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# **The Historical Society of Pennsylvania, with the Balch Institute for Ethnic Studies Institutional Records, 1824-2005**

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## **Abstract**

The Historical Society of Pennsylvania was established in 1824 by a group of young Philadelphians who sought to collect and preserve evidence of Pennsylvania's past. Throughout its long history, the historical society stayed true to this mission, emerging as one of the nation's largest and most prominent manuscript repositories as well as a leading historical and genealogical research center. One of the most notable events in the society's history was its 2002 merger with the Balch Institute for Ethnic Studies. The Balch was founded in 1971 with a trust established years earlier by Emily Balch and her sons. The organization was created to promote understanding and respect for America's ethnic, racial, and immigrant diversity. Over the course of its thirty years of existence, the Balch strove to become the premiere museum and research center for scholarship on American immigrant and ethnic experiences. Today, these newly unified institutions constitute one of the leading national repositories of library and manuscript materials.

The Institutional Archives of the Historical Society of Pennsylvania, including the archives of the Balch Institute for Ethnic Studies, document the governance and activities of these two organizations throughout their respective institutional histories. The archives are arranged into two record groups and further divided into thirty-three series, with each series generally representing a different department or organizational function. The material is vast and varied and reflects the many activities of both the Historical Society and the Balch Institute, including library services, museum exhibits, conservation, administration, educational programming, publishing, special events, fundraising, and more.

## **Background note**

### **Historical Society of Pennsylvania<sup>1</sup>**

In late 1824, inspired by the patriotic celebrations and the renewed civic pride brought on by the Marquis de Lafayette's visit to the United States, seven young Philadelphians established the Historical Society of Pennsylvania. The aim of their fledgling organization was to collect and preserve evidence related to the history of the

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<sup>1</sup> Compiled from Historical Society of Pennsylvania brochures, from the "Brief History of The Historical Society of Pennsylvania" published in the 175<sup>th</sup> Anniversary program, and from the Society's web site, <http://www.hsp.org> (May 17, 2005).

commonwealth, to encourage scholarly research, and to stimulate public interest in American history. This mission remains central to the work of The Historical Society to this day.

Throughout the nineteenth century, books, manuscripts, art, and artifacts swelled the collection, and the Society continually outgrew its succession of homes. In 1883, the Historical Society purchased the site it still occupies at 1300 Locust Street in Philadelphia. After extensive renovations, the current building was dedicated in 1910, boasting state-of-the-art fireproof facilities. The late nineteenth century also saw the launch of the *Pennsylvania Magazine of History and Biography*, a quarterly scholarly magazine that the Society continues to publish.

Throughout the twentieth century, the Society grew as a repository of national significance. In the 1990s, The Historical Society refocused its mission to concentrate on its role as a special collections library. In 2002, it transferred limited custody and control of its art and artifacts collection to the Atwater Kent Museum. Today, HSP's collections include approximately 600,000 printed volumes, nearly 20 million manuscript items, and more than 300,000 graphics and images, with particularly strong holdings for Pennsylvania regional history, Mid-Atlantic family history, and seventeenth through twentieth-century American history. In 2002, this collection was significantly augmented when the Society merged with the Balch Institute for Ethnic Studies (background note provided below). The merged institution carries on with a mission of preserving, exploring, and sharing the past with a wide range of constituents.

### **Balch Institute for Ethnic Studies<sup>2</sup>**

Founded in 1971, the Balch Institute for Ethnic Studies was established to promote understanding and respect for America's ethnic, racial, and immigrant diversity. Over its thirty-year history, the organization worked to become the premier museum and research center for scholarship on American immigrant and ethnic experiences. The Balch's rich collections and extensive programming offered scholars and the general public access to the nation's diverse cultural heritage.

