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Community Service Society records 4079675

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Description is written in: English.

Describing Archives: A Content Standard

Rare Book and Manuscript Library

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Columbia University, Mail Code 1127
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Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Community Service Society of New York
Title:	Community Service Society records
ID:	4079675
ID:	MS#0273
Date [inclusive]:	1842-1995
Physical Description:	423 linear feet 718 boxes; 123 bound volumes; 9 packages; 1 crate; 4 framed items (shelved at end of original collection and end of series II)
Language of the Material:	English .

Preferred Citation

Identification of specific item; Date (if known); Community Service Society records; Box and Folder; Rare Book and Manuscript Library, Columbia University Library.

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Biographical / Historical

The Community Service Society, a large, private, New York City social service agency. The society was established in 1939 from a merger of the Association for Improving the Condition of the Poor and the Charity Organization Society, whose separate files make up most of the collection.

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Summary

Correspondence, reports, memoranda, case records, photographs and printed material. The archive include central and district administrative records; committee correspondence

and minutes; and files on the various programs--such as sheltered workshops, tuberculosis sanitariums and health centers, public baths and employment bureaus--run by the two organizations. The archive also contains hundreds of photographs, including works by Lewis Hine and Jessie Tarbox Beals; extensive casework files from the beginning of social work (originally referred to as "friendly visiting among the poor"); and copies of masters and doctoral theses from the New York School of Social Work and other schools. Much of the research for these theses was based on the CSS files

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Summary

Among the major correspondence are: Jane Addams; Cornelius N. Bliss; Robert W. DeForest; Edward T. Devine; Irving Fisher; Homer Folks; Harry L. Hopkins; Florence Kelley; Paul U. Kellogg; Fiorello La Guardia; Josephine Shaw Lowell; Frances Perkins; Lawson Purdy; Jacob Riis; Beardsley Ruml; Alfred E. Smith; Lawrence Veiller; Lillian Wald; and Alfred T. White.

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Summary

Series XIV continues the files from the time of the merger in 1939 until 1960, and contains the same types of materials as the original gift; similarly, Series XV covers primarily the period from 1960-1970. Series XVI contains the additions to the files for the years 1970-1984, but there are also files for the period ca.1935-1969. Series XVII contains additions primarily for the period 1970-1986, but also contains some files for ca.1945-1969. Series XVIII contains legal and financial additions primarily for the period 1970 & following, and the files of H. Dogue.

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Arrangement

This collection is arranged in 18 series, with one addition.

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Administrative Information

Publication Statement

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

Revision Description

File created. EAD created by PTL Description of bound volumes and oversize materials (Series XII and XIII) revised by Celeste Brewer. EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. Expires restriction on box 424 lifted. kws 2009-06-26 2012-03-13 2019-03-06 2019-05-20 2021-12-10

Restrictions on Access

This collection is partially located off-site (2015 accession, boxes 1-102), earlier materials are on 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

General Director, Evaluation of His Performance (box 489); "Joey" Admission Records (box 494); Supplemental Security Income (box 509); Trustees, Study Data (box 541); and Special Administration Committee Meeting, Dec. 1951 (box 549) are: closed.

Restrictions on Access

Readers must sign a special agreement form, kept in a folder at the Reference Center.

Immediate Source of Acquisition

Source of acquisition--Community Service Society. Method of acquisition--Gift, 1979-1988; Date of acquisition--1979. Accession number--M-1979-1988.

Immediate Source of Acquisition

8 annual reports: Source of acquisition--CSS. Method of acquisition--Gift; Date of acquisition--12/04/1996. Accession number--M-96-12-04.

Alternate Form Available

Josephine Shaw Lowell letters; Interview book (Box 180); and Handbook for friendly visitors (Box 182); Index of New Cases, 1906-1908 (leger book) are on: microfilm.

Ownership and Custodial History

Gift of the Society, 1979, 1981, 1986& 1988.

Processing Information

Entered in AMC 09/10/1990.

Processing Information

8 annual reports Processed HR 10/08/1998.

Terms Governing Use and Reproduction

CSS strictly forbids the citing or quoting of the real names or addresses of family and individual cases, which appear in the casework files and throughout the entire collection.

Terms Governing Use and Reproduction

Community Service Society photographs are restricted. Readers must use photocopies available at the Reference Desk. For the originals, consult the Curator of Manuscripts.

