mary Richmond, her aunts		
Scope and Contents		
Arranged chronologically.		
Letters, 1913 July 18-1920 December 19	box I.1	folder 6
Letters, 1922 January 5-1925 December 16	box I.1	folder 7
MER's childhood copy book	box I.1	folder 8

Scope and Contents

Presented to her by her "teacher," G. Perez, January 20, 1872.

Copy of Eastern Female High School Twenty-sixth Annual Commencement program, 1878 June 27	box I.1	folder 9
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Scope and Contents

Accompanied by 1930 statement by Ruth Mann about the commencement and correspondence between Joanna Colcord and the Principal of Eastern High School, 1930

MER Notebook labeled "Bibliography"	box I.1	folder 10
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Scope and Contents

With calendar for 1880 pasted on inside cover and autograph of "M. E. Richmond"; contains lists of works by Scott, Tyndall, Ruskin, Dickens, Dr. Johnson, Emerson, George Eliot, and list of Latin Poets

Seven programs of the DeValin Literature Club meetings

Program, 1882 November-1883 January	box I.1	folder 11
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Program, 1883 February-May	box I.1	folder 11
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Program, 1883 October-1884 January	box I.1	folder 11
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Program, 1884 February-May	box I.1	folder 11
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Program--Mrs. Browning Evening, 1884 May 30	box I.1	folder 11
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Program, 1884 October-1885 January	box I.1	folder 11
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Program, 1885 October-1886 January	box I.1	folder 11
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MER Essay, "Books and Reading", 1882 October 20	box I.1	folder 12
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Scope and Contents

Written for presentation to the DeValin Literature Club, October 20, 1882; a.m.s., 39 p.

MER Essay, "Washington Irving", 1883 March 19	box I.1	folder 13
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Scope and Contents

Written for presentation to the DeValin Literature Club, March 19, 1883: a.m.s., 36 p, and 31 half-page typescript.

MER Essay, "Milton", 1883 December 14	box I.1	folder 14
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Scope and Contents

Written for presentation to the DeValin Literature Club, December 14, 1883 (Contained in notebook headed "DeValin Literature Club Essays, Vol I : Contents, Dante, Miss Jennie Taylor, read November 17, 1882; and Milton, Miss Richmond, read December 14, 1883." The Milton essay is in MER's holograph. Also 45 half-page typescript.

MER Essay, "Jeremy Taylor", 1884 April 25	box I.2	folder 15
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Scope and Contents

Written for presentation to the DeValin Literature Club, April 25, 1884; a.m.s., 32p, and 26 half-page typescript.

MER Essay, "Sir Thomas More", 1884 December 1	box I.2	folder 16
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Scope and Contents

Written for presentation to the DeValin Literature Club, December 1, 1884.: a.m.s., 66 p., and 60 half-page typescript.

MER Essay, "The Baron, the Page, and the Minstrel", 1885 November 2	box I.2	folder 17
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Scope and Contents

Written for presentation to the DeValin Literature Club, November 2, 1885: a.m.s., 33 p, and 29 half-page typescript.

MER Essay, "The English Novel", undated	box I.2	folder 18
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Scope and Contents

Written for presentation to the DeValin Literature Club, undated: 33 p. holograph draft and 23 half-page typescript.

MER Essay, "Charles Dickens", undated	box I.2	folder 19
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Scope and Contents

Written for presentation to the DeValin Literature Club, undated: 27 p. holograph draft and 29 half-page typescript.

Scrapbook of newspaper and magazine clippings bearing MER's autograph, 1883-188?	box I.2	folder 20
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Scope and Contents

The first clipping is an article by Miss Richmond on "Juvenile Literature" from the Lutheran Home, 1883. Three other newspaper clippings are dated 1884 and

1885. Most of the clippings deal with Rev. Charles R. Weld's sermons at the first Independent Christ Church, but only two are dated: 1884 and 1885. Folded in front are a Stork & Co. Society Bulletin for 1883 and three sets of MER holograph notes.

MER holograph notebook, undated	box I.2	folder 21
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Scope and Contents

MER holograph notebook headed "Sidney Lanier," with table of contents, undated. Pages 3-5 and 8-11 contain entries for "Shakespeare Class" dated 1888. Pages 164-270 contain a "programme" given by the Shakespeare Class. 276 p. Folded in front are five undated poems in MER's holograph, as follows: "Crinan[?] Weather"; "The Alphabet"; "Team Play" "Sheepfolds"; "Small blame to the worlds that want you"

Typescript copies of two letters to MER from Fred W. Werner, 1888 June 30 and 1889 December 23	box I.2	folder 22
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Scope and Contents

Typescript copies of two letters to MSR from Fred W. Werner, member of the Unitarian Church Shakespeare Class, dated June 30, 1888 (accompanied by "Presentation") and December 23, 1889.

Photostats of two letters concerning the Baltimore Charity Organization Society position of assistant treasurer, 1888

J.F Martenet to Charles J Bonaparte, 1888 February 24	box I.2	folder 23
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Scope and Contents

The letter of resignation of MER's predecessor.

Jesse F. Hampton to Special Committee, Baltimore Charity Organization Society, 1888 December 15	box I.2	folder 24
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Scope and Contents

A letter of application for the position of assistant treasurer. Pasted on this letter is the advertisement from the December 1888 Evening Sun which MER answered.

Miscellaneous biographical data	box I.2	folder 25
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Scope and Contents

Miscellaneous biographical data relating to MER's Pre-professional Period, collected by Ruth Mann and Joanna Colcord, 1928-1931.

Part I.2: Baltimore Period: Letters and Related Materials, 1889-1900**Scope and Contents**

Note: The records of the Baltimore Charity Organization Society were destroyed in a fire in 1919 and the official file of letters and organizational documents and papers is very incomplete.

Title/Description	Instances	
General letters to and from MER, mostly of an official or professional nature, 1890-1891		
Francis R. Peabody to MER, 1890 November 17	box I.3	folder 25
MER to Charles J. Bonaparte, 1891 February 21	box I.3	folder 25
MER to the Daughters of Israel, 1891 May	box I.3	folder 25
General letters to MER, mostly of an official or professional nature, 1894-1900, undated	box I.3	folder 26-32
<u>Physical Description:</u> 7 folders		
Arrangement		
Arranged chronologically.		
Letters of a personal nature from Zilpha Drew to MER, 1892 April-1900	box I.3	folder 33-39
<u>Physical Description:</u> 7 folders		
Arrangement		
Arranged chronologically.		
Miscellaneous materials relating to the Zilpha Drew Smith - Mary Richmond friendship during this period, 1892-1900		
ZDS diary of Colorado vacation, 1892	box I.3	folder 40
MER note with photograph to ZDS, 1894 September 22	box I.3	folder 40
Other letters to or from ZDS, 1892, 1894, 1900	box I.3	folder 40
Copy of form letter sent out by MER, and responses, 1895 April 25	box I.3	folder 41-42
<u>Physical Description:</u> 2 folders		
Scope and Contents		
Form letter asking for information needed to prepare a paper on "The Treatment of the Families of Idle and Intemperate Men" (presented at the National		

Conference, New Haven, 1895, under title of "Married Vagabonds"), and the responses to her questions, arranged chronologically for April and May 1895.

Letters and other materials from the Macmillan Company concerning publication and sales of <i>Friendly Visiting Among the Poor</i> (New York, 1899), 1898-1911		
Contract, 1898 November 16	box I.3	folder 43
Four letters from Macmillan Company to MER, 1898 November 15-1899 February 21	box I.3	folder 43
Yearly statements of sales, 1898-1911	box I.3	folder 43
Letters to MER in response to publication of <i>Friendly Visiting Among the Poor</i> (New York, 1899), 1899	box I.3	folder 44
Scope and Contents		
Letters arranged chronologically from January 31 to April 26, 1899; also typescript copy of discussion at Agents' Meeting, Boston, June 29, 1899, on review in Manchester Guardian.		
Letters relating to Helen B. Pendleton, Baltimore Charity Organization Society worker and friend of MER, 1896-1954		
Two letters from MER to Miss Pendleton, 1898 March 14 and [No Year] June 27	box I.3	folder 45
Extracts from Miss Pendleton's letters to her family during MER's Baltimore Period, 1896 October 1, 1898 January 23, and undated	box I.3	folder 45
Letter from John M. Glenn to Miss Pendleton, 1901 November 30	box I.3	folder 45
Letter from Miss Pendleton to Muriel Pumphrey about MER materials from this period, 1954 September 27	box I.3	folder 45
Two printed case records from the London Charity Organization Society, circa 1899	box I.3	folder 46
Scope and Contents		
These were sent out as specimens of case work by C. S. Loch, April 1899. Accompanied by note in unidentified handwriting that MER had no idea what a case record could be until she saw the London COS samples.		
Letters and other materials relating to the Baltimore-Philadelphia transition, 1900		
Eleven letters from H. LaBarre Jayne to MER, 1900 January 31-April 7	box I.3	folder 47

Scope and Contents

About offer of General Secretary position at the Philadelphia Society for Organizing Charity.

Letter from MER to Mr. Jayne, 1900 March 18	box I.3	folder 47
Two enclosures relating to the Philadelphia SOC, undated	box I.3	folder 47
Three press clippings from Philadelphia newspapers, 1900	box I.3	folder 47
MERs holograph draft letter of resignation from the Baltimore Charity Organization Society to Charles Bonaparte, 1900 March 12	box I.3	folder 48

Scope and Contents

Includes carbon of typescript statement of acceptance and recognition of service from the Society's Board of Managers, undated.

Letters and notes from Baltimore and other persons relating to MER's leaving Baltimore, 1900 March 2-May 22	box I.3	folder 49
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Arrangement

Arranged chronologically.

Letters and notes from Philadelphia and other persons relating to MER's coming to Philadelphia, 1900 February 14-May 14	box I.3	folder 50
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Arrangement

Arranged chronologically.

Part I.3: Baltimore Period: Writings and Personal Effects, 1889-1900

Title/Description	Instances	
"The Friendly Visitor"	box I.4	folder 51
Scope and Contents Holograph draft [not in MERs handwriting] 10p. "M.E.R.'s first speech in public at annual meeting of Balto. C.O.S. in 1890" written at end in MER's hand. Verso of p.10 has "Mr. J. M. Glenn, Glenn Bldng., 12 St. Paul"		
"The Profession and Practice of Begging", 1891	box I.4	folder 52

Scope and Contents

Holograph draft. An address delivered at the East Baltimore Business Men's Association, April 23, 1891; also typescript copy.

"Criticism and Reform in Charity", 1896	box I.4	folder 53
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Scope and Contents

A lecture delivered before the Social Science Club of the Woman's College, Baltimore, January 17, 1896 (Printed in The Charities Review, Vol V, no. 4, February 1896, p. 169-181).

"The Training of Charity Workers", 1897	box I.4	folder 54
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Scope and Contents

Separate reprint. Paper read at a meeting of the Civic Club, Philadelphia, March 19, 1897 (two copies).

"Attitude of a Working Woman toward Working Women", 1897	box I.4	folder 55
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Scope and Contents

Typescript copy. Address delivered before the Third National Convention of Working Women's Clubs, Philadelphia, April 30, 1897 (From the Report of the Proceedings of the Convention, p. 188-192).

"The Relation of our District Work to Church Charity Work", undated	box I.4	folder 56
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Scope and Contents

Holograph draft. n.p., n.d. [1898 or 1899?], 16p; accompanied by Edward T. Devine letter, October 5, 1916, and MER's reply, October 14, 1916, relating to this manuscript.

Miscellaneous notes and outlines for speeches, addresses, and lectures, 1896-1900	box I.4	folder 57
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Some Facts about Child-Beggars, 1894, undated	box I.4	folder 58
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Scope and Contents

Some Facts about Child-Beggars, 4-page leaflet prepared by MER and issued by the Baltimore Charity Organization Society (No.32, March 1894). Also Syllabus for "Class for the Study of Charitable

Work in the Homes of the Poor," conducted by MER
Februral and March [n.y.], 4-page leaflet.

<p>"To Every Baltimore Clergyman" and "Our Relation to the Churches", 1899 October</p> <p>Scope and Contents</p> <p>Typescript copies. Editorials written by MER for the Baltimore Charities Record, October 1899.</p>	<p>box I.4</p>	<p>folder 59</p>
<p>"The Work of a District Agent. Instructions and Suggestions compiled for the Charity Organization Society of Baltimore by its General Secretary, Mary E. Richmond", 1900</p> <p>Scope and Contents</p> <p>Typescript notebook containing unpublished manual, "The Work of a District Agent. Instructions and Suggestions compiled for the Charity Organization Society of Baltimore by its General Secretary, Mary E. Richmond," Baltimore, May 1, 1900, 72p; accompanied by 1920 correspondence between Jeffrey Brackett and MER referring to this manuscript.</p>	<p>box I.4</p>	<p>folder 60</p>
<p>"Friendly Visiting", undated</p> <p>Scope and Contents</p> <p>Holograph draft. Article written for The Commons but not published, undated. (Published in The Long View as "The Settlement and Friendly Visiting" and dated there as circa 1899).</p>	<p>box I.4</p>	<p>folder 61</p>
<p>"What is Charity Organization?", 1900 January</p> <p>Scope and Contents</p> <p>Page proofs. Article written for Charities Review, January 1900.</p>	<p>box I.4</p>	<p>folder 62</p>
<p>"In Hospital", 1901 October 1</p> <p>Scope and Contents</p> <p>Two typescript copies. Article written for American Journal of Nursing, October 1, 1901.</p>	<p>box I.4</p>	<p>folder 63</p>
<p>Six poems written by MER, 1889-1903</p>		
<p>"Dualism", 1889 July 17</p> <p>Scope and Contents</p> <p>Typescript copy.</p>	<p>box I.4</p>	<p>folder 64</p>
<p>"Love, a masking came to me", 1889 November 23</p>	<p>box I.4</p>	<p>folder 64</p>

Scope and Contents

Typescript copy.

"Breezy Weather", 1891 August	box I.4	folder 64
Scope and Contents		
Photostat of a holograph signed "M.E.R."		
"Recognition", 1891 October	box I.4	folder 64
Scope and Contents		
Photostat of a holograph signed "M.E.R."		
"Three steps across the threshold and then turn", 1892 July 4	box I.4	folder 64
Scope and Contents		
Colorado Springs. Photostat of MER holograph and typescript copy.		
"A sturdy Yorkshire mite of four or five", 1903 July 17- December 1	box I.4	folder 64
Scope and Contents		
Typescript copy.		
Accompanied by three letters relating to the poems, 1931	box I.4	folder 64
Ruth Mann to Ada Arens Morawet, 1931 February 3	box I.4	folder 64
Ada Arens Morawetz to Ruth Mann, 1931 February 4	box I.4	folder 64
Scope and Contents		
Incomplete		
Louisa Eyre to Ruth Mann, 1931 March 2	box I.4	folder 64
"Dualism", undated	box I.4	folder 64A
Scope and Contents		
a.ms.s with photograph of MER as a child and related letters.		
Three sets of miscellaneous MER holograph notes, 1892-1897		
"Clouds", 1892 September	box I.4	folder 65
"Myrtle Club Grieg Programme", 1894 June 8	box I.4	folder 65
"Guesses at Symphony Programmes", 1896 November-1897 January	box I.4	folder 65

"A Plea for Poetry", 1893 July	box I.4	folder 66
Scope and Contents		
Typescript copy. Written by MER for Myrtle Club, July 1893.		
Diary, 1897	box I.4	folder 67
Scope and Contents		
Autographed "M. E. Richmond." Diary pages are spotty and contain note of reading references or engagements. Cash Account pages in back are fully kept.		
Diary, 1898	box I.4	folder 68
Scope and Contents		
Autographed "M. E. Richmond." Diary pages are spotty and contain note of reading references. Cash Account pages in back are fully kept. MER's National Conference membership card for 1898 inserted in back pocket.		
Diary, 1900	box I.4	folder 69
Scope and Contents		
Diary pages are spotty and mostly contain note of reading references or engagements. Cash Account pages in back are fully kept.		
Materials relating to Jane Addams, 1899, undated		
"The Subtle Problems of Charity", 1899	box I.4	folder 70
Scope and Contents		
Article by Miss Addams clipped from the January 1899 Atlantic and saved by MER.		
MER holograph draft letter to Jane Addams, undated	box I.4	folder 70
Scope and Contents		
n.p., undated		
Miscellaneous biographical data relating to MER's Baltimore Period	box I.4	folder 71
Scope and Contents		
Collected by Ruth Mann and Joanna Colcord, 1928-1931.		

Part I.4: Philadelphia Period: Letters and Related Materials, 1900-1909

Title/Description	Instances	
<p>General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, 1900-1909</p> <p><u>Physical Description</u>: 10 folders</p> <p>Arrangement</p> <p>Arranged chronologically.</p>	box I.5	folder 72-81
<p>Letters of a personal nature from Zilpha Drew Smith to MER, 1900 December 9-1904 April 14</p> <p>Arrangement</p> <p>Arranged chronologically.</p>	box I.5	folder 82
<p>Letters of a personal nature from Zilpha Drew Smith to MER, 1905 April 22-1909 August 3</p> <p>Arrangement</p> <p>Arranged chronologically.</p>	box I.5	folder 83
<p>Letters of a personal nature from Julia R. Rogers of Baltimore to MER, 1900 November 14-1904 January 17</p> <p>Arrangement</p> <p>Arranged chronologically.</p>	box I.5	folder 84
<p>Letters of a personal nature from Julia R. Rogers of Baltimore to MER, 1905 November 6-1908 February 1</p> <p>Arrangement</p> <p>Arranged chronologically.</p>	box I.5	folder 85
<p>Letters of a personal nature to MER from various persons, 1902 September 25-1909 November 12</p> <p>Arrangement</p> <p>Arranged chronologically.</p>	box I.5	folder 86
<p>Letters of a personal nature from MER to Constance Biddle of Philadelphia, 1907 July 24-1909 August 29</p> <p>Arrangement</p> <p>Arranged chronologically.</p>	box I.5	folder 87
<p>Letters and other materials relating to MER's trip to England and Scotland in 1903, 1903</p>		
<p>James Campbell letter to [Margaret] Horn, 1903 July 7</p>	box I.5	folder 88
<p>Margaret Horn letter to MER, 1903 July 8</p>	box I.5	folder 88

Margaret Horn postcard to MER, 1903 July 20	box I.5	folder 88
E. J. Holdane[?] letter to MER, [1903 July 21]	box I.5	folder 88
Margaret Horn letter to MER, 1903 July 27	box I.5	folder 88
Calling cards for Miss Richmond and Miss Foss	box I.5	folder 88
MER diary for 1903, 1903	box I.5	folder 88

Scope and Contents

Contains entries from June 25 to August 5, a few addresses and memoranda, and folded in the back, a list of hotels and addresses with a dried flower pressed in.