The Balch officially opened its doors to the public in the midst of the bicentennial celebrations of 1976. Its roots, however, stretched back as far as 1917, to the estate plans of Emily Swift Balch (1835-1917). Balch's will stipulated that if her sons, Thomas and Edwin, died without heirs, then the family estate was to be used to establish a library in the Philadelphia area. Her will also required that the library be named for the Balch family, who traced their roots back to 1658 when John Balch, an immigrant from Somerset, England settled in the United States. Thomas and Edwin Balch died without

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<sup>2</sup> The background note was created through a compilation of assorted passages taken from previously published histories, which were found throughout the archives, the Historical Society web page, and from archived web pages of the Balch Institute for Ethnic Studies. The materials can be located within the institutional archives in various series such as "Balch – Founding and Legal." Reference copies of most of these papers are also maintained in the "Balch Info" folder, which is filed in the NHPRC project records. Pages from the archived web site were printed out and are housed in the reference folder as well; they can also be re-accessed through the "way back machine" web site at <http://www.archive.org/web/web.php>

heirs in 1927, although the estate trusts were not formally turned over to the City until 1957.

The trust funds were invested for a period and not revisited by the Orphans Court until the late 1960s. Apropos to the “ethnic revival” of the time, it was decided in 1970 that the Balch Institute (officially founded in 1971) be established “as a library and exhibition area devoted to the principles of liberty, independence and freedom with emphasis upon the history and contribution of ethnic and minority groups.”<sup>3</sup>

Over the next three decades, the Balch would produce more than seventy exhibitions and collect thousands of publications, manuscripts, and artifacts chronicling the lives and cultures of various ethnic and immigrant groups in the United States. Additionally, the Balch’s presence in the community increased significantly as other organizations, including the Immigration History Society and Temple University’s Center for Immigration Research, shared the institution’s building during periods of its history.

However, like many nonprofit cultural institutions, the Balch had its share of financial hardship. As a result, addressing the ever-increasing demands of the institution and its important collections was a difficult task for its small staff. These circumstances, among others, led to an institutional merger with the Historical Society of Pennsylvania in 2002.

## **Scope & content**

The Institutional Archives of the Historical Society of Pennsylvania, including the archives of the Balch Institute for Ethnic Studies, document the governance and activities of these two organizations throughout their respective institutional histories. The archives of the Historical Society, dating from 1824 through the present, chronicle the institution’s evolution from a private society formed “for the purpose of elucidating the history of Pennsylvania,” to a modern, nationally recognized historical and genealogical research library.<sup>4</sup> The archives are strongest, however, in documenting the Society’s activities in the latter half of the twentieth century, when modern business practices led staff members to generate more records. The records of the Balch Institute, however, evenly represent the organization’s history – not only from its incorporation in 1971 through the merger with the Historical Society of Pennsylvania in 2002, but also its earliest roots in the estate plans of Emily Balch.

The Institutional Archives span about 1400 linear feet and feature a wide breadth of materials. They include correspondence, meeting minutes, administrative files, collection records, legal documents, financial records, architectural drawings, membership rolls, publications, exhibit files, development papers, photographs, multimedia, and a wealth of other items. The archives reflect the many activities of both the Historical Society and the Balch Institute, including library services, museum exhibits, conservation, administration, educational programming, publishing, special events, fundraising, and more.

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<sup>3</sup> Excerpt taken from “A short History of the Balch Family & the evolution of the Balch Institute,” p. 3. This brief history can be located in the folder titled “Founding and Legal – Balch Family Wills and History, 3:3.”

<sup>4</sup> Hampton Carson, *History of the Historical Society of Pennsylvania*, volume 1, p. 55.

The archives are arranged into two record groups, one for the Balch Institute, and one for The Historical Society of Pennsylvania. The Historical Society's record group also represents the merged institution, post-2002.<sup>5</sup> Within these record groups, the archives are divided into series, with many series further divided into subseries and sub-subseries. Most of the series are based on the arrangement of the archives as recommended in a consultant's report from 2001. The various boxes of unprocessed records had been organized largely in this fashion, as well. Among the Historical Society archives, the order is based on departmental function, including some departments that no longer exist such as the manuscripts department. Within some departmental series, the papers of long-serving employees often dominate.<sup>6</sup> In some cases, the processing staff created series to unify interrelated items, such as accession records. Within the Balch archives, the original order was somewhat more complex. Processors based their initial series arrangement on a preliminary survey and records classification completed after the archives were transported to the Historical Society building. Nevertheless, the survey provided processors with thorough assessment of the records, and the final series arrangement generally reflects the departmental structure of the Balch Institute.