Terms Governing Use and Reproduction

Material from casework files may not be photographed or photocopied.

Terms Governing Use and Reproduction

No photographs or photocopies may be made of images in the Community Service Society Records.

Terms Governing Use and Reproduction

Readers must use microfilm of materials specified above.

Terms Governing Use and Reproduction

Reproductions may be made for research purposes. The RBML maintains ownership of the physical material only. Copyright remains with the creator and his/her heirs. The responsibility to secure copyright permission rests with the patron.

Accruals

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

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Related Materials

Related Material

[Community Service Society Photographs](#), digitized photographs from the collection.

Related Material

[Online Exhibition: Photographs from the Community Service Society Records, 1900-1920](#)

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Controlled Access Headings

- Education
- Health
- Public health
- Social problems
- Public welfare
- New York (N.Y.)
- Annual reports
- Case files
- indexes (reference sources)
- Ledgers (account books)
- minutes (administrative records)
- Reports
- Photographs

- Theses
- Child welfare workers
- Photographers
- Social workers
- Women photographers
- Women social workers
- Addams, Jane, 1860-1935
- Beals, Jessie Tarbox
- Bliss, Cornelius Newton, 1833-1911
- De Forest, Robert W (Robert Weeks), 1848-1931
- Fisher, Irving, 1867-1947
- Hine, Lewis Wickes, 1874-1940
- Hopkins, Harry L (Harry Lloyd), 1890-1946
- Kelley, Florence, 1859-1932
- Kellogg, Paul Underwood, 1879-1958
- La Guardia, Fiorello H (Fiorello Henry), 1882-1947
- Perkins, Frances, 1880-1965
- Riis, Jacob A (Jacob August), 1849-1914
- Smith, Alfred Emanuel, 1873-1944
- Veiller, Lawrence, 1872-1959
- Wald, Lillian D., 1867-1940
- White, Alfred Tredway, 1846-1921
- New York Association for Improving the Condition of the Poor
- Charity Organisation Society (London, England)

Collection Inventory

Series I: Catalogued Correspondence	
Title/Description	Instances
Addams, Jane	box 1
Aspinwall, William H.	box 1
Astor, Ava Lowle Willing (Mrs . John Jacob)	box 1
Astor, John Macob (1822-1890)	box 1
Auchincloss, Hugh D.	box 1
Audubon, M.(Maria) R.(Rebecca)	box 1
Aydelotte, Frank	box 1
Baldwin, William Henry (1851-1923)	box 1
Barnum, Phineas Taylor (1810-1891)	box 1
Battle, George Gordon	box 1

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Bellows, Henry Whitney (1814-1882)	box 1
Belmont, Eleanor Robson (Mrs . August)	box 1
Bliss, Cornelius N.	box 1
Boorman, James (1783-1866)	box 2
Bowker, Richard Rogers	box 2
Bruere, Henry	box 2
Burlingham, Charles Culp	box 2
Butler Nicholas Murray	box 2
Byrne, James	box 2
Cantor, Jacob A.	box 2
Carnegie, Louise W.	box 2
Chandler, Charles F.	box 2
Coler, Bird S.	box 2
Comstock, Ada	box 2
Cook, Russel S. (1811-1864)	box 2
Cortelyou, George B.	box 2
Cravath, Paul D.	box 2
Crofton, Edward Henry Churchill, 3rd Baron Crofton (1834-1912)	box 2
Cutting, R. Bayard	box 3
Cutting, R. Fulton	box 3
Damrosch, Robert (Heino)	box 3
de Forest, Robert Weeks 192 0	box 3
de Forest, Robert Weeks, 1920-end-Dz	box 4
Dell, Floyd	box 4
Devine, Edward T.	box 4
DeVinne, Theodore Low	box 4
DeVinne, Theodore Low & Co.	box 4
Dodge, Cleveland H.	box 4
Dodge, Grace H.	box 4
Dodge, Marcellus Hartley	box 4
Dreier, Mary E.	box 4
Eliot, Charles W.	