Letters and other materials relating to Anna Justice, Philadelphia SOC volunteer worker, 1907, undated		
Anna Justice to MER, 1907 May 1-June 15	box I.5	folder 89
Henry Justice (Anna's father) to MER, 1907 November 16 and December 20	box I.5	folder 89
Funeral Sermon, 1907 July 25	box I.5	folder 89
Anna Hinchman's poem, undated	box I.5	folder 89
"A Friend Indeed," remembrance by Mary L. Walsh, undated	box I.5	folder 89

Part I.5: Philadelphia Period: Letters and Related Materials, also Official SOC Publications, 1900-1909

Title/Description	Instances	
Letters to MER enclosing statistics of district committees of charity organization societies in seven cities, together with Miss Richmond's summary, 1901 June	box I.6	folder 90
Copy of form letter sent out by MER, and responses, 1904	box I.6	folder 91

Scope and Contents

Letter of March 9, 1904 asking for case records from other societies to be used in preparation of a book of Lectures to Charity Workers, and the responses to her request, arranged chronologically from March 12 to Jun 10, 1904. Accompanied by two sets of MER notes outlining the projected book.

Copy of form letter sent out by MER to Philadelphia volunteers, and responses, 1907	box I.6	folder 92
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Scope and Contents

Letter of April 10, 1907 asking for accounts of their experiences to be used in preparation of an SOC leaflet on friendly visiting, and the responses to her

request, arranged chronologically from April 14 to May 5, 1907. Accompanied by typescript copies of Excerpts from Philadelphia friendly visitors' letters; Statement by Henry H. Bonnell; and "Concerning the Difficulty of Beginning" by H.W. Cadbury, May 1, 1907.

Copy of form letter sent out by MER to other societies, and responses, 1907	box I.6	folder 93
Scope and Contents		
Letter of April 15, 1907 requesting names and addresses of volunteers to supply accounts of their experiences as friendly visitors, and the responses to her request, arranged chronologically from April 16 to April 29, 1907.		
Copy of form letter sent out by MER to other societies, and responses, 1907	box I.6	folder 94-95
<u>Physical Description:</u> 2 folders		
Scope and Contents		
Letter of April 23, 1907 asking for accounts of their experiences to be used in preparation of an SOC leaflet and speech on friendly visiting, and the responses to her request, arranged chronologically from April 23 to May 15, 1907; also five undated letters.		
Letters relating to <i>The Good Neighbor in the Modern City</i> (Philadelphia, 1907), 1907		
MER's request for advice on a chapter, 1907 October	box I.6	folder 96
Scope and Contents		
MER's request for advice on a chapter sent to six recipients October 1, 1907, and their responses, October 1907.		
Edward T. Devine's letter to MER, 1907 October 13	box I.6	folder 96
Letters and other materials from the Lippincott Company concerning publication and sales details for <i>The Good Neighbor in the Modern City</i> (Philadelphia, 1907), 1907-1935		
Contract and Statement of Royalties, 1907-1935	box I.6	folder 97
Scope and Contents		
Contract, October 1907, and statements of royalties, 1908-1935.		
Letters concerning sales figures, 1908-1931	box I.6	folder 97

Publication announcement and reviews, 1907	box I.6	folder 97
Letters to MER in response to publication of <i>The Good Neighbor in the Modern City</i> (Philadelphia, 1907), 1907 November 22-1908 July 4	box I.6	folder 98
Arrangement		
Arranged chronologically		
Letter, telegram, and press clippings relating to MER's new position as Director of the Charity Organization Department, Russell Sage Foundation, 1909		
Letter from John M. Glenn to MER, 1909 February 10	box I.6	folder 99
Telegram from John M. Glenn to MER, 1909 April 16	box I.6	folder 99
Press clippings announcing appointment, 1909 April 20-May 1	box I.6	folder 99
Letters and notes from Philadelphia and other persons relating to MER's leaving Philadelphia, 1909 March 16-November 23	box I.6	folder 100
Arrangement		
Arranged chronologically		
Letters and notes from New York and other persons relating to MER's coming to New York, 1909 March 18-September 26	box I.6	folder 101
Arrangement		
Arranged chronologically		
Three Annual Reports of the Board of Directors of the Philadelphia Society for Organizing Charity, 1898-1900	box I.6	folder 102
Scope and Contents		
Prepared before MER became General Secretary: February 1898, February 1899, and February 1900.		
Twenty-third Annual Report of the Philadelphia Society for Organizing Charity for the year ending December 31, 1901, 1901	box I.6	folder 103
Scope and Contents		
Prepared by MER and her staff.		
Twenty-fourth Annual Report of the Philadelphia Society for Organizing Charity for the year ending December 31, 1902, 1902	box I.6	folder 104

Scope and Contents

Prepared by MER and her staff.

Twenty-fifth Annual Report of the Philadelphia Society for Organizing Charity for the year ending December 31, 1903, 1903	box I.6	folder 105
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Scope and Contents

Prepared by MER and her staff.

Cities within the City: Six Short Studies, being the Twenty- sixth Annual Report of the Philadelphia Society for Organizing Charity for the year ending August 31, 1904, 1904	box I.6	folder 106
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Scope and Contents

Prepared by MER and her staff.

Twenty-seventh Annual Report of the Philadelphia Society for Organizing Charity for the year ending August 31, 1905, 1905	box I.6	folder 107
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Scope and Contents

Prepared by MER and her staff.

What is the Truth about Relief?, being the Twenty-eighth Annual Report of the Philadelphia Society for Organizing Charity for the year ending August 31, 1906, 1906	box I.6	folder 108
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Scope and Contents

Prepared by MER and her staff.

On Working Together, being the Twenty-ninth Annual Report of the Philadelphia Society for Organizing Charity for the year ending August 31, 1907, 1907	box I.6	folder 109
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Scope and Contents

Prepared by MER and her staff; also reprint without tables, lists, etc.

A Red Letter Year in Philadelphia Charity, being a reprint of the Thirtieth Annual Report of the Philadelphia Society for Organizing Charity for the year ending August 31, 1908, 1908	box I.6	folder 110
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Scope and Contents

Prepared by MER and her staff.

The Ninth Milestone, being the Thirty-first Annual Report of the Philadelphia Society for Organizing Charity for the year ending August 31, 1909, 1909	box I.6	folder 111
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Scope and Contents

Prepared by MER and her staff.

Twelve SOC leaflets.and pamphlets, circa 1902-1907, undated

Scope and Contents

Prepared by MER and her staff for publicity purposes.

Short Stories with a Moral, [1902]	box I.6	folder 112
More Short Stories, [1904]	box I.6	folder 112
The News Letter for May,1904, 1904 May	box I.6	folder 112
Stop-cock Stories, [1905]	box I.6	folder 112
Sixty-five Queries, 1905 December	box I.6	folder 112
A New Year Letter, 1906 January 1	box I.6	folder 112
Differences, 1906 March	box I.6	folder 112
The Friendly Visitor, [1907 November]	box I.6	folder 112
13 Widows, 8 Deserted Wives, 10 Sick, 8 Incurables, 12 Aged, [1907]	box I.6	folder 112
Eight Steps in a Plan for Seeing People Through, [1907?]	box I.6	folder 112
Two Weeks in a District Office of the S.O.C., undated	box I.6	folder 112
General Suggestions to those who Visit the Poor, undated	box I.6	folder 112
Two miscellaneous items prepared for the SOC by Miss Richmond and her staff, 1906		
Civil Service Examination for position of special clerk, Department of Charities, Philadelphia, 1906	box I.6	folder 113
Report of the Committee on the Special Case System of Relief to the Board of Directors, Philadelphia SOC, 1906 November 19	box I.6	folder 113
"Unrevised Draft of Manual for Case Workers in Philada. S.O.C., Confidential", undated	box I.6	folder 114

Scope and Contents

Typescript. 75p. Accompanied by sample office forms bearing a 1909 date.

Part I.6: Philadelphia Period: Writings and Personal Effects, 1900-1909
Title/Description**Instances**

"Charitable Co-operation", 1901	box I.7	folder 115
Scope and Contents		
Separate reprint of an address delivered at the National Conference meeting [in Boston?], 1901.		
"Some Recent Lessons in the Relief of Distress", 1902 March	box I.7	folder 116
Scope and Contents		
Typescript draft of an address delivered at the Cuban Conference, March 1902, Also reprint titled "First Principles in the Relief of Distress" (in the Field Department Charities and the Commons for June 1906) and typescript extract titled "'Relief and 'Administration' Expenses" January 15, 1913.		
"The Retail Method of Reform", 1905 April 16	box I.7	folder 117
Scope and Contents		
Holograph draft of an address delivered before the Ethical Culture Society, April 16, 1905; also reprint from International Journal of Ethics, June 1906, p. 171-179.		
Untitled address, 1905	box I.7	folder 118
Scope and Contents		
Typescript of untitled address to students of the New York School of Philanthropy, 1905.		
"Investigation as a Help and Protection to the Poor", 1906 January 23	box I.7	folder 119
Scope and Contents		
Typescript; given as Lecture 1 of an Extension Course at the Boston School for Social Workers, January 23, 1906.		
"Industrial Conditions and the Charity Worker", 1906 December 10	box I.7	folder 120
Scope and Contents		
Typescript of a speech read before the Industrial Exhibit, December 10, 1906.		
"Friendly Visiting", 1907 June 19	box I.7	folder 121

Scope and Contents

Separate reprint of an address delivered before the 34th National Conference in Minneapolis, June 19, 1907.

Untitled speech, 1909 February 27	box I.7	folder 122
Scope and Contents		
Typescript of untitled speech for Trades Union Night at the Tuberculosis Exhibit, February 27, 1909.		
"The Relation of Organized Charity to the Tuberculosis Campaign", undated	box I.7	folder 123
Scope and Contents		
Typescript, n.p., n.d.		
Notes and outlines for lectures to students at the New York School of Philanthropy, 1901-1908	box I.7	folder 124
Scope and Contents		
Accompanied by printed matter.		
Notes and outlines for lectures to students at the University of Pennsylvania, 1907	box I.7	folder 125
Scope and Contents		
Accompanied by Syllabus for Preliminary Course in Social Work inaugurated at the University of Pennsylvania, April 16-June 1, 1906.		
Miscellaneous notes, outlines, clippings, and fragments for speeches to small groups, 1900-1908	box I.7	folder 126
"A Tangle of Good Intent", 1905 June 17	box I.7	folder 127
Scope and Contents		
An article published in Charities, Vol 14, no. 12, Jun 17, 1905, p 843-846.		
MER' s reviews of The Principles of Relief by Edward T. Devine, and Poverty by Robert Hunter, 1905 July	box I.7	folder 128
Scope and Contents		
Torn out of International Journal of Ethics, Vol 15, July 1905, p. 503-507.		
"Necessities of Philadelphia Charities", 1907 May 12	box I.7	folder 129

Scope and Contents

Typescript draft of an article written for the Philadelphia Ledger, May 12, 1907 (17 half-pages with page 1 missing).

Typescript draft of five chapters of a book on Social Work in Families, circa 1905 box I.7 folder 130

Scope and Contents

Begun by MER in 1905 and later incorporated in Social Diagnosis, as follows: Part II, Chapter I, The Place of Material Relief; also revision titled The Third Stage; Part II, Chapter II, Sources of Material Relief; also revised version; Part II, Chapter III, The Basis of Fact; Part II, Chapter IV, Methods of Investigation; and Part II, Chapter V, Methods of Investigation (continued).

Letters and notes from Zilpha Drew Smith to MER containing comments and suggestions on the five chapters of MER's book on Social Work in Families, 1905 February 7-September 22 box I.7 folder 131

Scope and Contents

Letters dated February 7, September 11, 15, and 22; the first two letters are accompanied by detailed notes.

"Preliminary Study of 112 Records in which the SPCC and SOC Appear for the Year 1908", 1908-1909 box I.7 folder 132

Scope and Contents

Holograph draft; 26p. with 4 typescript talley sheets; accompanied by MER's memorandum of May 1, 1909, and correspondence with William H.A. Mills, July 21 and 22, 1909, relating to this study.

Two periodical articles of a general nature clipped and saved by MER, 1907-1909

"The Powers of Men" by William James, 1907 November box I.7 folder 133

Scope and Contents

In American Magazine, November 1907, p .57-65.

"Imagination in Business" by Lorin F. Deland, 1909 April box I.7 folder 133

Scope and Contents

In Atlantic Monthly, Apr, 1909, p. 433-447.

Miscellaneous biographical data relating to MER's Philadelphia period box I.7 folder 134-135

Physical Description: 2 folders

Scope and Contents

Collected by Ruth Mann and Joanna Colcord,
1928-1931.

Part I.7: Philadelphia Period: Letters and Other Materials relating to the Field Department of Charities and the Commons, 1905-1909

Title/Description	Instances	
Letters relating to the Field Department of Charities and the Commons for 1905, 1905		
Arthur and Paul Kellogg to MER, 1905 October 12-December 27	box I.8	folder 136
Edwin H. Solenberger to MER, 1905 September 28	box I.8	folder 136
Francis H. McLean to MER, 1905 December 7	box I.8	folder 136
Letters relating to the Field Department of Charities and the Commons for 1906, 1906		
Arthur Kellogg to MER, 1906 February 17-May 24	box I.8	folder 137
Paul Kellogg to MER, 1906 January 15-December 19	box I.8	folder 137
MER to Paul Kellogg, 1906 April 2 and November 2	box I.8	folder 137
A.M. Gutridge to MER, 1906 October 29	box I.8	folder 137
MER to A.W. Gutridge, 1906 November 2	box I.8	folder 137
MER form letter to cooperating societies, and responses, 1906	box I.8	folder 138
Scope and Contents		
MER form letter to cooperating societies sent out October 7, 1906, and their responses, October 8-November 30, 1906.		
Francis H. McLean to MER, 1906 November 10-December 19	box I.8	folder 138
W.H. McClain to the Editor of Charities, 1906 January 18	box I.8	folder 138
Louise J. Speed to Edward T. Devine, 1906 October 29	box I.8	folder 138
Alice L. Higgins to [Louise J. Speed?], 1906? November 23	box I.8	folder 138
Letters relating to the Field Department of Charities and the Commons for 1907, 1907		
Arthur Kellogg to MER, 1907 March 23-December 30	box I.8	folder 139
Paul Kellogg to MER, 1907 February 1-October 3		

	box I.8	folder 139
MER to Paul Kellogg, 1907 October 2	box I.8	folder 139
James Buchanan to Arthur Kellogg, 1907 January 5	box I.8	folder 139
Various persons to Francis H. McLean, 1907 January 10-31	box I.8	folder 140
Francis H. McLean to MER, 1907 February 25-December 13	box I.8	folder 140
MER form letter sent out to cooperating societies, and responses, 1907	box I.8	folder 141
Scope and Contents		
MER form letter sent out to cooperating societies Apr 6, 1907, and their responses, April 8-May 29, 1907		
Correspondence between MER and various persons concerning Sage Foundation support, 1907 March 3-September 7	box I.8	folder 141
Miscellaneous letters from cooperating societies to MER, 1907 January 9-December 4	box I.8	folder 142
MER form letter sent out to cooperating societies, 1907 November 29	box I.8	folder 142
MER to C.S. Loch, 1907 March 16	box I.8	folder 142
Alice L. Higgins to MER, 1907 June 25	box I.8	folder 142
Scope and Contents		
With enclosure		
Frank J. Bruno to Edward T. Devine, 1907 February 6	box I.8	folder 142
Letters relating to the Field Department of Charities and the Commons for 1908, 1908		
Francis H. McLean to MER, 1908 February 1-November 27	box I.8	folder 143
MER to Francis H. McLean, 1908 March 19, July 9, and December 18	box I.8	folder 143
John M. Glenn to Francis H. McLean, 1908 January 22	box I.8	folder 143
Minutes of Field Department Committee meetings, 1908 May 2, 9, 12, and 13	box I.8	folder 143
Arthur Kellogg to MER, 1908 January 6-29	box I.8	folder 144
Cooperating societies to MER, 1908 May 1-October 22	box I.8	folder 144
MER to J. William Magruder, 1908 July 1	box I.8	folder 144

Miscellaneous letters to MER from various persons, 1908 March 9-December 25	box I.8	folder 144
MER to John M. Glenn, 1908 March 8	box I.8	folder 144
MER to Ernest P. Bicknell, 1908 December 14	box I.8	folder 144
John M. Glenn to Paul Kellogg, 1908 January 3	box I.8	folder 144
Letters relating to the Field Department of Charities and the Commons for 1909, 1909		
Francis H. McLean to MER, 1909 January 3-August 10	box I.8	folder 145
MER to Francis H. McLean, 1909 February 9	box I.8	folder 145
Correspondence between MER and various persons concerning Mr. McLean, 1909 March 17-June 7	box I.8	folder 145
Mary Willcox Glenn to Francis H. McLean, 1909 February 6	box I.8	folder 145
Francis H. McLean to Porter R. Lee, 1909 August 27-December 1	box I.8	folder 145
MER to Margaret F. Byington, 1909 January 21-September 3	box I.8	folder 146
MER to J.W. Magruder, 1909 January 22	box I.8	folder 146
MER to Richard Cabot, 1909 February 25	box I.8	folder 146
MER to Rev. H. B. MacCauley, 1909 March 24	box I.8	folder 146
Kate M. McLane to MER, 1909 April 29	box I.8	folder 146
Amy Hewes to MER, 1909 May 24	box I.8	folder 146
MER to Amy Hewes, 1909 May 26	box I.8	folder 146
S.K. Lindsay to MER, 1909 September 1	box I.8	folder 146
Zilpha D. Smith to Charles F. Weller, 1909 August 27	box I.8	folder 146
Charles F. Weller to Zilpha D. Smith, 1909 November 1	box I.8	folder 146
Annual Report by the Chairman [MER] of the Field Department of the Charities Publication Committee for the year ending October 1, 1909, 1909	box I.8	folder 146
Form letter sent out by MER as Chairman of the Field Department of Charities and the Commons, and responses, 1908-1909	box I.8	folder 147

Scope and Contents

Form letter sent out by MER as Chairman of the Field Department of Charities and the Commons January 13, 1908, requesting an exchange of letters and memoranda on the subject of unemployment, and the responses to her request, arranged

chronologically from January 17, 1908 to February 10, 1909.

Confidential Bulletins from Philadelphia to the Exchange Branch of the Field Department of Charities and the Commons, 1908-1909	box I.8	folder 148
Scope and Contents		
Written by MER on the subject of unemployment from January 18, 1908 to January 1, 1909.		
Scrapbook, 1907-1908	box I.8	folder 149
Scope and Contents		
Contains copies of Emergency Winter Letters written to the Field Department of Charities and the Commons on the subject of unemployment, 1907-1908.		
Questionnaires devised by MER for use by the Field Department of Charities and the Commons		
Questions concerning the work of charitable societies	box I.8	folder 150
Facts to be asked of new society	box I.8	folder 150
Investigation and Analysis of Relief Work, made for the Pittsburgh survey	box I.8	folder 150
Miscellaneous materials issued by the Publication Committee of the Field Department of Charities and the Commons, 1908-1909, undated		
Mimeographed Bulletins No. 10 and No. 11, 1908 July and August	box I.8	folder 151
Printed Bulletin, Vol II, no. 7, 1909 April	box I.8	folder 151
The Real Story of a Heal Family, pamphlet issued by the Committee on Case Records, undated	box I.8	folder 151

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Part II: Mary Ellen Richmond Archive--New York Period, 1909-1928

Part II.1: General Correspondence, 1909-1928

Arrangement

Arranged chronologically.

Title/Description	Instances
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General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, 1909-1915 <u>Physical Description</u> : 24 folders	box II.1	folder 1-24
General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, 1916-1922 <u>Physical Description</u> : 25 folders	box II.2	folder 25-50
General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, 1923-1928 <u>Physical Description</u> : 23 folders	box II.3	folder 51-74
General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, undated	box II.3	folder 75
Part II.2: Letters to and from friends and colleagues, 1909-1928		
Title/Description	Instances	
Personal and professional letters from Gertrude Vaile to MER, 1912-1926 <u>Physical Description</u> : 5 folders Arrangement Arranged chronologically. Scope and Contents Also available on microfilm reel 1. See: MN# 92-2022.	box II.4	folder 76-80
Personal and professional letters from MER to Gertrude Vaile, 1912-1925 Arrangement Arranged chronologically. Scope and Contents Also available on microfilm reel 1. See: MN# 92-2022.	box II.4	folder 81
Other letters in the Gertrude Vaile file, 1916-1917, 1954-1955 Scope and Contents Also available on microfilm reel 1. See: MN# 92-2022.		
Partial letter from Gertrude Vaile to MER, undated	box II.4	folder 82

Porter Lee to Gertrude Vaile, September 27, 1916, and Miss Vaile's response, May 30, 1917, 1916-1917	box II.4	folder 82
Louis Towley to Margaret Rich, September 29, 1955, enclosing letter from Gertrude Vaile, October 2, 1954, 1954-1955	box II.4	folder 82
Personal and professional letters from Alice Higgins Lothrop to MER, 1910-1913, 1915-1920 <u>Physical Description</u> : 2 folders Arrangement Arranged chronologically. Scope and Contents Also available on microfilm reel 1. See: MN# 92-2022.	box II.4	folder 83-84
Personal and professional letters from Alice Higgins Lothrop to MER, undated or partially dated Scope and Contents Also available on microfilm reel 1. See: MN# 92-2022.	box II.4	folder 85
Other Alice Higgins Lothrop letters referred to MER, 1909-1916 Arrangement Arranged chronologically. Scope and Contents Also available on microfilm reel 1. See: MN# 92-2022.	box II.4	folder 86
Personal and professional letters from MER to Alice Higgins Lothrop, 1911-1920 Arrangement Arranged chronologically. Scope and Contents Also available on microfilm reel 1. See: MN# 92-2022.	box II.4	folder 87
Correspondence between MER and others concerning a memorial issue of The Family dedicated to Alice Higgins Lothrop, 1920-1921	box II.4	folder 88

Scope and Contents

Also available on microfilm reel 1. See: MN# 92-2022.

Personal and professional letters from MER to Joanna C. Colcord, 1915-1921, 1924-1928	box II.4	folder 89-90
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Physical Description: 2 folders

Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

Personal and professional letters from Joanna Colcord to MER, 1920-1923	box II.4	folder 91
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Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

Personal and professional letters from Zilpha Drew Smith to MER, 1917-1926	box II.4	folder 92
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Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

Letters of a personal nature from MER to Zilpha Drew Smith, 1915-1917, undated

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

"An Illustrated Epistle to Z.D.S.", undated	box II.4	folder 93
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"A Picture Book from Lelherth", 1915 Christmas	box II.4	folder 93
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Card with photograph, 1917 December 21	box II.4	folder 93
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Letters of a personal nature from Julia R. Rogers to MER, 1917-1928	box II.4	folder 94
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Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

Letters of a personal nature from MER to Constance Riddle, 1909-1916, 1919-1928	box II.4	folder 95-98
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Physical Description: 4 folders

Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

Letters of a personal nature from MER to Ruth Mann, 1922-1928	box II.4	folder 99-102
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Physical Description: 4 folders

Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

Letters of a personal nature between MER and various correspondents, 1911-1928, undated	box II.4	folder 103
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Arrangement

Arranged chronologically, also two undated letters

Scope and Contents

Also available on microfilm reel 2. See: MN# 92-2023.

Part II.3: *Social Diagnosis* (Russell Sage Foundation, 1917) and Related Materials, 1909-1924, undated

Scope and Contents

Includes manuscript, working files, letters and other materials.

Title/Description	Instances
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Letters and other materials relating to *Social Diagnosis*, 1911-1924

Title/Description	Instances	
<p>Correspondence between MER and Elizabeth Richards Day concerning research and preparation of <i>Social Diagnosis</i>, 1911-1916 <u>Physical Description</u>: 2 folders</p>	box II.5	folder 104-105
Arrangement		
Arranged chronologically.		
Scope and Contents		
Also available on microfilm reel 2. See: MN# 92-2023.		
<p>Correspondence between MER and Agnes M. Robertson concerning research and preparation of <i>Social Diagnosis</i>, 1912</p>	box II.5	folder 106
Arrangement		
Arranged chronologically.		
Scope and Contents		
Also available on microfilm reel 2. See: MN# 92-2023.		
<p>Correspondence between MER and Ada E. Sheffield concerning research and preparation of <i>Social Diagnosis</i>, 1913-1915</p>	box II.5	folder 107
Arrangement		
Arranged chronologically.		
Scope and Contents		
Also available on microfilm reel 2. See: MN# 92-2023.		
<p>Correspondence between MER and Ada E. Sheffield concerning research and preparation of <i>Social Diagnosis</i>, 1916-1917</p>	box II.5	folder 108
Arrangement		
Arranged chronologically.		

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Correspondence between MER and various persons concerning research and preparation of <i>Social Diagnosis</i> , 1909-1917	box II.5	folder 109-113
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Physical Description: 5 folders

Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Correspondence between MER and various persons concerning the questionnaires for <i>Social Diagnosis</i> , 1912-1917	box II.5	folder 114
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Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Correspondence between MER and various persons concerning printing, publicity, and reviews of <i>Social Diagnosis</i> , 1916-1918	box II.5	folder 115
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Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Letters in response to the publication of <i>Social Diagnosis</i> , 1917 May-October, undated	box II.5	folder 116
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Arrangement

Arranged chronologically; also undated letters and notes

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Other letters referring to *Social Diagnosis*, 1918-1924 box II.5 folder 117

Arrangement

Arranged chronologically.

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

MER's first outline for *Social Diagnosis*, 1911 September box II.5 folder 118

Scope and Contents

Several copies of MER's first outline for *Social Diagnosis*, September 1911, titled "First Steps in Social Service Treatment: A Text-book for Case Workers," some with criticisms. Also available on microfilm reel 3. See: MN# 92-2024.

Plans and outlines for *Social Diagnosis*, 1911-1916 box II.5 folder 119

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Set of mimeographed questionnaires for *Social Diagnosis*, revise of January 1914, 1914 box II.5 folder 120

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Reviews of *Social Diagnosis* box II.5 folder 121

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Publicity, mailing lists, and sales figures for *Social Diagnosis* box II.5 folder 122

Scope and Contents

Also available on microfilm reel 3. See: MN# 92-2024.

Manuscript of *Social Diagnosis* (Russell Sage Foundation, 1917), circa 1917

Scope and Contents

Some chapters are missing per the original typed inventory.

Title/Description	Instances	
Front Matter, including quotations, Preface, and Table of Contents	box II.6	folder 123
Holograph draft and typescript of Part I , Chapter I , Beginnings	box II.6	folder 124
Holograph, draft of Part I , Chapter II , The Nature and Uses of Social Evidence	box II.6	folder 125
Holograph draft of Part I , Chapter III, Definitions Bearing Upon Evidence	box II.6	folder 126
Holograph draft of Part I , Chapter IV , Testimonial Evidence	box II.6	folder 127
Holograph draft of Part I , Chapter V, Inferences	box II.6	folder 128
Part II, Chapter VI, The First Interview		
<u>Conditions Governing Access:</u>		
Conditions Governing Access		
Chapter missing.		
Holograph draft of Part II, Chapter VII, The Family Group	box II.6	folder 129
Typescript with holograph inserts of Part II , Chapter VIII, Outside Sources in General	box II.6	folder 130
Part holograph draft and part typescript of Part II, Chapter IX, Relatives as Sources	box II.6	folder 131
Holograph draft and typescript of Part II , Chapter X, Medical Sources	box II.6	folder 132
Holograph draft and incomplete typescript of Part II , Chapter XI, Schools as Sources	box II.6	folder 133
Holograph draft and typescript of Part II , Chapter XII, Employers and Other Work Sources	box II.6	folder 134
Holograph draft and typescript of Part II, Chapter XIII, Documentary Sources	box II.7	folder 135
Holograph draft and typescript of Part II, Chapter XIV, Neighborhood Sources	box II.7	folder 136
Holograph draft of Part II, Chapter XV, Miscellaneous Sources	box II.7	folder 137
Holograph draft of Part II , Chapter XVI, Social Agencies as Sources	box II.7	folder 138

Holograph draft of Part II, Chapter XVII, Letters, Telephone Messages, Etc.	box II.7	folder 139
Part II , Chapter XVIII, Comparison and Interpretation		
<u>Conditions Governing Access:</u>		
Conditions Governing Access		
Chapter is missing		
Holograph draft of Part II, Chapter XIX, The Underlying Philosophy	box II.7	folder 140
Holograph draft of Part III, Chapter XX, Social Disabilities and the Questionnaire Plan of Presentation	box II.7	folder 141
Scope and Contents		
MER's revised questionnaire on Any Family is missing		
Holograph draft of Part III , Chapter XXI, The Immigrant Family, with revised questionnaire	box II.7	folder 142
Holograph draft of Part III , Chapter XXII, Desertion and Widowhood, with revised questionnaires	box II.7	folder 143
Holograph draft of Part III, Chapter XXIII, The Neglected Child, with revised questionnaire	box II.7	folder 144
Holograph draft of Part III, Chapter XXIV, The Unmarried Mother, with revised questionnaire	box II.7	folder 145
Holograph draft of Part III, Chapter XXV, The Blind, with Lucy Wright's questionnaire	box II.7	folder 146
Holograph draft of Part III, Chapter XXVI, The Homeless Man - The Inebriate, with revised questionnaires	box II.7	folder 147
Holograph draft of Part III, Chapter XXVII, The Insane - The Feeble-Minded, with revised questionnaires	box II.7	folder 148
Holograph draft of Part III, Chapter XXVIII, Supervision and Review, with revised questionnaire	box II.7	folder 149
Appendices, incomplete drafts for First Interviews and Bibliography sections	box II.7	folder 150
Holograph draft and typescript headed "Chapter XVIII, Case Worker and Client," discarded from final text	box II.7	folder 151
Holograph drafts of galley corrections and other manuscript additions	box II.7	folder 152
Unidentified manuscript fragments	box II.7	folder 153
Manuscript fragments, on index cards	box II.7A	
Manuscript fragments, on index cards	box II.7B	
Manuscript fragments, on index cards		

box II.7C

Manuscript fragments, on index cards

box II.7D

Manuscript fragments, on index cards

box II.7E

Working Files for *Social Diagnosis* (Russell Sage Foundation, 1917), circa 1917

Title/Description	Instances	
First Interview, General	box II.8	folder 154
Analysis of First Interview <u>Physical Description</u> : 2 folders	box II.8	folder 155-156
Outside Sources of Information <u>Physical Description</u> : 3 folders	box II.8	folder 157-159
Sources of Information Used as a Basis of Treatment <u>Physical Description</u> : 2 folders	box II.8	folder 160-161
Scope and Contents		
Contains forms		
Relatives	box II.8	folder 162
Medical Agencies	box II.8	folder 163
Medical Outlines	box II.8	folder 164
Feeble-Minded	box II.8	folder 165
Shifting of Emphasis	box II.8	folder 166
Measures of Efficiency	box II.8	folder 167
Recording	box II.8	folder 168
Probation	box II.8	folder 169
Working File containg materials on Letterwriting	box II.8	folder 170
Working File containg materials for Definitions and Bibliography	box II.8	folder 171
Working File containing abstracts of Montessori's "Pedagogical Anthropology" and Healy & Fernald's "Tests for Practical Mental Classification"	box II.8	folder 172
Other Materials found in unmarked working files	box II.8	folder 173
Working File containing class exercise on What is True of Everybody, New York School of Philanthropy, 1909	box II.9	folder 174

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working Files containing class exercises on What is True of Everybody, Charity Organization Institute, 1911-1914	box II.9	folder 175-178
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Physical Description: 4 folders

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing miscellaneous materials for the questionnaires	box II.9	folder 179
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Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing Margaret Byington's outlines for the questionnaires	box II.9	folder 180
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Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on Any Family	box II.9	folder 181
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Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaire on the Immigrant Family	box II.9	folder 182
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Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaire on the Polish Family	box II.9	folder 183
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Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaire on the Italian Family	box II.9	folder 184
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Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on Desertion box II.9 folder 185

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on Widows with Children box II.9 folder 186

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on the Unmarried Mother box II.9 folder 187

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on a Blind Person box II.9 folder 188

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on the Homeless Man box II.9 folder 189

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on Inebriety box II.9 folder 190

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on Insanity box II.9 folder 191

Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Working File containing questionnaires on the Feeble-Minded Child	box II.9	folder 192
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Scope and Contents

Also available on microfilm reel 4. See: MN# 92-2025.

Case Records, Analyses, Criticism, and Discussions Related to *Social Diagnosis* (Russell Sage Foundation, 1917), circa 1917

Title/Description	Instances
Case records, summaries, analyses, criticisms, and discussions used in preparation of <i>Social Diagnosis</i>	box II.10
Arrangement	
Not foldered	
Scope and Contents	
See Also: Case Records and in Part II: Boxes 24 and 24 A-H.	

Part II.4: Letters and other materials relating to the Social Work Series and to Marriage Studies, 1916-1928

Title/Description	Instances
Correspondence between MER and various persons concerning plans for the Social Work Series, 1917 April 28-September 30	box II.11 folder 193
Arrangement	
Arranged chronologically	
Scope and Contents	
Also available on microfilm reel 5. See: MN# 92-2026.	

Correspondence relating to J.B. Deacon's Disasters and the American Red Cross in Disaster Relief (Social Work Series publication, 1918), 1917 July 3-1918 January 16	box II.11	folder 194
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Arrangement

Arranged chronologically

Scope and Contents

Also Table of Contents, Introduction, and reviews.

Also available on microfilm reel 5. See: MN#

92-2026.

Correspondence relating to Florence Nesbitt's Household Management (Social Work Series publication, 1918), 1917 June 2-1918 April 1	box II.11	folder 195
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Arrangement

Arranged chronologically

Scope and Contents

Also reviews. Also available on microfilm reel 5. See:

MN# 92-2026.

Correspondence relating to Joanna C. Colcord's Broken Homes (Social Work Series publication, 1919), 1917 December 26-1919 May 22	box II.11	folder 196
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Arrangement

Arranged chronologically

Scope and Contents

Also reviews and sales figures. Also available on microfilm reel 5. See: MN# 92-2026.

Correspondence relating to Ada E. Sheffield's The Social Case History (Social Work Series publication, 1920), 1916 April 3-1920 December 3	box II.11	folder 197-198
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Physical Description: 2 folders

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 5. See: MN#

92-2026.

Correspondence concerning research and preparation of MER's What is Social Case Work? (Social Work Series publication, 1922), 1921 February 4-1922 March 20	box II.11	folder 199
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 5. See: MN# 92-2026.

Letters in response to publication of What is Social Case Work? (Social Work Series publication, 1922), 1922 February 14-June 17, undated	box II.11	folder 200
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Arrangement

Arranged chronologically, also undated letters

Scope and Contents

Also available on microfilm reel 5. See: MN# 92-2026.

Correspondence concerning Dutch and French translations of What is Social Case Work? (Social Work Series publication, 1922), 1923 October 11-1927 January 14	box II.11	folder 201
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 5. See: MN# 92-2026.

Reviews, announcements, and clippings relating to What is Social Case Work? (Social Work Series publication, 1922)	box II.11	folder 202
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Scope and Contents

Also available on microfilm reel 5. See: MN# 92-2026.

Plans, outlines, and holograph drafts of MER's abandoned Social Work Series publication on The Volunteer <u>Physical Description</u> : 3 folders	box II.11	folder 203-205
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Scope and Contents

Also available on microfilm reel 5. See: MN# 92-2026.

"The Rationale of Case Records" by Ada E. Sheffield, published as The Social Case History (Social Work Series publication, 1920) <u>Physical Description</u> : 3 folders	box II.11	folder 206-208
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Scope and Contents

Contains manuscript and critiques. Folders 206-207 also available on microfilm reel 5. See: MN#

92-2026. Folder 208 also available on microfilm reel
6. See: MN# 92-2027.

Reviews, and miscellaneous materials relating to Ada E. Sheffield's <i>The Social Case History</i> (Social Work Series publication, 1920)	box II.11	folder 209
Scope and Contents		
Also available on microfilm reel 6. See: MN# 92-2027.		
Correspondence and other materials between MER and various persons relating to <i>Marriage Studies</i> , 1920 January 25-1928 March 8	box II.11	folder 210-212
<u>Physical Description</u> : 3 folders		
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 6. See: MN# 92-2027.		
Correspondence between MER and various persons relating to preparation of Richmond and Hall's <i>Child Marriages</i> (Russell Sage Foundation, 1925), 1924 June 17-1925 February 6	box II.11	folder 213
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 6. See: MN# 92-2027.		
Correspondence and other materials relating to publicity, distribution, and publication of Richmond and Hall's <i>Child Marriages</i> (Russell Sage Foundation, 1925), 1925 February 17-May 22	box II.11	folder 214
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 6. See: MN# 92-2027.		
Letters in response to publication of Richmond and Hall's <i>Child Marriages</i> (Russell Sage Foundation, 1925), 1925 March 22-October 3	box II.11	folder 215

Arrangement

Arranged chronologically, also undated letters

Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Correspondence from MER to Fred S. Hall and others relating to preparation of Richmond and Hall's Marriage and the State (Russell Sage Foundation, 1929), 1925 August 30-1928 June 1	box II.11	folder 216
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Correspondence from Fred S. Hall to MER relating to preparation of Richmond and Hall's Marriage and the State (Russell Sage Foundation, 1929), 1926 May 26-1928 June 26	box II.11	folder 217
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Correspondence relating to Geoffrey May's Marriage Laws and Decisions in the United States (Russell Sage Foundation, 1929), 1925 December 28-1928 July 26	box II.11	folder 218
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Part II.5: Letters and other materials relating to Teaching Interests, 1910-1928

Title/Description	Instances
Significant letters to and from MER relating to the Charity Organization Institutes, 1910 March 1-1916 May 16	box II.12 folder 219

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Significant letters to and from MER relating to the Institutes of Family Social Work, 1922 March 15-1927 March 12	box II.12	folder 220-221
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Physical Description: 2 folders

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Plans, outlines, membership lists, etc., sent by MER to Frank Bruno in preparation for the 1925 Institute of Family Social Work, circa 1925	box II.12	folder 222
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Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Letters to MER from Instituturs, 1911 November 22-1928 May 8, undated	box II.12	folder 223-224
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Physical Description: 2 folders

Arrangement

Arranged chronologically, also undated letters

Scope and Contents

Also available on microfilm reel 6. See: MN# 92-2027.