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	box 5
Eliot, Samuel (1821-189 8	box 5
Elkus, Abram I.	box 5
Falkner, Roland P.	box 5
Fargo, James Congdel (1829-1915)	box 5
Farrand, Livingston	box 5
Finley, John H.	box 5
Fisher, Irving	box 5
Flagler, Harry Harkness	box 5
Folks, Homer	box 5
Fosdick, Harry Emerson	box 6
France, Joseph Irwin	box 6
Gerry, Elbridge T.	box 6
Giddings, Franklin H.	box 6
Gilder, Richard Watson	box 6
Gildersleeve, Virginia C.	box 6
Gilman, William C.	box 6
Goodnow, Frank Johnson	box 6
Gould, Elgin Ralston Lovell	box 6
Green, John Cleve (1800-1875)	box 6
Greene, Jerome D.	box 6
Hapgood, Norman	box 6
Harriman, Florence J.	box 6
Hartley, Marcellus	box 6
Hayes, Ralph	box 6
Heckscher, A. (August)	box 6
Hewitt, Abram S.	box 6
Higgins, Frank Wayland	box 6
Hilles, Charles D.	box 6
Hine, Lewis W.	box 6
Holmes, John Haynes	box 6
Hoover, Herbert C.	box 6

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Hopkins, Harry L.	box 6
Hyslop, James H.	box 6
Isaacs, Stanley	box 6
Jay, Anna (1783-1856)	box 6
Jay, Eliza Clarkson	box 6
Jerome, William Travers	box 6
Kelley, Florence	box 7
Kellogg, Paul Underwood	box 7
Kellor, Frances	box 7
Kittredge, Mabel Hyde	box 7
Knox, Philander Chase	box 7
LaFollette, Robert M.	box 7
LaGuardia, Fiorello H.	box 7
Lasker, Bruno	box 7
Lathrop, Julia C.	box 7
Lederle, Ernst J.	box 7
Lee C.(Charles) A.(Alfred) (1801-1872)	box 7
Leffingwell, Russell C.	box 7
Lehman, Herbert H.	box 7
Lenox, J.(James) (1800-1880)	box 7
Lenroot, Katharine F.	box 7
Lindsay, Samuel McCune	box 7
Lovejoy, Owen R.	box 7
Lowell, Josephine Shaw (copy on Microfilm MNA)	box 8
Luce, Henry R.	box 8
McAneny, George	box 8
McClellan, George B. (1865-1940)	box 8
MacCracken, Henry Noble	box 8
Macy, Valentine Everit	box 8
Marks, Marcus M.	box 8
Mason, Alfred Bishop	box 8
Mead, Margaret	box 8

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Merrill, Charles E. Jr.	box 8
Mills, Ogden L.	box 8
Minturn, Robert Bowne (1805-1866)	box 8
Mitchel, John Purroy	box 8
Morgenthau, Henry	box 8
Morrow, Dwight W.	box 8
Moses, Robert	box 8
Muhlenberg, William Augustus (1796-1877)	box 8
Murrow, Edward R.	box 8
Nevins, Allan	box 8
O'Brien, John P. (1873-1951)	box 8
Odell, Benjamin B.	box 8
O'Dwyer, William	box 8
Ogden, David B.	box 8
Paine, Robert Treat	box 8
Parker, Willard	box 8
Parsons, Elsie Worthington Clews	box 8
Parsons, Herbert	box 8
Parsons, William Barclay	box 8
Peabody, George Foster	box 8
Pellew, Henry E.	box 8
Pendleton, Ellen F.	box 8
Penrose, Boies	box 8
Perkins, Frances	box 9
Perkins, George W.	box 9
Phelps, Charles Henry	box 9
Potter H. (Henry) C.(Codman)	box 9
Prentice, Sartell	box 9
Purdy, Lawson	box 9
Putman, George Haven	box 9
Reid, D.(David) B.(Boswell) (1850-1863)	box 9
Rice, Henry	box 9