Letters to MER from Instituturs, 1914 February 20-1927 March 8	box II.12	folder 225
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Arrangement

Arranged chronologically

Scope and Contents

Contain recommendations and evaluations of Institute students. Also available on microfilm reel 7. See: MN# 92-2028.

Form letters sent by MER to participants in the Supervisors' Conferences, 1914-1917	box II.12	folder 226
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Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters to and from MER relating to the 1918 Supervisors' Conference, 1918	box II.12	folder 227
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Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters to and from MER relating to the 1919 and 1920 Supervisors' Conferences, 1919-1920	box II.12	folder 228
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Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters to and from MER relating to the 1922 Supervisors' Conference, 1922	box II.12	folder 229
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Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters to and from MER relating to the 1923 Supervisors' Conference, 1923	box II.12	folder 230
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Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters to and from MER relating to Miss Richmond's report of Studies arising out of the 1923 Supervisors' Conference, 1923	box II.12	folder 231
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Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters to and from MER relating to the New York School of Philanthropy, 1909 November 18-1912 October 4	box II.12	folder 232
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters and other materials to and from MER relating to the New York School of Philanthropy, 1913 January 23-1915 February 23	box II.12	folder 233
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters to and from MER relating to the Chicago School of Civics, 1910 April 25-1913 June 24	box II.12	folder 234
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters and other materials to and from MER relating to Training for Social Work, 1911 March 25-1913 November 17	box II.12	folder 235
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Letters and other materials to and from MER relating to Training for Social Work, 1920 May 31-1928 January 3	box II.12	folder 236
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 7. See: MN# 92-2028.

Part II.6: Materials relating to the Charity Organization Institutes, 1912-1918

Title/Description	Instances	
Materials relating to the Charity Organization Institutes through 1915, 1912-1915		
General, 1912-1914	box II.13	folder 237
Scope and Contents		
Files for the Charity Organization Institutes prior to 1913 and for the year 1914 are missing from the Archive. This folder contains mimeographed class songs for the 1912 Institute and several sets of pencilled notes which seem to be from 1914 Institute papers. Also available on microfilm reel 7. See: MN# 92-2028.		
Applications, membership lists, and class plans and outlines for the 1913 Institute, 1913	box II.13	folder 238
Scope and Contents		
Also available on microfilm reel 7. See: MN# 92-2028.		
Class problems and reports for the 1913 Institute; also miscellaneous materials, 1913	box II.13	folder 239
Scope and Contents		
Also available on microfilm reel 7. See: MN# 92-2028.		
Social Outlines written by members of the 1913 Institute, 1913	box II.13	folder 240-241
<u>Physical Description:</u> 2 folders		
Scope and Contents		
Folder 240 is also available on microfilm reel 7. See: MN# 92-2028. Folder 241 is also available on microfilm reel 8. See: MN# 92-2029.		
Applications, membership lists, and recommendations for the 1915 Institute, 1915	box II.13	folder 242

Scope and Contents

Also available on microfilm reel 8. See: MN# 92-2029.

Class plans, outlines, and assignments for the 1915 Institute, 1915	box II.13	folder 243
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Scope and Contents

Also available on microfilm reel 8. See: MN# 92-2029.

Preliminary reports and class problems written by members of the 1915 Institute, 1915	box II.13	folder 244-245
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Physical Description: 2 folders

Scope and Contents

Also available on microfilm reel 8. See: MN# 92-2029.

Tramp Family Committee reports for the 1915 Institute; also related materials, 1915	box II.13	folder 246
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Scope and Contents

Also available on microfilm reel 8. See: MN# 92-2029.

Miscellaneous materials relating to the 1915 Institute, 1915	box II.13	folder 247
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Scope and Contents

Also available on microfilm reel 8. See: MN# 92-2029.

Materials relating to the 1916 Charity Organization Institute, 1916

Applications accepted for the 1916 Institute	box II.14	folder 248
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Scope and Contents

Also available on microfilm reel 8. See: MN# 92-2029.

Applications rejected for the 1916 Institute	box II.14	folder 249
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Scope and Contents

Also available on microfilm reel 9. See: MN# 92-2030.

Membership lists; recommendations, and correspondence relating to applicants for the 1916 Institute	box II.14	folder 250
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Scope and Contents

Also available on microfilm reel 9. See: MN# 92-2030.

Class plans, outlines, and assignments for the 1916 Institute	box II.14	folder 251
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Scope and Contents

Also available on microfilm reel 9. See: MN# 92-2030.

Preliminary reports and class problems written by members of the 1916 Institute	box II.14	folder 252-254
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Physical Description: 3 folders

Scope and Contents

Also available on microfilm reel 9. See: MN# 92-2030.

Committee reports for the 1916 Institute	box II.14	folder 255
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Scope and Contents

Also available on microfilm reel 9. See: MN# 92-2030.

Miscellaneous materials relating to the 1916 Institute	box II.14	folder 256
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Scope and Contents

Also available on microfilm reel 9. See: MN# 92-2030.

Materials relating to the 1917 Charity Organization Institute, 1917

Applications accepted for the 1917 Institute	box II.15	folder 257
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Applications rejected for the 1917 Institute	box II.15	folder 258
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Membership lists, recommendations, and correspondence relating to applicants for the 1917 Institute	box II.15	folder 259
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Class plans and outlines for the 1917 Institute	box II.15	folder 260
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Letters from MER to 1917 Institute members relating to assignments for preliminary reports	box II.15	folder 261
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Preliminary reports and class problems written by members of the 1917 Institute	box II.15	folder 262-264
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Physical Description: 3 folders

Committee reports for the 1917 Institute	box II.15	folder 265
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Materials relating to the 1917 Charity Organization Institute, 1918		
Applications accepted for the 1918 Institute <u>Physical Description</u> : 2 folders	box II.16	folder 266-267
Applications rejected for the 1918 Institute	box II.16	folder 268
Membership lists, recommendations, and correspondence relating to applicants for the 1918 Institute	box II.16	folder 269
Class plans and outlines for the 1918 Institute	box II.16	folder 270
Letters from MER to 1918 Institute members relating to assignments for preliminary reports	box II.16	folder 271
Preliminary reports and class problems written by members of the 1918 Institute <u>Physical Description</u> : 5 folders	box II.16	folder 272-276
Committee reports for the 1918 Institute	box II.16	folder 277
Case records and summaries used by the 1918 Institute study class	box II.16	folder 278
Miscellaneous materials relating to the 1918 Institute	box II.16	folder 279

Part II.7: Materials relating to the Institutes of Family Social Work 1919-1928, and re: Supervisors Conferences 1914-1923, 1919-1928

Title/Description	Instances	
Materials relating to the 1919 Institute of Family Social Work, 1919		
Applications accepted for the 1919 Institute <u>Physical Description</u> : 2 folders	box II.17	folder 280-281
Applications rejected for the 1919 Institute	box II.17	folder 282
Membership lists, recommendations, and correspondence relating to applicants for the 1919 Institute	box II.17	folder 283
Class plans and outlines for the 1919 Institute	box II.17	folder 284
Letters from MER to 1919 Institute members relating to assignments for preliminary reports	box II.17	folder 285
Preliminary reports and class problems written by members of the 1919 Institute <u>Physical Description</u> : 8 folders	box II.17	folder 286-293
Committee reports for the 1919 Institute	box II.17	folder 294-295

Physical Description: 2 folders

Materials relating to the 1920 Institute of Family Social Work, 1920		
Applications accepted for the 1920 Institute <u>Physical Description</u> : 2 folders	box II.18	folder 296-297
Applications rejected for the 1920 Institute	box II.18	folder 298
Membership lists, recommendations, and correspondence relating to applicants for the 1920 Institute	box II.18	folder 299
Class plans and outlines for the 1920 Institute	box II.18	folder 300
Letters from MER to 1920 Institute members relating to assignments for preliminary reports	box II.18	folder 301
Preliminary reports and class problems written by members of the 1920 Institute <u>Physical Description</u> : 4 folders	box II.18	folder 302-305
Committee reports for the 1920 Institute <u>Physical Description</u> : 3 folders	box II.18	folder 306-308
Materials relating to the 1921 Institute of Family Social Work, 1921		
Applications accepted for the 1921 Institute <u>Physical Description</u> : 2 folders	box II.19	folder 309-310
Applications rejected for the 1921 Institute	box II.19	folder 311
Membership lists, recommendations, and correspondence relating to applicants for the 1921 Institute	box II.19	folder 312
Class plans and outlines for the 1921 Institute	box II.19	folder 313
Letters from MER to 1921 Institute members relating to assignments for preliminary reports	box II.19	folder 314
Preliminary reports and class problems written by members of the 1921 Institute <u>Physical Description</u> : 3 folders	box II.19	folder 315-317
Committee reports for the 1921 Institute <u>Physical Description</u> : 3 folders	box II.19	folder 318-320
Materials relating to the 1922 Institute of Family Social Work, 1922		
Applications accepted for the 1922 Institute <u>Physical Description</u> : 2 folders	box II.20	folder 321-322
Applications rejected for the 1922 Institute		

<u>Physical Description</u> : 2 folders	box II.20	folder 323-324
Membership lists, recommendations, and correspondence relating to applicants for the 1922 Institute	box II.20	folder 325
Class plans and outlines for the 1922 Institute	box II.20	folder 326
Letters from MER to 1922 Institute members relating to assignments for preliminary reports	box II.20	folder 327
Preliminary reports and class problems written by members of the 1922 Institute <u>Physical Description</u> : 5 folders	box II.20	folder 328-332
Committee reports for the 1922 Institute <u>Physical Description</u> : 3 folders	box II.20	folder 333-335
Materials relating to the 1925-1928 Institutes of Family Social Work, 1925-1928		
Materials relating to the American Association's Institute of Family Social Work, 1925-1928 <u>Physical Description</u> : 4 folders	box II.21	folder 336-339
Scope and Contents		
Also available on microfilm reel 9. See: MN# 92-2030.		
Materials relating to the the 1914-1923 Supervisors Conferences, 1914-1923		
Scope and Contents		
Note that no Supervisors' Conference was held in 1921.		
Reports of morning and afternoon sessions of the Supervisors' Conference, 1914 October 30-31	box II.21	folder 340
Scope and Contents		
Also available on microfilm reel 10. See: MN# 92-2031.		
Summary of discussions and notes and outlines for the 1914 Supervisors' Conference, 1914	box II.21	folder 341
Scope and Contents		
Also available on microfilm reel 10. See: MN# 92-2031.		
Reports of morning and afternoon sessions of the Supervisors' Conference, 1915 November 12-13	box II.21	folder 342

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Miscellaneous materials relating to topics for the 1915 Supervisors' Conference, 1915 box II.21 folder 343

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Reports of morning and afternoon sessions of the Supervisors' Conference, 1916 November 11 box II.21 folder 344

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Reports of morning and afternoon sessions of the Supervisors' Conference, 1917 October 19-20 box II.21 folder 345

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Miscellaneous materials relating to topics and notes and outlines for the 1917 Supervisors' Conference, 1917 box II.21 folder 346

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Reports of morning and afternoon sessions of the Supervisors' Conference, 1918 December 6-7 box II.21 folder 347

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Summary of discussions and miscellaneous materials relating to topics for the 1918 Supervisors' Conference, 1918 box II.21 folder 348

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Reports of morning and afternoon sessions of the Supervisors' Conference, October 30 and 31, and morning session, November 1, 1919, 1919 October 30-November 1 box II.21 folder 349

Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Miscellaneous materials relating to topics and notes and outlines for the 1919 Supervisors' Conference, 1919	box II.21	folder 350
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Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

"The Family Case Record," a discussion at the 1919 Supervisors' Conference, 1919	box II.21	folder 351
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Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Miscellaneous materials relating to topics and notes and outlines for the 1920 Supervisors' Conference, 1920	box II.21	folder 352
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Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Notes and outlines for the 1922 Supervisors' Conference, 1922	box II.21	folder 353
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Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Reports on topics for the 1922 Supervisors' Conference, 1922	box II.21	folder 354
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Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Miscellaneous materials relating to topics for the 1922 Supervisors' Conference, 1922	box II.21	folder 355
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Scope and Contents

Also available on microfilm reel 10. See: MN# 92-2031.

Notes and outlines for the 1923 Supervisors' Conference, 1923	box II.21	folder 356
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Scope and Contents

Also available on microfilm reel 11. See: MN#
92-2032.

Reports on topics for the 1923 Supervisors' Conference, 1923 box II.21 folder 357

Scope and Contents

Also available on microfilm reel 11. See: MN#
92-2032.

Part II.8: Materials relating to Training for Social Work, 1902-1921, undated

Title/Description	Instances	
MER's notes for a training class, 1902-1903	box II.22	folder 358
Scope and Contents		
Also available on microfilm reel 11. See: MN# 92-2032.		
Training course plans and outlines, 1908-1919	box II.22	folder 359-361
<u>Physical Description:</u> 3 folders		
Scope and Contents		
Also available on microfilm reel 11. See: MN# 92-2032.		
Programs of instruction at various schools of social work, 1920-1921	box II.22	folder 362
Scope and Contents		
Also available on microfilm reel 11. See: MN# 92-2032.		
Two memoranda written by MER on the subject of training		
"Memorandum showing Tentative Plan for a Study of Training for Social Work in the United States", 1920 June 1	box II.22	folder 363
Scope and Contents		
Also available on microfilm reel 11. See: MN# 92-2032.		
"Memorandum on the Need of a National Training Board for Social Work", 1923 or later	box II.22	folder 363

Scope and Contents

Also available on microfilm reel 11. See: MN# 92-2032.

Miscellaneous comments and plans relating to training for social work box II.22 folder 364

Scope and Contents

Also available on microfilm reel 11. See: MN# 92-2032.

Committee reports relating to training for social work box II.22 folder 365

Scope and Contents

Also available on microfilm reel 11. See: MN# 92-2032.

Bulletins and reports on training for social work issued by the American Association box II.22 folder 366

Scope and Contents

Also available on microfilm reel 11. See: MN# 92-2032.

Class discussions and exercises based on case records: Boston School for Social Workers, conducted by Zilpha D. Smith, 1910 February box II.22 folder 367

Scope and Contents

Also available on microfilm reel 11. See: MN# 92-2032.

Class discussions and exercises based on case records: Boston School for Social Workers, conducted by Zilpha D. Smith, 1910 box II.22 folder 368

Scope and Contents

Also available on microfilm reel 11. See: MN# 92-2032.

Class discussions and exercises based on case records: Boston School for Social Workers, May, 1912, and New York School of Philanthropy, November-December, 1914, 1912-1914 box II.22 folder 369

Scope and Contents

Also available on microfilm reel 11. See: MN# 92-2032.

Class discussions and exercises based on case records: Harvard University, Department of Social Ethics, conducted by Dr. Richard Cabot, April-May 1921; also box II.22 folder 370

New York Charity Organization Society study class
conducted by Joanna C. Colcord, December 1922,
1921-1922

Scope and Contents

Also available on microfilm reel 12. See: MN#
92-2033.

An examination of forty Chicago visitors conducted by Amelia Sears, 1920	box II.22	folder 371-373
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Physical Description: 3 folders

Scope and Contents

Also available on microfilm reel 12. See: MN#
92-2033.

Materials relating to the case system of teaching in other fields	box II.22	folder 374
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Scope and Contents

Also available on microfilm reel 12. See: MN#
92-2033.

Part II.9: Materials related to Case Records and Recording, and the Case Criticism Service, 1911-1928, undated

Title/Description	Instances	
Letters and other materials relating to Case Records and Recording, 1911-1928		
Correspondence between MER and various persons relating to case records and recording, 1911 March 30-1912 October 24 <u>Physical Description</u> : 2 folders	box II.23	folder 375-376
Arrangement Arranged chronologically		
Correspondence and related materials between MER, Amelia Sears, and others concerning case records and recording, 1912 July 29-October 6	box II.23	folder 377
Arrangement Arranged chronologically		
Correspondence between MER and various persons relating to case records and recording, 1913 June 2-1915 December	box II.23	folder 378

Arrangement

Arranged chronologically

Correspondence and related materials between MER and Gertrude Vaile concerning the Minor case record, June 15-September 24, 1913; also letter from Amelia Sears to MER, January 30, 1917, enclosing 1913 notes on Minor record, 1913-1917	box II.23	folder 379
Correspondence between MER and Frank J. Bruno relating to his paper on "What a Case Record Is For", 1916 January 14-May 1	box II.23	folder 380
Correspondence between MER and various persons relating to case records and recording, 1916 February 2-1917 October	box II.23	folder 381
Arrangement		
Arranged chronologically		
Correspondence and related materials between MER, Joanna C. Colcord, and Edward Lynde concerning the Hummel case record, 1919 May 16-July 21	box II.23	folder 382
Correspondence between MER and various persons relating to case records and recording, 1919 December 10-1921 December 30	box II.23	folder 383
Arrangement		
Arranged chronologically		
Correspondence and related materials between MER, the COD staff, and Knowleton Mixer concerning case record forms, 1920 June	box II.23	folder 384
Correspondence between MER and various persons relating to case records and recording, 1924 January 2-1928 March 28	box II.23	folder 385
Arrangement		
Arranged chronologically		
Correspondence concerning requests for case records, 1923 February 25-1928 September 28	box II.23	folder 386
Arrangement		
Arranged chronologically		
MER's non-letter materials on case records and recording	box II.23	folder 387
MER's correspondence with and relating to Annie I. Gerry, consultant of the Case Criticism Service, 1925 October 30-1927 March 22	box II.23	folder 388-391

Physical Description: 4 folders

Arrangement

Arranged chronologically

Letters and statements relating to financial details of Annie I . Gerry's Case Criticism Service, 1926-1927	box II.23	folder 392
Supplementary Materials relating to Case Records and Recording		
Criticisms and Comments	box II.24	folder 393
Analyses and Summaries <u>Physical Description</u> : 5 folders	box II.24	folder 394-398
Techniques and Mechanics of Record Writing	box II.24	folder 399
Akron Case Records	box II.24	folder 400
Boston Associated Charities Case Records	box II.24	folder 401
Closing of Records	box II.24	folder 402
Confidential Nature of Records	box II.24	folder 403
Miscellaneous	box II.24	folder 404

Case records, Summaries, and Analyses

Physical Description: 12 items

Scope and Contents

12 Packages. Collected by MER or the COD for study, research, and teaching purposes.

Packets 1-2	box II.24-A
Packets 3-4	box II.24-B
Packets 5-6	box II.24-C
Packet 7	box II.24-D
Packets 8-9	box II.24-E
Packet 10	box II.24-F
Packet 11	box II.24-G
Packet 12	box II.24-H

Part II.10: Widows' Pensions--Letters and Supplementary Material

Title/Description	Instances
Letters and Writings relating to Widows Pensions	
Correspondence between MER and Fred S. Hall and others relating to preparation of Richmond and	box II.25 folder 405

Hall's *A Study of 985 Widows Known to Certain Charity Organization Societies in 1910* (Russell Sage Foundation, 1913), 1910 January 3-1913 June 27

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 12. See: MN# 92-2033.

Correspondence between MER and C.C. Carstens and others concerning Carsten's <i>Public Pensions to Widows with Children: A Study of Their Administration in Several American Cities</i> (Russell Sage Foundation, 1913), 1912 June 20-1913 April 25	box II.25	folder 406
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 12. See: MN# 92-2033.

Correspondence between MER and various persons relating to Judge Henry Neil and the Mothers Pension League, 1912 December 12-1913 February 11	box II.25	folder 407
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 12. See: MN# 92-2033.

Correspondence between MER and various persons relating to the movement for Widows Pensions, 1911 April 7-1913 December 23	box II.25	folder 408-409
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Physical Description: 2 folders

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 12. See: MN# 92-2033.

Correspondence between MER and various persons relating to the movement for Widows Pensions, 1914 February 25-1916 September 14	box II.25	folder 410
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Arrangement

Arranged chronologically

Scope and Contents

Also three reports on the COD's activities in the Widows Pensions controversy dated January 10, 1913; October 15, 1913; and January 18, 1915 [at least two of these were probably written by Miss Richmond]. Also available on microfilm reel 12. See: MN# 92-2033.

"Motherhood and Pensions", 1913 March 1	box II.25	folder 411
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Scope and Contents

Holograph and typescript drafts of MER's article on "Motherhood and Pensions" for The Survey. Also available on microfilm reel 12. See: MN# 92-2033.

The Survey (2 issues), 1913 February 15 and March 1	box II.25	folder 412
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Scope and Contents

Copies of The Survey for February 15 and March 1, 1913, containing MER's articles on "Pensions and the Social Worker" and "Motherhood and Pensions;" also separate reprint of "Motherhood and Pensions." Also available on microfilm reel 13. See: MN# 92-2034.

A Study of 985 Widows Known to Certain Charity Organization Societies in 1910	box II.25	folder 413
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Scope and Contents

Typescript of Richmond and Hall's *A Study of 985 Widows Known to Certain Charity Organization Societies in 1910* (Russell Sage Foundation, 1913). Also available on microfilm reel 13. See: MN# 92-2034.

A Study of 985 Widows Known to Certain Charity Organization Societies in 1910--Appendices	box II.25	folder 414
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Scope and Contents

Typescript of appendices for Richmond and Hall's *A Study of 985 Widows Known to Certain Charity Organization Societies in 1910* (Russell Sage Foundation, 1913). Also available on microfilm reel 13. See: MN# 92-2034.

A Study of 985 Widows Known to Certain Charity Organization Societies in 1910--Tables	box II.25	folder 415
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Scope and Contents

Tables to accompany Richmond and Hall's *A Study of 985 Widows Known to Certain Charity Organization Societies in 1910* (Russell Sage Foundation, 1913), some in MER's holograph. Also available on microfilm reel 13. See: MN# 92-2034.

MER's holograph notes on the subject of Widows Pensions	box II.25	folder 416
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Scope and Contents

Also available on microfilm reel 13. See: MN# 92-2034.

Schedules used in the preparation of Richmond and Hall's <i>A Study of 985 Widows Known to Certain Charity Organization Societies in 1910</i> (Russell Sage Foundation, 1913)	box II.25	folder 417
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Scope and Contents

Also available on microfilm reel 13. See: MN# 92-2034.

Other Materials used in the preparation of Richmond and Hall's <i>A Study of 985 Widows Known to Certain Charity Organization Societies in 1910</i> (Russell Sage Foundation, 1913)	box II.25	folder 418-419
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Physical Description: 2 folders

Scope and Contents

Also available on microfilm reel 13. See: MN# 92-2034.

Supplementary Materials relating to Widows Pensions

General	box II.26	folder 420-425
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Physical Description: 6 folders

Scope and Contents

Also available on microfilm reel 14. See: MN# 92-2035.

Administration	box II.26	folder 426-428
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Physical Description: 3 folders

Scope and Contents

Also available on microfilm reel 14. See: MN# 92-2035.

State and Federal Legislation	box II.26	folder 429
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Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Judge Henry Neil and the Mothers Pension League	box II.26	folder 430-431
<u>Physical Description:</u> 2 folders		

Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Part II.11: Unemployment Crises--Letters and Other Materials Relating to, 1909-1924

Title/Description	Instances	
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Correspondence and related materials between MER and various persons concerning the Mayor's Committee on Unemployment, 1916 June 17-1918 April 24	box II.27	folder 432
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Form letter of April 4, 1918, sent out by MER as Chairman of the Civilian Relief Section, Council of Women's Organizations, on the subject of Unemployment, and the responses to her request for information, 1918 April 4-23	box II.27	folder 433
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Correspondence and related materials between MER and various persons concerning the President's Conference on Unemployment, 1921 September 12-1924 October 29	box II.27	folder 434
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

"Memorandum on Emergency Relief in Times of Unemployment", 1921 October 12	box II.27	folder 435
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Scope and Contents

Typescript copy of MER's unpublished "Memorandum on Emergency Relief in Times of Unemployment," October 12, 1921; also separate reprint from The Long View (Russell Sage Foundation, 1930). Also available on microfilm reel 15. See: MN# 92-2036.

Emergency Winter Exchange letters relating to Unemployment, 1909-1915	box II.27	folder 436
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Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Binder containing Emergency Winter Exchange letters from larger cities, 1914-1915	box II.27	folder 437
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Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Binder containing Emergency Winter Exchange letters from smaller cities, 1914-1915	box II.27	folder 438
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Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Questionnaires, letters, and other materials relating to the Emergency Winter of 1914-1915, 1914-1915	box II.27	folder 439-440
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Physical Description: 2 folders

Arrangement

Arranged alphabetically by city, Baltimore-the Oranges

Scope and Contents

Also available on microfilm reel 15. See: MN# 92-2036.

Questionnaires, letters, and other materials relating to the Emergency Winter of 1914-1915, 1914-1915	box II.27	folder 441
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Arrangement

Arranged alphabetically by city, Philadelphia-Toledo

Scope and Contents

Also available on microfilm reel 16. See: MN# 92-2037.

Other materials relating to the Emergency Winter of 1914-1915, 1914-1915 <u>Physical Description</u> : 2 folders	box II.27	folder 442-443
Scope and Contents		
Also available on microfilm reel 16. See: MN# 92-2037.		
Miscellaneous materials relating to the subject of Unemployment, 1889-1923 Scope and Contents	box II.27	folder 444
Also available on microfilm reel 16. See: MN# 92-2037.		
Newspaper and magazine clippings relating to the subject of Unemployment, 1914-1923 <u>Physical Description</u> : 2 folders	box II.27	folder 445-446
Scope and Contents		
Also available on microfilm reel 16. See: MN# 92-2037.		

Part II.12: American Red Cross--Letters and Other Materials Relating to, 1909-1922, undated

Title/Description	Instances	
Correspondence and other materials between MER and various persons relating to the Emergency Relief Board of the American Red Cross, 1909 October 22-1912 October 19 Arrangement Arranged chronologically	box II.28	folder 447
Minutes and other materials relating to meetings of the Emergency Relief Board of the American Red Cross, 1909 October 14-1913 October 17	box II.28	folder 448

Arrangement

Arranged chronologically

Correspondence and other materials between MER and various persons relating to the Home Service program of the American Red Cross, 1917 March 1-1919 March 25	box II.28	folder 449
Arrangement		
Arranged chronologically		
Miss Richmond's Manual of Home Service (American Red Cross, 1917), 1917	box II.28	folder 450
Scope and Contents		
Typescript, mimeographed, and printed copies		
Karl deSchweinitz's This Side The Trenches with the American Red Cross	box II.28	folder 451
Scope and Contents		
Outline and mimeographed copy		
Communications and documents relating to the American Red Cross Home Service Institutes and other classes	box II.28	folder 452
Miscellaneous communications and documents relating to the Home Service program of the American Red Cross, mostly 1917	box II.28	folder 453
Miscellaneous communications and documents relating to the American Red Cross Department of Civilian Relief and to local Civilian Relief Committees	box II.28	folder 454-455
<u>Physical Description</u> : 2 folders		
Communications and documents issued by the American Association relating to the American Red Cross Home Service program, 1917 October 8-1920 October 15	box II.28	folder 456
Arrangement		
Arranged chronologically		
Articles from The Survey relating to American Red Cross Home Service and Civilian Relief programs, 1917-1922	box II.28	folder 457
Newspaper and magazine clippings relating to American Red Cross war activities	box II.28	folder 458
Correspondence between MER and various persons relating to other American Red Cross activities, 1918 November 8-1920 November 26	box II.28	folder 459

Arrangement

Arranged chronologically

MER's notes and comments relating to the future of the American Red Cross in peacetime, undated	box II.28	folder 460
Correspondence relating to the future of the American Red Cross in peacetime, 1918 December 5-1919 March 28	box II.28	folder 461

Arrangement

Arranged chronologically

Scope and Contents

Correspondence does not involve MER. Also printed materials.

Part II.13: National Conference--Letters and Other Materials Relating to, 1909-1928

Scope and Contents

Note: Name changed in 1918 from National Conference of Charities and Correction to National Conference of Social Work. See also Part II, Box 33, Folder 546 for materials on Miss Richmond's candidacy for the Presidency of the National Conference in 1922.

Title/Description	Instances	
Correspondence between MER and Alexander Johnson relating to the National Conference, 1909 November 4-1913 May 5 <u>Physical Description:</u> 2 folders	box II.29	folder 462-463
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 16. See: MN# 92-2037.		

MER's correspondence with and relating to W.T. Cross, General Secretary of the National Conference, 1913 November 15-1919 June 11	box II.29	folder 464
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 16. See: MN# 92-2037.

Correspondence between MER and various persons relating to the National Conference, 1920 July 21-1928 March 2	box II.29	folder 465
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 16. See: MN# 92-2037.

Correspondence and other materials between MER and various persons relating to the National Conference Committee on Families and Neighborhoods, 1909 September 7-1910 March 31	box II.29	folder 466
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 16. See: MN# 92-2037.

Correspondence and other materials between MER and Francis H. McLean relating to an Analysis of National Conference Attendance, 1912 August 24-October 19	box II.29	folder 467
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 16. See: MN# 92-2037.

Correspondence between MER and various persons relating to the National Conference Change of Name Committee, 1915 August 20-1917 June 1	box II.29	folder 468-469
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Physical Description: 2 folders

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 16. See: MN# 92-2037.

Other materials relating to the National Conference Change of Name Committee	box II.29	folder 470
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Correspondence between MER and various persons relating to Family Division programs for the National Conference, 1921 July 26-1924 November 20	box II.29	folder 471
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Correspondence and other materials between MER and various persons relating to National Conference committee work, 1920 February 24-1922 July 21	box II.29	folder 472
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Correspondence relating to the National Conference, 1909 March 7-1919 October 16	box II.29	folder 473
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Arrangement

Arranged chronologically

Scope and Contents

Correspondence does not involve MER. Also available on microfilm reel 17. See: MN# 92-2038.

Communications to members of the Executive Committee of the National Conference and minutes of meetings, 1911-1920	box II.29	folder 474
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Materials relating to other National Conference committees, 1911-1922	box II.29	folder 475
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Reports on the National Conference meetings at Indianapolis, 1916	box II.29	folder 476
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Miscellaneous supplementary materials relating to the National Conference	box II.29	folder 477
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Part II.14: American Association--Letters and Other Materials Relating to**Scope and Contents**

Note: Began as the National Association of Societies for Organizing Charity in 1911; name changed to American Association of Societies for Organizing Charity in 1912, and again to American Association for Organizing Family Social Work in 1919.

Title/Description	Instances	
Correspondence between MER and various persons relating to the American Association, 1910 April 5-1928 August 30 <u>Physical Description</u> : 2 folders	box II.30	folder 478-479
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 17. See: MN# 92-2038.		
Correspondence between MER and various persons relating to The Family (issued by the American Association), 1920 December 24-1927 August 19	box II.30	folder 480

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Correspondence between MER and various persons relating to the program for the 1923 American Association Conference at Washington, 1923 March-May	box II.30	folder 481
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Communications and documents relating to plans for the formation of the American Association, 1909-1911 <u>Physical Description</u> : 3 folders	box II.30	folder 482-484
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Miscellaneous materials relating to the American Association, 1914-1919	box II.30	folder 485
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Materials relating to the American Association Committee on Scope and Policy, 1918-1919	box II.30	folder 486
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Miscellaneous materials relating to the American Association, 1920-1924	box II.30	folder 487
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Scope and Contents

Also available on microfilm reel 17. See: MN# 92-2038.

Miscellaneous materials relating to the American Association, 1925-1928	box II.30	folder 488
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Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Correspondence between MER and various persons relating to plans for the American Association's Buffalo Conference in 1927, 1925 September 23-1927 September 28	box II.30	folder 489-491
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Physical Description: 3 folders

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Correspondence between MER and various persons relating to the American Associations Conference on Family Life in America Today, held at Buffalo, October 1927, 1927 October 4-1928 July 2	box II.30	folder 492
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Communications and documents relating to the Fiftieth Anniversary Committee of the American Association, 1925-1927	box II.30	folder 493
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Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Incomplete holograph draft of "The Concern of the Community with Marriage," MER's speech for the Buffalo Conference on Family Life, 1927 October 4	box II.30	folder 494
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Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Source materials and holograph notes for MER's speech to the Buffalo Conference on Family Life, circa 1927	box II.30	folder 495
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Scope and Contents

Also includes typescript summary, probably for release to the press. Also available on microfilm reel 18. See: MN# 92-2039.

MER's work on invitations, publicity, and program for the Buffalo Conference on Family Life, 1927	box II.30	folder 496
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Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Printed and mimeographed programs and announcements relating to the Buffalo Conference on Family Life, 1927	box II.30	folder 497
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Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Other communications relating to the Buffalo Conference on Family Life, 1927	box II.30	folder 498
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Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

News releases, publicity, and clippings relating to the Buffalo Conference on Family Life, 1927	box II.30	folder 499
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Scope and Contents

Also available on microfilm reel 18. See: MN# 92-2039.

Joanna C. Colcord's A Decade of Service: The Family Welfare Association of Minneapolis Decennial Report for...1917-1926, published in commemoration of the Buffalo Conference on Family Life, 1927	box II.30	folder 500
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Scope and Contents

Typescript copy. Also available on microfilm reel 18. See: MN# 92-2039.

Part II.15: Committee on Professional Organization--Letters and Other Materials Relating to, 1918-1920

Title/Description	Instances
Correspondence between MER and various persons relating to the Committee on Professional Organization, 1918 July 1-1919 December 11 <u>Physical Description:</u> 3 folders	box II.31 folder 501-503

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Correspondence between MER and various persons relating to the Terminology Sub-committee of the Committee on Professional Organization, 1919	box II.31	folder 504
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Correspondence between MER and various persons relating to the Committee on Professional Organization, 1920 January 2-June 4	box II.31	folder 505
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Minutes of meetings, membership lists, and Miss Richmond's notes relating to the Committee on Professional Organization, 1918-1920	box II.31	folder 506
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Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Memoranda and complete filing set of worksheets relating to the Terminology Sub-committee of the Committee on Professional Organization	box II.31	folder 507
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Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Lists of words used by the Terminology Sub-committee of the Committee on Professional Organization for compilation in their worksheets	box II.31	folder 508
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Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Miscellaneous materials relating to the Terminology Sub-committee of the Committee on Professional Organization	box II.31	folder 509
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Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Materials relating to A Code of Ethics for Social Case Workers, collected by the Ethics Sub-committee of the Committee on Professional Organization	box II.31	folder 510
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Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Supplementary materials relating to ethics in social work, collected by the Ethics Sub-committee of the Comsiittee on Professional Organization	box II.31	folder 511
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Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Supplementary materials relating to ethics in law, medicine, and other professions, collected by the Ethics Sub-committee of the Committee on Professional Organization	box II.31	folder 512
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Scope and Contents

Also available on microfilm reel 19. See: MN# 92-2040.

Miscellaneous materials relating to professional organization, collected by the Committee on Professional Organization	box II.31	folder 513
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

United States Civil Service Examinations collected by the Committee on Professional Organization	box II.31	folder 514
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

New York State and Municipal Civil Service Examinations collected by the Committee on Professional Organization	box II.31	folder 515
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Massachusetts and New Jersey State Civil Service Examinations collected by the Committee on Professional Organization	box II.31	folder 516
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Miscellaneous materials relating to Civil Service Examinations collected by the Committee on Professional Organization	box II.31	folder 517
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Completed Worksheets, 1919-1920	box II.31A	
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Scope and Contents

Packages containing 3 sets of completed worksheets: December 2, 1919, with Summary and MER's tabulation; December 10, 1919 with Summary; March 10, 1920 with Summary and MER's tabulation. These materials relate to the Terminology Sub-committee of the Committee on Professional Organization.