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Riis, Jacob A.	box 9
Riis, Mary (Mrs . Jacob A.)	box 9
Rockefeller, Abby Aldrich (Mrs. John D., Jr.)	box 9
Rockefeller, John D., Jr.	box 9
Rockefeller, John D., Ill	box 9
Rockefeller, Nelson A.	box 9
Rockefeller, Winthrop	box 9
Roosevelt, Edith K.	box 9
Roosevelt, Eleanor R.	box 9
Roosevelt, Franklin Delano	box 9
Roosevelt, Kermit	box 9
Roosevelt, Theodore	box 9
Roosevelt, Theodore Jr.	box 9
Root, Elihu	box 9
Rose, Chauncey (1794-1877)	box 9
Rosenman, Samuel I.	box 9
Rowe, Leo S.	box 9
Ruml, Beardsley	box 9
Schieffelin, William Jay	box 10
Schiff, Jacob H.	box 10
Schiff, Mortimer L.	box 10
Schurz, Carl L.	box 10
Seligman, DeWitt J.	box 10
Seligman, Issac N.	box 10
Sloan, Alfred P., Jr.	box 10
Smith, Alfred E.	box 10
Spellman, Francis Cardinal	box 10
Speyer, James	box 10
Stelzle, Charles	box 10
Stevens, Wallace	box 10
Stimson, Henry L.	box 10
Stokes, Helen Lousia Phelps (Mrs . Anson Phelps Stokes)	box 10

Stokes, Isaac Newton Phelps	box 10
Tarbell, Ida Minerva	box 10
Thomas, Norman Matoon	box 10
Throop, Montgomery H.	box 10
Van Rensselaer, M.(Marianna) G.(Griswold)	box 10
Veiller, Lawrence (1898-1922)	box 10
Veiller, Lawrence (1922-on)	box 11
Verplanck, Gulian Crommelin (1786-1870)	box 11
Villard, Oswald Garrison	box 11
Wagner, Robert F.	box 11
Wald, Lillian D.	box 11
Warburg, Felix M.	box 11
Warburg, Paul M.	box 11
Watson, Thomas J.	box 11
Westerfield, Joseph	box 12
Whalen, Grover A.	box 12
White, Alfred T.	box 12
Wickersham, George W.	box 12
Williams, Talcott	box 12
Wise, Stephen S. Wood (box 12
Wood, Fernando (1812-1881)	box 12
Wood, Leonard	box 12
Woolley, Mary E.	box 12

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Devine, Edward T.	box 12
Gilder, Richard Watson	box 12
Higgins, Frank Wayland	box 12
Hopkins, Harry L.	box 12

Hughes, Charles Evans	box 12
Kelley, Florence	box 12
Lowell, Josephine Shaw	box 12
Odell, Benjamin B.	box 12
Purdy, Lawson	box 12
Roosevelt, Theodore	box 12
Walker, James J.	box 12

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Series III: Catalogued Photographs

Existence and Location of Copies:

Existence and Location of Copies

Selected photographs have been digitized and are available here: <https://css.cul.columbia.edu/>

Title/Description	Instances
Beaks, Alfred Tennyson	box 12
Beals, Jessie TarBox (A-L)	box 12
Beals, Jessie TarBox (M-Z continued)	box 13
Churchill, A.E.	box 13
Hine, Lewis W.	box 13
Hudson, Holland	box 13
Myers, Hiram	box 13
Riis, Jacob A.	box 13

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Series IV: Association For Improving The Condition Of The Poor

Subseries IV.1: Classified Files

Scope and Contents

Files have been left in original AICP numerical classification. See: "Historical Data Index", Appendix I.
See also: Bound Volumes

Title/Description	Instances
Monthly Reports of Visitors	box 14 folder 1

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The How, What and Why of AICP Services (Budget Report, 1936)	box 14	folder 1.1
Annual Meeting - General Correspondence, 1912-1935	box 14	folder 1.6
By-Laws, 1913-1933	box 14	folder 1.7
Junior Sea Breeze, 1906-1912	box 14	folder 2.1
Bailey B. Burritt (Biographies , Speeches 1924-1939 etc.), 1924-1939	box 14	folder 3
Caroline Rest, 1907-1946	box 15	folder 3
Joint Application Bureau, 1888-1912	box 15	folder 4
Joint Application Bureau, 1924-1933	box 15	folder 4
Lodging Houses, 1907-1917 (including photographs), 1907-1917	box 15	folder 5.1
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Unemployment Problems, February -, November 1930	box 16	folder 7
Unemployment Problems June 1930 - December 1933, June 1930, December 1933	box 16	folder 7
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TERA (Harry Hopkins)	box 16	folder 7.9
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Widows' Pension Legislation, 1910-1915	box 17	folder 15.7
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Bureau of Educational Nursing Fiscal-year Report, Alta E. Dines, 1925	box 22	folder 57.3
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Maternity Reports, 1938-1939	box 23	folder 57.7
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Protestant Charities	box 27	folder 79.1
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Material from casework files may not be photographed or photocopied.