Part II.16: Committee and Advisory Work--Letters and Other Materials Relating to, 1915-1928

Title/Description**Instances**

Correspondence and other materials between MER and various persons relating to the formation of the National Alien Relief Committee, 1918 May 18-June 25	box II.32	folder 518
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Correspondence and other materials between MER and various persons relating to the membership of the National Alien Relief Committee, 1918 June 12-October 23	box II.32	folder 519
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Correspondence and other materials between MER and various persons relating to official business of the National Alien Relief Committee, 1918 August 2-1919 August 31	box II.32	folder 520
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Correspondence with and relating to Dr. Norman Bridge, Chairman of the National Alien Relief Committee, 1918 September 3-November 2	box II.32	folder 521
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Correspondence between MER and the New York Charity Organization Society relating to the National Alien Relief Committee, 1918 May 29-November 27	box II.32	folder 522
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Correspondence between MER and various charity organization societies relating to the National Alien Relief Committee, 1918 May 28-1919 February 3	box II.32	folder 523
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Clippings, notes, and miscellaneous materials relating to the National Alien Relief Committee	box II.32	folder 524
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Memoranda and other materials relating to the Decennial Report Committee of the Russell Sage Foundation, 1916	box II.32	folder 525
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Letters, memoranda, and other materials relating to the Committee on the Future Program of the Russell Sage Foundation; also Report of the Committee (MER, Chairman)	box II.32	folder 526
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Memoranda and reports of the Mailing List Committee of the Russell Sage Foundation, 1924	box II.32	folder 527
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Scope and Contents

Also available on microfilm reel 20. See: MN# 92-2041.

Minutes and other materials relating to Russell Sage Foundation staff and directors' meetings, 1919-1924	box II.32	folder 528
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Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Miscellaneous materials concerning relations with other departments of the Russell Sage Foundation, 1917-1918	box II.32	folder 529
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Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Letters, minutes of meetings, and other materials relating to the Committee on Difficult Cases of the New York Charity Organization Society, 1916 November 17-1919 June 13	box II.32	folder 530
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Letters, memoranda, and other materials relating to the Committee on Cooperation and District Work of the New York Charity Organization Society, 1917 May 21-1927 February 25	box II.32	folder 531
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Letters, minutes of meetings, and other materials relating to the Committee on Marital Relations of the New York Charity Organization Society, 1918-1919	box II.32	folder 532
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Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Letters and other materials relating to various District Committees of the New York Charity Organization Society, 1922 January-1926 November 13	box II.32	folder 533
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Correspondence between MER and various persons relating to District Committees and Case Conferences, 1915 March 17-1921 April 4	box II.32	folder 534
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Miscellaneous materials relating to District Committees and Case Conferences	box II.32	folder 535-536
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Physical Description: 2 folders

Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Card file headed "Meetings of District Secretaries [prior at least to 1919]. Topics Reported for the last year by New York, Boston, Providence, Washington."	box II.32	folder 537
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Scope and Contents

Also available on microfilm reel 21. See: MN# 92-2042.

Part II.17: Small Subjects, Personal Highlights, and Final Illness and Death--Letters and Other Materials Relating to, 1915-1928

Title/Description	Instances
<p>Reports of Luncheon Meetings of the Inter-Relations Group, 1909-1911</p> <p>Scope and Contents</p> <p>Also available on microfilm reel 21. See: MN# 92-2042.</p>	
<p>First Meeting, 1909 October 5</p>	<p>box II.33 folder 538</p>
<p>Second Meeting, 1910 April 14</p>	<p>box II.33 folder 538</p>
<p>Third Meeting, 1910 October 10</p>	<p>box II.33 folder 538</p>
<p>Fifth Meeting, 1911 October 6</p>	<p>box II.33 folder 538</p>

<p>Letters and other materials relating to Amelia Sears' Manual for the Chicago United Charities, 1912-1913</p>	<p>box II.33</p>	<p>folder 539</p>
<p>Scope and Contents</p>		
<p>Also available on microfilm reel 21. See: MN# 92-2042.</p>		
<p>Correspondence between MER, Wilbur C. Phillips, and others relating to the Phillips' book on a social unit plan, 1914 July 9-1915 July 29</p>	<p>box II.33</p>	<p>folder 540</p>
<p>Arrangement</p>		
<p>Arranged chronologically</p>		
<p>Scope and Contents</p>		
<p>Accompanied by set of galleys. Also available on microfilm reel 21. See: MN# 92-2042.</p>		
<p>Two form letters sent out by MER on the subject of establishing a War Problems Exchange, and responses, 1917</p>	<p>box II.33</p>	<p>folder 541</p>
<p>Arrangement</p>		
<p>Arranged chronologically</p>		
<p>Scope and Contents</p>		
<p>Two form letters sent out by MER April 19 and May 8, 1917, on the subject of establishing a War Problems Exchange, and the responses to her request for information, arranged chronologically from April 23 to September 4, 1917. Also available on microfilm reel 21. See: MN# 92-2042.</p>		
<p>Form letter sent out by MER on the subject of the War Risk Insurance Act, and responses, 1917</p>	<p>box II.33</p>	<p>folder 542</p>
<p>Arrangement</p>		
<p>Arranged chronologically</p>		
<p>Scope and Contents</p>		
<p>Form letter sent out by MER November 15, 1917, on the subject of the War Risk Insurance Act, and the responses to her request for information, arranged chronologically from November 17 to 28, 1917. Also available on microfilm reel 22. See: MN# 92-2043.</p>		
<p>Minutes of meetings of the Council of Women's Organization, 1918 January 25-November 26</p>	<p>box II.33</p>	<p>folder 543</p>

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Miscellaneous materials relating to the Council of Women's Organizations, 1917-1918

box II.33

folder 544

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Letters and clippings relating to MER's honorary degree from Smith College, 1921 May 9-November 17

box II.33

folder 545

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Letters between MER and various correspondents relating to Miss Richmond's candidacy for President of the National Conference, 1921 May 4-1922 September 8

box II.33

folder 546

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Letters and other materials relating to MER's interest in biography and her biographical articles, 1922 February 24-1924 November 7

box II.33

folder 547

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Correspondence between MER and various persons relating to Miss Richmond's biographical article on C.S. Loch, and related materials, 1898-1924

box II.33

folder 548

Arrangement

Arranged chronologically

Scope and Contents

Correspondence between MER and various persons relating to Miss Richmond's biographical article on C.S. Loch, arranged chronologically from April 7, 1923 to February 26, 1924; accompanied by a collection of Mr. Loch's letters to MER and others, arranged chronologically from June 8, 1898 to February 9, 1913. Also available on microfilm reel 22. See: MN# 92-2043.

Letters and telegrams to Joanna C. Colcord from the Glenns and others relating to Miss Richmond's final illness, 1928 April 18-September 13

box II.33

folder 549

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Immediate responses of a personal nature to Miss Richmond's death, 1928 September 14-28

box II.33

folder 550

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Form letter sent out by Mary Willcox Glenn September 13, 1928, announcing Miss Richmond's death, and official responses from various agencies, 1928 September 14-October 3

box II.33

folder 551

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Second form letter sent out by Mary Willcox Glenn October 3, 1928, enclosing biographical and eulogistic materials on Miss Richmond, and official responses from various agencies, 1928 October 4-1929 April 12

box II.33

folder 552

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Official release of Miss Richmond's death notice, accompanied by biographical and eulogistic materials	box II.33	folder 553
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Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Newspaper clippings of Miss Richmond's obituaries	box II.33	folder 554
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Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Miss Richmond's death notices in magazines and journals	box II.33	folder 555
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Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Eulogies and tributes marking the death of Miss Richmond	box II.33	folder 556
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Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Letters and other materials relating to a memorial meeting in honor of Miss Richmond held in the Assembly Hall of the Russell Sage Foundation, 1929 January 2	box II.33	folder 557
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Scope and Contents

Also available on microfilm reel 22. See: MN# 92-2043.

Correspondence relating to a memorial issue of the The Family dedicated to Miss Richmond, 1928 September 19-1929 April 11	box II.33	folder 558
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Arrangement

Arranged chronologically

Scope and Contents

Accompanied by two copies of the memorial issue.
Also available on microfilm reel 22. See: MN#
92-2043.

Letters to Joanna C. Colcord from various correspondents relating to JCC's article on MER in the memorial issue of The Family, 1928 October 5-1929 January 26	box II.33	folder 559
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Arrangement

Arranged chronologically

Scope and Contents

Accompanied by separate reprint of the article. Also available on microfilm reel 22. See: MN# 92-2043.

Part II.18: Speeches, Addresses, and Lectures, 1910-1925**Title/Description****Instances**

Holograph and typescript notes for a series of lectures at the Chicago School of Civics, 1910 January 4-13

Scope and Contents

Also available on microfilm reel 22. See: MN#
92-2043.

Lecture I, Charity Organization, 1910 January 4	box II.34	folder 560
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Lecture II, The Three Stages of Relief, 1910 January 5	box II.34	folder 560
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Lecture III , The Third Stage of Relief, 1910 January 6	box II.34	folder 560
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Lecture IV, Sources of Relief, 1910 January 7	box II.34	folder 560
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Lecture V, Investigation, 1910 January 11	box II.34	folder 560
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Lecture VI, The First Interview, 1910 January 12	box II.34	folder 560
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Lecture VII, Completion of Investigation, 1910 January 13	box II.34	folder 560
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"How Social Workers Can Aid Housing Reform", 1911	box II.34	folder 561
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Scope and Contents

Separate reprint of an address delivered at the National Conference, Boston, 1911 (Rational Housing Association Publications 15, May 1912).
Also available on microfilm reel 22. See: MN#
92-2043.

Address on Preliminary Investigation of Adult Offenders delivered at the State Probation Conference, New York, 1912 March 14	box II.34	folder 562
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Scope and Contents

Holograph notes and draft. Also available on microfilm reel 22. See: MN# 92-2043.

"The Relation of Output to Intake", 1912 June 12 box II.34 folder 563

Scope and Contents

Separate reprint of an address delivered before the National Association of Organizing Charity, June 12, 1912 (Charity Organization Bulletin, III, No. 9, August 1912). Also available on microfilm reel 22. See: MN# 92-2043.

"The Charity Organization Department", 1914 February 10 box II.34 folder 564

Scope and Contents

Typescript draft of a lecture at the New York School of Philanthropy. Also available on microfilm reel 22. See: MN# 92-2043.

Kennedy lectures on First Steps in Social Case Work, 1914 box II.34 folder 565

Scope and Contents

Incomplete holography notes; also announcement. Also available on microfilm reel 23. See: MN# 92-2044.

"Co-ordination and Inference", 1914 box II.34 folder 566

Scope and Contents

Typescript draft of "Co-ordination and Inference," probably one of the Kennedy lectures, 1914; also summaries of the third, fourth, and fifth Kennedy lectures, dated March 30, April 13, and April 20, 1914. Also available on microfilm reel 23. See: MN# 92-2044.

"To the Volunteers of 1915", 1915 box II.34 folder 567

Scope and Contents

Holograph notes and typescript copy of an address to Philadelphia volunteers delivered at the Church House, Philadelphia, February 4, 1915. Also available on microfilm reel 23. See: MN# 92-2044.

"The College and the Community", 1915 box II.34 folder 568

Scope and Contents

Typescript copy of one of the after-dinner addresses to commemorate the fiftieth anniversary of Vassar College, delivered at Davison Hall, Vassar College,

October 13, 1915. Also available on microfilm reel 23. See: MN# 92-2044.

"The Charity Organization Department", 1916	box II.34	folder 569
Scope and Contents		
Typescript copy of an address delivered before the New York Monday Evening Club, April 24, 1916. Also available on microfilm reel 23. See: MN# 92-2044.		
"The Social Case Work Side of Probation and Parole", 1917	box II.34	folder 570
Scope and Contents		
Typescript copy of an address delivered before the National Probation Association, June 1917. Also available on microfilm reel 23. See: MN# 92-2044.		
["The Social Case Worker's Task"], 1917	box II.34	folder 571
Scope and Contents		
Holograph draft and notes for an address delivered at the general session of the National Conference, 1917. Also available on microfilm reel 23. See: MN# 92-2044.		
"The Family as the Center of Social Service", 1918	box II.34	folder 572
Scope and Contents		
Holograph notes for the second lecture in Special Extension Course for Volunteers, Biltmore Hotel, January 18, 1918; also holograph notes headed "Home Service Lecture on The Family, March 29 and October 10, 1918." Also available on microfilm reel 23. See: MN# 92-2044.		
"War and Family Solidarity", 1918	box II.34	folder 573
Scope and Contents		
Separate reprint of an address delivered before the Division on The Family of the National Conference, May 21, 1918 (Charity Organization Department publication, 1918). Also available on microfilm reel 23. See: MN# 92-2044.		
"The Long View", 1919	box II.34	folder 574
Scope and Contents		
Typescript copy. This is a portion of an address delivered before a section meeting of the Junior		

League of New York City, November 20, 1919. Also available on microfilm reel 23. See: MN# 92-2044.

"Some Next Steps in Social Treatment", 1920	box II.34	folder 575
Scope and Contents		
An address delivered before the Family Section of the National Conference, April 15, 1920 (Printed in The Family, Vol I, No.4, June 1920). Also available on microfilm reel 23. See: MN# 92-2044.		
"A Social Work Point of View", 1923	box II.34	folder 576
Scope and Contents		
Holograph draft of a a lecture delivered at the summer session of the New York School of Philanthropy, June 18, 1923. Also available on microfilm reel 23. See: MN# 92-2044.		
"The Rhythm of Social Work", 1925	box II.34	folder 577
Scope and Contents		
Holograph and typescript notes for an address delivered at Philadelphia, April 30, 1925, and at the Institute of Family Social Work, May 19, 1925. Also available on microfilm reel 23. See: MN# 92-2044.		

Part II.19: Notes for Speeches, Addresses, Lectures; also Articles, Reviews, and Unpublished Writings

Title/Description	Instances	
Twelve sets of holograph notes for speeches, addresses, and lectures, 1909-1912		
Scope and Contents		
Also available on microfilm reel 23. See: MN# 92-2044.		
Boston Annual Meeting, 1909	box II.35	folder 578
Rochester Address on Organized Charity, 1909 December	box II.35	folder 578
Cooperation, Grammercy District Committee, 1910 March	box II.35	folder 578
New York School of Philanthropy, 1910 September	box II.35	folder 578
Galesburg, 1910 October	box II.35	folder 578
Outside Sources of Information, Chicago, 1910 October	box II.35	folder 578
Junior League Lecture, Upbuilding of the Family, 1911 January	box II.35	folder 578

Pittsfield, 1911 March	box II.35	folder 578
Grammercy Neighborhood Association on What Social Workers Should Know, 1911 March	box II.35	folder 578
Talk on Widows, Assistant Secretaries of the New York Charity Organization Society, 1912 March	box II.35	folder 578
The Volunteer's Value to the Professional, Junior League, 1912 April	box II.35	folder 578
Address to Philadelphia Society for Organizing Charity, 1912 November	box II.35	folder 578

Eleven sets of holograph notes for speeches, addresses, and lectures, 1913-1916

Scope and Contents

Also available on microfilm reel 23. See: MN# 92-2044.

Second Year Group of the New York School of Philanthropy, 1913 February	box II.35	folder 579
Smith College, 1913 October	box II.35	folder 579
Hearing on Widows Pensions by New York State Commission, 1913 November	box II.35	folder 579
Address to Reading Associated Charities, 1913 December	box II.35	folder 579
Church Mission of Help, 1914 January	box II.35	folder 579
Volunteers of the Federated Charities of Baltimore on The Test of Reality, 1914 November	box II.35	folder 579
YWCA Training School, 1914 December	box II.35	folder 579
Case Committee of the Brooklyn Bureau of Charities, 1915 February	box II.35	folder 579
Kennedy District on The Work of a District Committee, 1915 November	box II.35	folder 579
Five Boston Lectures to Second Year Students, 1915 December	box II.35	folder 579
Yorkville District of the New York Charity Organization Society on The District and Neighborhood Co-op, 1916 January	box II.35	folder 579

Ten sets of holograph notes for speeches, addresses, and lecture, 1917-1919

Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Child Helping Institute of the New York School of Philanthropy, 1917 June	box II.35	folder 580
Address on Volunteers to Home Service Workers of Pennsylvania, 1917 November	box II.35	folder 580
The Growth of the Charity Organization Movenent in its Case Work Program [AASOC 1917?], 1917?	box II.35	folder 580
Address to New York Episcopal Seminary on The Work of the New York Charity Organization Society, 1918 February	box II.35	folder 580
Home Service lecture on Relatives, 1918 April	box II.35	folder 580
Home Service lecture on Comparison of Material, 1918 October	box II.35	folder 580
Need of Professional Standards, Fordham University, 1918 December	box II.35	folder 580
Home Service section course lecture on Evidence, 1919 January	box II.35	folder 580
Scope and Contents		
Also at University of Colorado, July 1919.		
Lecture to staff of the New York Charity Organization Society on A Profession in the Making, 1919 February	box II.35	folder 580
Lecture to University of Colorado class on Outside Sources, 1919 July	box II.35	folder 580
Ten sets of holograph notes for speeches, addresses, and lectures, 1920-1923 June		
Scope and Contents		
Also available on microfilm reel 24. See: MN# 92-2045.		
Address to staff of New York Charity Organization Society, 1920 January	box II.35	folder 581
Part of address at Annual Meeting of Boston Family Welfare Society, 1920 November	box II.35	folder 581
Address at Church Mission of Help Institute on Evidence and the Groundwork for Treatment, 1921 January	box II.35	folder 581
Philadelphia in 1900, Social Workers Club of Philadelphia, 1921 January	box II.35	folder 581
Jewish Federation Meeting on Family Care, 1921 April	box II.35	folder 581
Talk to staff of AAOFSW on The Relation of the Family to Social Progress and to the Future of Civilization, 1922	box II.35	folder 581
Address at Providence Conference Luncheon of Hospital Social Workers, 1922 June	box II.35	folder 581

Church Mission of Help, 1923 January	box II.35	folder 581
Institute dinner at Washington on Where the Blue Begins in Social Work, 1923 May	box II.35	folder 581
Phi Beta Kappa, 1923 June	box II.35	folder 581
Eight sets of holograph notes for speeches, addresses, and lectures, 1923 August-1925		
Scope and Contents		
Also available on microfilm reel 24. See: MN# 92-2045.		
Talk on Marriage Administration Study given at Franklin, 1923 August	box II.35	folder 582
New Workers from Brooklyn Bureau, 1923 September	box II.35	folder 582
Possibilities of the Art of Helping, New York Charity Organization Society course, 1923 December	box II.35	folder 582
Lecture on Inter-relations of Social Movements to Mr. Lee's Seminar, 1925 March	box II.35	folder 582
Talk on the Russell Sage Foundation to group of college juniors, 1925 March	box II.35	folder 582
Talk on Marriage Administration to the Institute, 1925 May	box II.35	folder 582
Address on A Sense of the Whole to Undistricted Supervisors, 1925 October	box II.35	folder 582
Address to staff of Brooklyn Bureau on Higher Mathematics of Social Work, 1925 October	box II.35	folder 582
Six sets of undated holograph notes for speeches, addresses, and lectures, undated		
Scope and Contents		
Also available on microfilm reel 24. See: MN# 92-2045.		
A Talk on Investigation before assistants of the New York Charity Organization Society and Visitors of the State Charities Aid	box II.35	folder 583
Training in Investigation, Boston Conference	box II.35	folder 583
Relation of Charity Organization to The Schools	box II.35	folder 583
San Francisco address	box II.35	folder 583
The Charity Organization Department	box II.35	folder 583
Friendly Visiting	box II.35	folder 583

Other sets of holograph notes for speeches, addresses, and lectures, undated	box II.35	folder 584
Scope and Contents		
Undated and mostly untitled. Also available on microfilm reel 23. See: MN# 92-2044.		
The Inter-relations of Social Movements, with Information About Sixty-seven Organizations, 1910	box II.35	folder 585
Scope and Contents		
Pamphlet published by the Charity Organization Department, 1910. Introduction signed by "Mary E. Richmond." Also available on microfilm reel 23. See: MN# 92-2044.		
"Of Christmas Gifts", 1910 December 20	box II.35	folder 586
Scope and Contents		
Two copies; reprinted from The Survey. Also available on microfilm reel 23. See: MN# 92-2044.		
First Principles in the Relief of Distress, 1911	box II.35	folder 587
Scope and Contents		
Annotated paste-up; Charity Organization Department publication. Also available on microfilm reel 23. See: MN# 92-2044.		
"The Charity Organization Movement", 1915 December	box II.35	folder 588
Scope and Contents		
Typescript; short article for the Philadelphia Ledger. Also available on microfilm reel 23. See: MN# 92-2044.		
"To Those Still on the Job", 1918	box II.35	folder 589
Scope and Contents		
Typescript draft of "To Those Still on the Job," an article for the Charity Organization Bulletin, March 1918 accompanied by letter to MER from Porter R. Lee, February 8, 1918, referring to the article. Also available on microfilm reel 23. See: MN# 92-2044.		
MER's unpublished review of Jesse F. Steiner's Education for Social work (University of Chicago Press, 1921), circa 1921	box II.35	folder 590
Scope and Contents		
Holograph draft; accompanied by letter from MER to Margaret Rich, September 8, 1921, referring to		

the review. Also available on microfilm reel 23. See:
MN# 92-2044.

"The Good Neighbor in the Modern City", 1922	box II.35	folder 591
Scope and Contents		
Holograph draft of unpublished article. Accompanied by letter to MER from Lyndon Phifer, November 8, 1922, referring to the article. Also available on microfilm reel 23. See: MN# 92-2044.		
"A Code of Ethics for Social Case Workers", 1920-1921	box II.35	folder 592
Scope and Contents		
Several copies of proofs. Drafted under the direction of MER, 1920-1921. Also available on microfilm reel 23. See: MN# 92-2044.		
'Memorandum on The Need of a National Training Board for Social Work', 1923 or later	box II.35	folder 593
Scope and Contents		
Several typescript copies, undated but later than 1922. Also available on microfilm reel 23. See: MN# 92-2044.		

Part II.20: Departmental Reports prepared by MER, 1909-1928

Title/Description	Instances	
Report of the Field Department for the Extension of Organized Charity in the United States, for the two years ending October 1, 1909, 1909	box II.36	folder 594
Scope and Contents		
Also available on microfilm reel 24. See: MN# 92-2045.		
Monthly Reports of the Charity Organization Department of the Russell Sage Foundation, 1909 November 22-1910 July 1	box II.36	folder 595
Scope and Contents		
Also available on microfilm reel 24. See: MN# 92-2045.		
Three drafts of the First Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1910, 1910	box II.36	folder 596

Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Two drafts of the Second Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1911, 1911	box II.36	folder 597
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Monthly Reports of the Charity Organization Department of the Russell Sage Foundation, 1911 October 31-1912 March 31	box II.36	folder 598
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Three Quarterly Reports of the Charity Organization Department of the Russell Sage Foundation, 1911 December 31-1912 June 30	box II.36	folder 599
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Third Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1912, 1912	box II.36	folder 600
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Scope and Contents

Accompanied by summary. Also available on microfilm reel 24. See: MN# 92-2045.

Outline for 1912-1913 of the Charity Organization Department, 1912-1913	box II.36	folder 601
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Scope and Contents

Accompanied by Reports of the Charity Organization Department of the Russell Sage Foundation for the three months ending December 31, 1912, and for the four months ending April 30, 1913. Also available on microfilm reel 24. See: MN# 92-2045.

Fourth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1913, 1913	box II.36	folder 602
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Two Quarterly Reports of the Charity Organization Department of the Russell Sage Foundation, for the three months ending December 31, 1913, and March 31, 1914, 1913-1914	box II.36	folder 603
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Fifth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1914, 1914	box II.36	folder 604
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Summary of Sixth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1915, 1915	box II.36	folder 605
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Outlines of Monthly Reports of M. E. Richmond, Director, 1915-1916	box II.36	folder 606
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Scope and Contents

Outlines of Monthly Reports for October 1915-February 1916 and April-May 1916; also notes for the Seventh Annual Report, 1916. Also available on microfilm reel 24. See: MN# 92-2045.

Seventh Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1916, 1916	box II.36	folder 607
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Scope and Contents

Also available on microfilm reel 24. See: MN# 92-2045.

Eighth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1917, 1917	box II.36	folder 608
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Scope and Contents

Accompanied by memorandum. Also available on microfilm reel 24. See: MN# 92-2045.

Decennial Report of the Charity Organization Department of the Russell Sage Foundation, 1907-1917, 1917-1918 box II.36 folder 609

Scope and Contents

Two copies. Accompanied by a critique of the Reprint [by Miss Moore?] of February 26, 1918. Also available on microfilm reel 24. See: MN# 92-2045.

Memorandum from the Charity Organization Department, for the year ending September 30, 1918, 1918 box II.36 folder 610

Scope and Contents

Ninth annual report is missing. Also available on microfilm reel 25. See: MN# 92-2046.

Tentative Plans of the Charity Organization Department, October 1918, and Memorandum from the Charity Organization Department, for the year ending September 30, 1919, 1918-1919 box II.36 folder 611

Scope and Contents

Tenth annual report is missing. Also available on microfilm reel 25. See: MN# 92-2046.

Eleventh Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1920, 1920 box II.36 folder 612

Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Twelfth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending September 30, 1921, 1921 box II.36 folder 613

Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Memorandum from the Charity Organization Department, for the year ending September 30, 1922, 1922 box II.36 folder 614

Scope and Contents

Thirteenth annual report missing. Also available on microfilm reel 25. See: MN# 92-2046.

Memorandum from the Charity Organization Department, for the year ending September 30, 1923, 1923 box II.36 folder 615

Scope and Contents

Fourteenth annual report missing. Also available on microfilm reel 25. See: MN# 92-2046.

Memorandum from the Charity Organization Department, for the year ending September 30, 1924, 1924 box II.36 folder 616

Scope and Contents

Fifteenth annual report missing. Also available on microfilm reel 25. See: MN# 92-2046.

Sixteenth Annual Report of the Charity Organization Department of the Russell Sage Foundation for the year endng September 30, 1925, 1925 box II.36 folder 617

Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Seventeenth Annual Report of the Charity Organization Department of the Russell Sage Foundation for the year endng September 30, 1926, 1926 box II.36 folder 618

Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Eighteenth Annual Report of the Charity Organization Department of the Russell Sage Foundation for the year endng September 30, 1927, 1927 box II.36 folder 619

Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Nineteenth Annual Report of the Charity Organization Department of the Russell Sage Foundation for the year endng October 1, 1928, 1928 box II.36 folder 620

Scope and Contents

Prepared by Fred S. Hall, Associate Director. Also available on microfilm reel 25. See: MN# 92-2046.

Several sets of materials used in preparation of the Charity Organization Department Reports, 1909-1928 box II.36 folder 621

Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Part II.21: Personal effects, unclassified materials, and Colcord and Mann biographical materials, 1912-1928, undated

Title/Description	Instances	
Correspondence between MER and various persons relating to Miss Richmond's personal financial affairs, 1916 August 10-November 2	box II.37	folder 622
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 25. See: MN# 92-2046.		
First Tentative draft of "An outline for readers of biography", 1926 February 8	box II.37	folder 623
Scope and Contents		
Accompanied by holograph notes, clippings, and miscellaneous materials relating to biography. Also available on microfilm reel 25. See: MN# 92-2046.		
"The Service of the Loyal", 1912 November 26	box II.37	folder 624
Scope and Contents		
Copy of address delivered by Mary Willcox Glenn to Federated Charities of Baltimore, November 26, 1912.		
Program and newspaper notices of MER speeches	box II.37	folder 625
Scope and Contents		
Also available on microfilm reel 25. See: MN# 92-2046.		
2 magazine articles on National League of Women Voters and one by H.S. Hennings	box II.37	folder 626
Scope and Contents		
Also available on microfilm reel 25. See: MN# 92-2046.		
Newspaper and magazine clippings <u>Physical Description:</u> 3 folders	box II.37	folder 627-629

Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Expense book relating to Buffalo Conference, 1927 October	box II.37	folder 630
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Address Book	box II.37	folder 630
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Miscellaneous loose materials	box II.37	folder 630
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Steno pad of last letters dictated by Miss Richmond, 1927 October 20-1928 June 2	box II.37	folder 631
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Letters relating to distribution of her books after her death	box II.37	folder 632
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Notes relating to Central Islip, 1913 June 10	box II.37	folder 633
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Unclassified notes	box II.37	folder 634
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Notes collected for MER by Ruth Mann et al.	box II.37	folder 635
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Unclassified typescript materials	box II.37	folder 636
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Charts pertaining to MER's health	box II.37	folder 637
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Material relating to <i>The Long View</i>	box II.37	folder 638
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Charts, diagrams, photos relating to <i>The Long View</i>	box II.37	folder 639
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Correspondence relating to collection of MER's professional letters	box II.37	folder 640
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

Materials relating to Colcord and Mann biographical files on MER	box II.37	folder 641
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Scope and Contents

Also available on microfilm reel 25. See: MN# 92-2046.

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Part III: Charity Organization Department Archive, 1909-1943, undated

Part III.1: General Correspondence, 1909-1929

Arrangement		
Arranged chronologically		
Title/Description	Instances	
General correspondence to, from, or relating to Charity Organization Department staff members, 1910-1929 <u>Physical Description</u> : 12 folders	box III.1	folder 1-12
Correspondence between the Charity Organization Department and other departments of the Russell Sage Foundation, 1923-1929	box III.1	folder 13
Part III.2: Joanna C. Colcord's Correspondence as Director of the Charity Organization Department (COD) after 1930, 1930-1943		
Title/Description	Instances	
Miscellaneous correspondence relating to the Charity Organization Department under the Directorship of Joanna C. Colcord, 1930 February 17-1935 October 4 Arrangement Arranged chronologically	box III.1	folder 14
Correspondence to and from Joanna C. Colcord, Director of the Charity Organization Department, relating to the department's Marriage Studies, 1936 July 29-1943 July 9 Arrangement Arranged chronologically	box III.1	folder 15
Newspaper and magazine clippings relating to Marriage Laws, 1936-1937	box III.1	folder 16
Correspondence between Joanna C. Colcord, Director of the Charity Organization Department, and J.C. Pringle of the London Charity Organization Society, 1930-1943 <u>Physical Description</u> : 4 folders Arrangement Arranged chronologically	box III.1	folder 17-20

Part III.3: Exchanges--Correspondence and other materials relating to, 1913-1915, undated		
Title/Description	Instances	
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Exchange	box III.2	folder 21-22

Physical Description: 2 folders

Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Confidential Exchange	box III.2	folder 23-31
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Physical Description: 9 folders

Financial Exchange letters, 1913 October 6-1915 July 15	box III.2	folder 32-24
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Physical Description: 3 folders

Scope and Contents

With index.

Appeal Records from various charity organization societies relating to the Financial Exchange	box III.2	folder 35
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Part III.4: Finances--Correspondence and other materials relating to

Title/Description

Instances

Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organisation Department, relating to Financial Appeals	box III.3	folder 36-41
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Physical Description: 6 folders

Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Financial Federations, or Community Chests	box III.3	folder 42-46
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Physical Description: 5 folders

Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Financial Statistics	box III.3	folder 47
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Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Financial Surveys	box III.3	folder 48-50
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Physical Description: 3 folders

Other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the subject of Finances	box III.3	folder 51
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Part III.5: Office Methods or "System"--Correspondence and other materials relating to

Scope and Contents

Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Office Methods or "System."

Title/Description

Instances

General <u>Physical Description</u> : 5 folders	box III.4	folder 52-56
Bookkeeping <u>Physical Description</u> : 5 folders	box III.4	folder 57-61
Cards and Forms <u>Physical Description</u> : 2 folders	box III.4	folder 62-63
Case Records	box III.4	folder 64
COS's <u>Physical Description</u> : 3 folders	box III.4	folder 65-67
Reports	box III.4	folder 68

Part III.6: Statistics--Correspondence and other materials relating to, 1926-1929, undated

Title/Description	Instances	
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department		
COS Statistics <u>Physical Description</u> : 10 folders	box III.5	folder 69-78
Family Welfare Statistics	box III.5	folder 79
Statistics--Special Studies <u>Physical Description</u> : 2 folders	box III.5	folder 80-81
Statistics--Miscellaneous	box III.5	folder 82
Correspondence and other materials between Fred S. Hall, Associate Director of the Charity Organization Department, and the Statistical Department of the Russell Sage Foundation, 1926-1929 <u>Physical Description</u> : 2 folders	box III.5	folder 83-84
Statistical Summaries sent out by the Statistical Department of the Russell Sage Foundation	box III.5	folder 85

Part III.7: Transportation Code and Committee, and to Settlement Laws--Correspondence and other materials relating to, 1909-1928

Title/Description	Instances	
Correspondence and other materials, mostly to and from Francis H. McLean, Field Secretary, and Margaret F. Byington, Associate Secretary, relating to the Transportation Code and Committee, 1909 February 16-1910 Decemer 28	box III.6	folder 86-87

Physical Description: 2 folders

Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, 1912 May 1-1915 November 19	box III.6	folder 88
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, 1916 January 4-1919 October 20	box III.6	folder 89
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, 1922 September 13-1924 July 1	box III.6	folder 90
Miscellaneous materials relating to the Transportation Code and Committee, 1923-1924 <u>Physical Description</u> : 2 folders	box III.6	folder 91-92
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organisation Department, relating to the Transportation Code and Committee, 1925-1928 <u>Physical Description</u> : 4 folders	box III.6	folder 93-96
Arrangement Arranged chronologically		
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Settlement Laws <u>Physical Description</u> : 5 folders	box III.6	folder 97-101

Part III.8: Special Projects of Margaret F. Byington and Joanna C. Colcord, circa 1911-1929

Title/Description	Instances	
Correspondence and other materials relating to Charities Endorsement, 1911 <u>Physical Description</u> : 3 folders	box III.7	folder 102-104
Scope and Contents File contains Margaret F. Byington's work on schedules made out for the Kansas City, Missouri, Board of Public Welfare, March 1911.		
Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1916 edition), circa 1916		
Correspondence	box III.7	folder 105

Announcements, publicity, and reviews	box III.7	folder 106
Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1924 edition), circa 1924		
Complete manuscript, except for "II, City Administration and Finance"	box III.7	folder 107
Drafts and Notes <u>Physical Description</u> : 5 folders	box III.7	folder 108-112
Miscellaneous materials	box III.7	folder 113
Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1929 revised edition), circa 1929		
Paste-up and Notes	box III.7	folder 114
Correspondence and other materials to and from Joanna C. Colcord relating to Professional Ethics, 1919 May 23-1922 July 2	box III.7	folder 115
Arrangement		
Arranged chronologically		
Correspondence and other materials to and from Joanna C. Colcord relating to Marriage Laws, 1922 April 24-1929 June 7	box III.7	folder 116-118
<u>Physical Description</u> : 3 folders		
Arrangement		
Arranged chronologically		

Part III.9: Charity Organization Department (COD) Staff Reports, 1911-1927

Title/Description	Instances	
Monthly, quarterly, and annual reports from Fred S. Hall, Associate Director, and other Charity Organization Department staff members for the years ending September 30, 1912-1915 <u>Physical Description</u> : 4 folders	box III.8	folder 119-122
Scope and Contents		
Also available on microfilm reel 26. See: MN# 92-2048.		
Monthly, quarterly, and annual reports from Fred S. Hall, Associate Director of the Charity Organization Department, for the years ending September 30, 1916-1921 <u>Physical Description</u> : 6 folders	box III.8	folder 123-128

Scope and Contents

Also available on microfilm reel 26. See: MN# 92-2048.

Monthly, quarterly, and annual reports from Fred S. Hall, Associate Director of the Charity Organization Department, 1921 October-1927 October 1	box III.8	folder 129
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 26. See: MN# 92-2048.

Part III.10: Field Department of Charities and the Commons (FDCC) and Charity Organization Department (COD) Field Reports, 1907-1911

Scope and Contents

Also available on microfilm reel 26. See: MN# 92-2048.

Title/Description	Instances	
Field Reports from Francis H. McLean, Field Secretary of the Field Department of Charities and the Commons, 1908 May 21-1908 March 31	box III.8	folder 130
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 26. See: MN# 92-2048.		
Field Reports from Francis H. McLean, Field Secretary of the Field Department of Charities and the Commons, and Margaret F. Byington, Associate Secretary, 1908 April 8-1909 July 27	box III.8	folder 131-133
<u>Physical Description</u> : 3 folders		
Arrangement		
Arranged chronologically		
Scope and Contents		
Also available on microfilm reel 26. See: MN# 92-2048.		
Other reports relating to the Field Department of Charities and the Commons, 1909 May 18-September 30	box III.8	folder 134

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 26. See: MN# 92-2048.

Index to Field Reports, 1907 November 21-1909 September 30	box III.8	folder 134
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Scope and Contents

Also available on microfilm reel 26. See: MN# 92-2048.

Field Reports from Francis H. McLean, Field Secretary of the Charity Organization Department, 1909 October 10- November 28	box III.8	folder 135
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 26. See: MN# 92-2048.

Field Reports from Francis H. McLean, Field Secretary of the Charity Organization Department, 1909 December 5-1910 September 1	box III.8	folder 136-138
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Physical Description: 3 folders

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 27. See: MN# 92-2047.

Field Reports from Margaret F. Byington, Associate Secretary of the Charity Organization Department, 1909 October 27-1910 March 23	box III.8	folder 139
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 27. See: MN# 92-2047.

Field Reports from Francis H. McLean, Field Secretary of the Charity Organization Department, 1910 October 24-1911 August 29	box III.8	folder 140-142
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Physical Description: 3 folders

Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 27. See: MN# 92-2047.