Conditions Governing Access:**Conditions Governing Access**

CSS strictly forbids the citing or quoting of the real names or addresses of family and individual cases that appear in the casework files.

Subseries: Casework sample files, chronological, 1882-1918**Scope and Contents**

A sampling of casework files, in rough chronological order by year of intake, 1882-1918. The files contain case records cards, correspondence, memoranda, financial and medical records, and in a few instances photographs. The files have been left in case number order; each number is preceded by an "R". There is a gap, apparently due to numbering error, between numbers R1099 and R2000.

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Subseries: Casework sample files, alphabetical, 1935-1940

Scope and Contents

A sampling of casework files, in alphabetical order by name of client family. The files contain case records cards, correspondence, memoranda, financial and medical records, and in a few instances photographs. They cover the years 1935-1940. The reason for the gap between 1918 and 1935 is not known; it is suspected by the CSS that case records during those years were microfilmed and the originals destroyed and that the files were subsequently lost or destroyed.

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Scope and Contents

Miscellaneous cases and casework forms (See description sheet for restrictions on use of casework materials)

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Existence and Location of Copies

Selected photographs have been digitized and are available here: <https://css.cul.columbia.edu/>

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Minutes, Board, 1891-1892	volume 1891-1892
Minutes, Board, 1892-1893	volume 1892-1893
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Minutes, Board, 1901-1902	volume 1901-1902
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Minutes, Annual and Special Meetings, 1926-1938	volume 1926-1938
Minutes, Executive Committee, 1888-1893	volume 1888-1893
Register, Visiting Committee, 1889-1890	volume 1889-1890
Reports, 1845-1853	volume 1845-1853
Reports, 1854-1860	volume 1854-1860
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Clippings, 1931-1934	volume 1931-1934
Clippings, 1934-1937	volume 1934-1937
House Committee Minutes, 1880-1898	volume 1880-1898
AICP Notes, 1896	volume 1896
Bagdad on the Subway, 1917-1919	volume 1917-1919
Home Hospital, 1912-1913	volume 1912-1913
AICP Documents (by-laws, studies, etc.), 1883-1897	volume 1883-1897

Subseries XII.2: Charity Organization Society

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Reports and Papers, 1887-1891	

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	volume 1887-1891
Reports and Papers, 1892-1897	volume 1892-1897
Reports and Papers, 1897-1902	volume 1897-1902
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Opportunity Shop (AICP-CSS) - Minutes, 1941-1943	volume 1941-1943
Opportunity Shop (AICP-CSS) - Clippings, 1924-1954	volume 1924-1954
Opportunity Shop (AICP-CSS) - Clippings, undated	volume undated
Nutrition Scrapbook (CSS), undated	volume Undated
Report to the Council, AICP, COS, CAS, SCAA, 1923 <u>Physical Description:</u> (2 copies)	volume 1923
Membership Committee Lists (unidentified), undated	volume undated
New York City Board of Inebriety. Minutes, 1914-1917	

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Bureau of Welfare of School Children. Committee on Foods and Feeding, 1910	volume 1910
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Series XIII: Oversize Materials

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Oversize photographs from photograph albums 1-18 and miscellaneous	box 618
Oversize photographs from photograph albums 1-18 and miscellaneous	box 619
Ward Manor photograph, undated	box OS 1
Ward Manor Gate House watercolor painting, undated	box OS 1
Tenement House Committee housing photographs, circa 1900-1915	box OS 2
<p><u>Physical Description:</u> (30 photographs)</p> <p>Scope and Contents</p> <p>Mostly of Europe, with a few photographs of Goodyear employee housing in Akron, Ohio; and Merrimack Manufacturing Company employee housing in Lowell, Massachusetts.</p>	
Photographs of the Model Small Houses of the Draper Co. at Hopedale, MA, circa 1930s	box OS 3
<p><u>Physical Description:</u> (13 photographs)</p>	
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1) Pan-American Exposition Gold Medal Award to Tenement House Committee for Models, photographs, and plans of Tenement houses, 1901

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2) American Medical Association Certificate of Honor for the Tuberculosis Exhibit presented at the AMA Annual Session, 1909

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CSS Addition (August 2015):

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This large addition comprises 103 record storage cartons (shelved off site); 11 document boxes (shelved off site); 4 card file boxes (shelved off site).

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