Field Reports from Margaret F. Byington, Associate Secretary of the Charity Organization Department, 1910 November 29-December 15	box III.8	folder 142
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Arrangement

Arranged chronologically

Scope and Contents

Also available on microfilm reel 27. See: MN# 92-2047.

Index to Field Reports, 1910 October 1-1911 September 30	box III.8	folder 142
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Scope and Contents

Also available on microfilm reel 27. See: MN# 92-2047.

Part III.11: Field Department of Charities and the Commons (FDCC), Charity Organization Department (COD), and American Association Field Reports, 1911-1919

Title/Description**Instances**

Nashville Report, 1911 April 1 <u>Physical Description</u> : 2 folders	box III.9	folder 143-144
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Scope and Contents

[From Francis H. McLean, Field Secretary of the Charity Organization Department?]

Baltimore Report from Fred S. Hall, 1911	box III.9	folder 145
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Scope and Contents

[Associate Director of the Charity Organization
Department?]

Summaries of Field Reports for 1907-1912	box III.9	folder 146
Field Reports from various members of the Charity Organization Department, 1911 October 1-1913 September 30	box III.9	folder 147
Scope and Contents		
With index.		
Field Reports from Francis H. McLean, General Secretary of the American Association, and others, 1911 October 1-1913 September 30	box III.9	folder 148
Scope and Contents		
With index.		
Field Reports from various members of the Charity Organization Department and the American Association, 1913 October 1-1915 September 30	box III.9	folder 149-150
<u>Physical Description</u> : 2 folders		
Scope and Contents		
With indexes.		
Field Reports from Francis H. McLean, General Secretary of the American Association, and others, 1915 October 1-1918 September 30	box III.9	folder 151-153
<u>Physical Description</u> : 3 folders		
Scope and Contents		
With indexes.		
Field Reports from Francis H. McLean, General Secretary of the American Association, and others, 1918 October 10-1919 September 24	box III.9	folder 154-155
<u>Physical Description</u> : 2 folders		
Arrangement		
Arranged chronologically		

Part III.12: American Association Field Reports, Communications, and Committee Reports, 1918-1928

Title/Description	Instances	
Field Reports and Communications from the American Association, 1919 October 10-1928	box III.10	folder 156-161

Physical Description: 6 folders

Arrangement

Arranged chronologically

Manual for Field Workers of the Staff of the American Association, 1918	box III.10	folder 162
Committee Reports from the American Association, 1918-1928	box III.10	folder 163-167

Physical Description: 5 folders

Part III.13: Financial Statements and Published Sales Records of the Charity Organization Department (COD), 1909-1929

Title/Description	Instances	
Financial Statements relating to the Charity Organization Department for the years ending September 30, 1909 to September 30, 1914, 1909-1914 <u>Physical Description</u> : 3 folders	box III.11	folder 168-170
Incomplete Financial Statements relating to the Charity Organization Department for the years ending September 30, 1915 to September 30, 1918, 1915-1918 <u>Physical Description</u> : 2 folders	box III.11	folder 171-172
Monthly Financial Statements relating to the Charity Organization Department for the years ending September 30, 1919 to September 30, 1922, 1919-1922 <u>Physical Description</u> : 2 folders	box III.11	folder 173-174
Incomplete set of monthly Financial Statements for the Department's Study of Unemployment Relief, 1921 October-1923 March 31	box III.11	folder 174
Incomplete Financial Statements relating to the Charity Organization Department for the years ending September 30, 1923 and September 30, 1924, 1923-1924	box III.11	folder 175
Monthly Financial Statements relating to the Charity Organization Department for the years ending September 30, 1925 to September 30, 1928, 1925-1928 <u>Physical Description</u> : 2 folders	box III.11	folder 176-177
Publication Sales Records relating to the Charity Organization Department, 1913 October 1-1918 September	box III.11	folder 178

Arrangement

Arranged chronologically

Monthly Publication Sales Records relating to the Charity Organization Department for the years ending September 30, 1919 to September 30, 1928, 1919-1928 <u>Physical Description</u> : 10 folders	box III.11	folder 179-188
Monthly Publication Sales Records relating to the Charity Organization Department, 1928 October-December Scope and Contents Includes Summary for the year ending September 30, 1929.	box III.11	folder 189
Part III.14: Charity Organization Department Subject Files, 1909-1928		
Title/Description	Instances	
Almshouses Scope and Contents Also available on microfilm reel 27. See: MN# 92-2047.	box III.12	folder 190
American Association of Social Workers Scope and Contents Also available on microfilm reel 27. See: MN# 92-2047.	box III.12	folder 191
Bibliographies <u>Physical Description</u> : 2 folders Scope and Contents Also available on microfilm reel 28. See: MN# 92-2049.	box III.12	folder 192-193
Birth Control Scope and Contents Also available on microfilm reel 28. See: MN# 92-2049.	box III.12	folder 194
Boston Meetings, 1899 Scope and Contents Also available on microfilm reel 28. See: MN# 92-2049.	box III.12	folder 195
Boston Meetings, 1901-1904	box III.12	folder 196

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Canadian Patriotic Fund box III.12 folder 197

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Case Loads box III.12 folder 198-199
Physical Description: 2 folders

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Charity Organization Bulletin box III.12 folder 200

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Charity Organization Movement box III.12 folder 201

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Charity Organization--What Is It? box III.12 folder 202

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Child Helping Department, Bureau for Exchange of Information box III.12 folder 203

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Christmas and Thanksgiving box III.12 folder 204-205

Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Church Cooperation box III.12 folder 206

Scope and Contents

Also available on microfilm reel 28. See: MN# 92-2049.

Church Federations	box III.12	folder 207
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

City Surveys	box III.12	folder 208
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Clinton District	box III.12	folder 209
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Clothing Appeals	box III.12	folder 210
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Community Councils	box III.13	folder 211
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Compulsory Education	box III.13	folder 212-213
<u>Physical Description:</u> 2 folders		

Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Compulsory Endorsement of Charities	box III.13	folder 214
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Cooperation	box III.13	folder 215
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

County Organization of Charitable Work	box III.13	folder 216
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Day Nurseries	box III.13	folder 217
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Scope and Contents

Also available on microfilm reel 29. See: MN# 92-2050.

Desertion and Non-Support	box III.13	folder 218
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Scope and Contents

Also available on microfilm reel 30. See: MN# 92-2051.

Directory of Charity Organization Societies	box III.13	folder 219
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Scope and Contents

Also available on microfilm reel 30. See: MN# 92-2051.

Disaster Relief	box III.13	folder 220
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Scope and Contents

Also available on microfilm reel 30. See: MN# 92-2051.

Dispensaries	box III.13	folder 221
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Scope and Contents

Also available on microfilm reel 30. See: MN# 92-2051.

Domestic Relations Court	box III.13	folder 222
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Scope and Contents

Also available on microfilm reel 30. See: MN# 92-2051.

Employment Bureaus	box III.13	folder 223
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Scope and Contents

Also available on microfilm reel 30. See: MN# 92-2051.

Family Budgets <u>Physical Description</u> : 3 folders	box III.13	folder 224-226
Scope and Contents		
Also available on microfilm reel 30. See: MN# 92-2051.		
Feeble-Minded and Mental Defects	box III.13	folder 227
Scope and Contents		
Also available on microfilm reel 30. See: MN# 92-2051.		
Fellowship Holders of the New York School of Philanthropy, 1911	box III.13	folder 228
Scope and Contents		
Also available on microfilm reel 30. See: MN# 92-2051.		
First Interview, Outline of	box III.13	folder 229
Scope and Contents		
Also available on microfilm reel 30. See: MN# 92-2051.		
Friendly Visiting <u>Physical Description</u> : 2 folders	box III.13	folder 230-231
Scope and Contents		
Also available on microfilm reel 31. See: MN# 92-2052.		
Handbook for District Workers, New York COS, 1916	box III.14	folder 232
Scope and Contents		
Also available on microfilm reel 31. See: MN# 92-2052.		
Handbook for District Workers, New York COS, 1920	box III.14	folder 233
Scope and Contents		
Also available on microfilm reel 31. See: MN# 92-2052.		
Handicapped	box III.14	folder 234

Scope and Contents

Also available on microfilm reel 31. See: MN# 92-2052.

Health	box III.14	folder 235
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Scope and Contents

Also available on microfilm reel 31. See: MN# 92-2052.

Hospital Social Service	box III.14	folder 236
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Scope and Contents

Also available on microfilm reel 31. See: MN# 92-2052.

Hospitals	box III.14	folder 237
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Scope and Contents

Also available on microfilm reel 31. See: MN# 92-2052.

Housing	box III.14	folder 238
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Scope and Contents

Also available on microfilm reel 31. See: MN# 92-2052.

Illegitimacy	box III.14	folder 239
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Scope and Contents

Also available on microfilm reel 31. See: MN# 92-2052.

Immigration	box III.14	folder 240
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Indianapolis Family Welfare Society, 1923 Report, 1923	box III.14	folder 241
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Industrial Problems	box III.14	folder 242
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Inebriety	box III.14	folder 243
Scope and Contents		
Also available on microfilm reel 32. See: MN# 92-2053.		
Insane	box III.14	folder 244
Scope and Contents		
Also available on microfilm reel 32. See: MN# 92-2053.		
Inter-City Conferences	box III.14	folder 245
Scope and Contents		
Also available on microfilm reel 32. See: MN# 92-2053.		
Intercollegiate Bureau of Occupations	box III.14	folder 246
Scope and Contents		
Also available on microfilm reel 32. See: MN# 92-2053.		
Intake	box III.15	folder 247
Scope and Contents		
Also available on microfilm reel 32. See: MN# 92-2053.		
Investigation	box III.15	folder 248
Scope and Contents		
Also available on microfilm reel 32. See: MN# 92-2053.		
Juvenile Court	box III.15	folder 249
Scope and Contents		
Also available on microfilm reel 32. See: MN# 92-2053.		
Legal Aid	box III.15	folder 250

Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Loans, Applications for	box III.15	folder 251
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Manual of Instructions for District, Baltimore Federated Charities	box III.15	folder 252
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Maternity	box III.15	folder 253
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Men and Religion Movement	box III.15	folder 254
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Model Constitutions	box III.15	folder 255
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Scope and Contents

Also available on microfilm reel 32. See: MN# 92-2053.

Motion Pictures	box III.15	folder 256-259
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Physical Description: 4 folders

Scope and Contents

Folder 256 is also available on microfilm reel 32. See: MN# 92-2053. Folder 257-259 are also available on microfilm reel 33. See: MN# 92-2054.

Municipal Lodging Houses	box III.15	folder 260-262
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Physical Description: 3 folders

Scope and Contents

Also available on microfilm reel 33. See: MN# 92-2054.

National Social Work Council	box III.15	folder 263
Scope and Contents		
Also available on microfilm reel 33. See: MN# 92-2054.		
Nursing (Public Health)	box III.15	folder 264
Scope and Contents		
Also available on microfilm reel 33. See: MN# 92-2054.		
Occupational Disease	box III.16	folder 265
Old Age Pensions	box III.16	folder 266
Organized Charity Attacks	box III.16	folder 267-272
<u>Physical Description</u> : 6 folders		
Outdoor Relief	box III.16	folder 273-275
<u>Physical Description</u> : 3 folders		
Outdoor Relief in Missouri	box III.16	folder 276
Out-of-Town Inquiries	box III.16	folder 277-278
<u>Physical Description</u> : 2 folders		
Penny Provident Fund	box III.16	folder 279
Play	box III.16	folder 280
Poor Laws (English)	box III.16	folder 281
Prohibition Problems	box III.16	folder 282
Psychiatry	box III.16	folder 283
Psychology and Social Case Work	box III.16	folder 284
Public Welfare, Boards of	box III.16	folder 285
Quotations	box III.17	folder 286
Scope and Contents		
Also available on microfilm reel 33. See: MN# 92-2054.		
Reconstruction after the War	box III.17	folder 287

Scope and Contents

Also available on microfilm reel 33. See: MN# 92-2054.

Registration	box III.17	folder 288
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Scope and Contents

Also available on microfilm reel 33. See: MN# 92-2054.

Rehabilitation	box III.17	folder 289
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Scope and Contents

Also available on microfilm reel 33. See: MN# 92-2054.

Relief	box III.17	folder 290-296
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Physical Description: 7 folders

Scope and Contents

Folders 290-293 are also available on microfilm reel 33. See: MN# 92-2054. Folders 294-296 are also available on microfilm reel 34. See: MN# 92-2055.

Russell Sage Foundation	box III.17	folder 297-298
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Physical Description: 2 folders

Scope and Contents

Also available on microfilm reel 34. See: MN# 92-2055.

St. Vincent de Paul Conferences	box III.17	folder 299
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Scope and Contents

Also available on microfilm reel 34. See: MN# 92-2055.

Salary Schedules of Charity Organization Societies	box III.17	folder 300-302
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Physical Description: 3 folders

Scope and Contents

Also available on microfilm reel 34. See: MN# 92-2055.

Salvation Army	box III.17	folder 303
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Scope and Contents

Also available on microfilm reel 34. See: MN# 92-2055.

Schools and Charity Organization	box III.17	folder 304
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Scope and Contents

Also available on microfilm reel 34. See: MN# 92-2055.

Schools of Philanthropy	box III.17	folder 305
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Scope and Contents

Also available on microfilm reel 34. See: MN# 92-2055.

Social Insurance	box III.18	folder 306
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Scope and Contents

Also available on microfilm reel 35. See: MN# 92-2056.

Social Prognosis	box III.18	folder 307-308
<u>Physical Description</u> : 2 folders		

Scope and Contents

Also available on microfilm reel 35. See: MN# 92-2056.

Social Science Research Council, Committee on Problems and Policy	box III.18	folder 309
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Scope and Contents

Also available on microfilm reel 35. See: MN# 92-2056.

Social Survey	box III.18	folder 310
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Scope and Contents

Also available on microfilm reel 35. See: MN# 92-2056.

Social Unit Plan	box III.18	folder 311
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Scope and Contents

Also available on microfilm reel 35. See: MN# 92-2056.

State Subsidies to Private Charities	box III.18	folder 312
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Scope and Contents

Also available on microfilm reel 35. See: MN#
92-2056.

Supervision of Case Work <u>Physical Description</u> : 2 folders	box III.18	folder 313-314
Scope and Contents Also available on microfilm reel 35. See: MN# 92-2056.		
Supervisor's Exchange	box III.18	folder 315
Scope and Contents Also available on microfilm reel 35. See: MN# 92-2056.		
The Survey	box III.18	folder 316
Scope and Contents Also available on microfilm reel 35. See: MN# 92-2056.		
Tag Day	box III.18	folder 317
Scope and Contents Also available on microfilm reel 35. See: MN# 92-2056.		
Thrift	box III.18	folder 318
Scope and Contents Also available on microfilm reel 35. See: MN# 92-2056.		
Time Studies	box III.18	folder 319
Scope and Contents Also available on microfilm reel 35. See: MN# 92-2056.		
Tuberculosis	box III.18	folder 320
Scope and Contents Also available on microfilm reel 36. See: MN# 92-2057.		
Vagrancy and Begging <u>Physical Description</u> : 2 folders	box III.19	folder 321-322

Scope and Contents

Also available on microfilm reel 36. See: MN# 92-2057.

Venereal Disease	box III.19	folder 323
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Scope and Contents

Also available on microfilm reel 36. See: MN# 92-2057.

Visiting Housekeepers	box III.19	folder 324-325
<u>Physical Description</u> : 2 folders		

Scope and Contents

Also available on microfilm reel 36. See: MN# 92-2057.

Visiting Teachers	box III.19	folder 326
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Scope and Contents

Also available on microfilm reel 36. See: MN# 92-2057.

Vocational Guidance	box III.19	folder 327
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Scope and Contents

Also available on microfilm reel 36. See: MN# 92-2057.

Volunteers	box III.19	folder 328-331
<u>Physical Description</u> : 4 folders		

Scope and Contents

Also available on microfilm reel 36. See: MN# 92-2057.

War Chests	box III.19	folder 332-333
<u>Physical Description</u> : 2 folders		

Scope and Contents

Folder 332 is available on microfilm reel 36. See: MN# 92-2057. Folder 333 is available on microfilm reel 38. See: MN# 92-2059.

War Finance	box III.19	folder 334
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Scope and Contents

Also available on microfilm reel 38. See: MN# 92-2059.

War Relief	box III.19	folder 335-336
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Physical Description: 2 folders

Scope and Contents

Also available on microfilm reel 38. See: MN# 92-2059.

War Risk Insurance	box III.19	folder 337
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Scope and Contents

Also available on microfilm reel 38. See: MN# 92-2059.

Working Girls	box III.19	folder 338
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Scope and Contents

Also available on microfilm reel 38. See: MN# 92-2059.

Work Rooms for Women	box III.19	folder 339
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Scope and Contents

Also available on microfilm reel 38. See: MN# 92-2059.

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Part IV: Miscellaneous, 1888-1915, undated

Title/Description**Instances**

Mary Richmond-Zilpha Smith correspondence	box IV.1
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Scope and Contents

Folder 1 is available on microfilm reel 38. See: MN# 92-2059. Folders 2-6 are available on microfilm reel 37. See: MN# 92-2058. Folders 7-8 are available on microfilm reel 39. See: MN# 92-2060.

Photographs	box IV.2
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Scope and Contents

Also available on microfilm reel 39. See: MN# 92-2060.

Memorabilia

Scope and Contents

box IV.2

Also available on microfilm reel 39. See: MN# 92-2060.

Esther Warner Correspondence, 1892-1900

box IV.2

Scope and Contents

Photocopies; chiefly with her son, Amos G. Warner. Also available on microfilm reel 39. See: MN# 92-2060.

Printed and Scrapbooks (2 volumes of clippings), 1888-1901

box IV.3

Scope and Contents

Materials which reflect Miss Richmond's career and interests while at the Baltimore Charity Organization Society. These scrapbooks were kept by Anna M. Arens; the first contains items dated from Feb 15, 1888 to November 13, 1896, and the second from November 13, 1896 to October 27, 1901. Also available on microfilm reel 39. See: MN# 92-2060.

Microfilms from Other Libraries

box IV.4

Miscellaneous

box IV.5

Scrapbook--Charity Organization of the Russell Sage Foundation: Letters and Memos, 1912-1915

box IV.6

Scope and Contents

Mimeograph and carbon copies. Also available on microfilm reel 39. See: MN# 92-2060.

Scrapbook from Philadelphia Period, 1900-1908

flatbox 386

Scope and Contents

Scrapbook of clippings, pamphlets, programs, booklets, brochures, memorabilia, and other printed ephemera relating to Mary Ellen Richmond. 1 volume. Also available on microfilm reel 40. See: MN# 92-2061.

Mary Richmond's Chair

Immediate Source of Acquisition

Transferred from the School of Social Work, 1980.

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