## Overview of arrangement

### **Record Group I. Historical Society of Pennsylvania**

- |           |  |
|-----------|--|
| Series I  | Founding and Governance, 1824- 2001, n.d. <ul style="list-style-type: none"><li>a. Charter and By Laws</li><li>b. Society Minutes</li><li>c. Papers Read before the Society</li></ul>  |
| Series II | Board of Councilors, 1825- 1999 <ul style="list-style-type: none"><li>a. Board Meeting Minutes</li><li>b. Official Correspondence</li><li>c. Board Members</li><li>d. Board Committees</li><li>e. Hampton Carson</li><li>f. John F. Lewis</li><li>g. William Drayton</li><li>h. John M. Scott</li><li>i. Boyd Lee Spahr</li><li>j. Harold Saylor</li><li>k. John Eckman</li><li>l. Harrison Wright</li><li>m. David Maxey</li><li>n. Board Miscellaneous</li></ul> |

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<sup>5</sup> Papers related to the merger itself are presently filed in the Balch – Founding and Legal Issues series. Additionally there are files in Rachel Onuf's unprocessed records and in the Balch – Library – Relocation coordination subseries.

<sup>6</sup> Examples include Cindy Little in the education and interpretation department, Linda Stanley in the manuscripts department, and Dick Rominiecki in the public relations department.

- Series III
  - o. War Service Committee Executive, 1934 -1999
  - a. Directors Reports
  - b. Julian Boyd
  - c. R. N. Williams, 2nd
  - d. Henry Cadwalader
  - e. John Kilbourne, Curator
  - f. Nicholas Wainwright
  - g. James Mooney
  - h. Peter Parker
  - i. Susan Stitt
- Series IV
  - General Correspondence, 1824-1984, n.d.
- Series V
  - Library, 1848-2002
  - a. Collection
  - b. Administration
  - c. Visitor Registration
  - d. Research Correspondence (unprocessed)
  - e. Photocopy Requests (unprocessed)
  - f. Call Slips (unprocessed)
  - g. Miscellaneous unprocessed
- Series VI
  - Rights and Reproductions, [1939]-2001
- Series VII
  - Accessions, 1825-2000
- Series VIII
  - Manuscripts Department, 1938-1998, n.d., bulk 1978-1995
  - a. Correspondence
  - b. Projects
    - 1. Mellon Graphics Project
    - 2. War Department Microfilm Project
    - 3. Philadelphia Historical Digital Images Library (PHDIL)
    - 4. Coxe Mining Papers Processing Project
    - 5. Cadwalader Papers Processing Project
    - 6. Common Agenda
    - 7. Guide to the MSS Collections Project
    - 8. PACSCL Name Authority File
  - c. Registration
  - d. Linda Stanley
  - e. Other Volumes
  - f. Subject Files
  - g. Multimedia
- Series IX
  - Museum, 1899-2001
  - a. Subject Files
  - b. Exhibits
  - c. Loans
  - d. Deaccessions
  - e. Philadelphia History Initiative Database Online (PHIDO)
  - f. Collections Surveys and Inventories

	g. Collections Committees
	h. Visitors Registers
Series X	Conservation, [1970s-1990s], n.d.
Series XI	Art and Artifacts Dead Files, photocopies 2001-2002 [originals ca. 1824-2002]
Series XII	Education and Interpretation, 1982-1999
	a. Correspondence
	b. Student Programming
	1. Lesson Plans
	2. Newspapers in Education
	3. PATHS grants
	4. Summer Camp
	5. Miscellaneous
	c. Adult Programming
	d. Subject Files
	e. Photographs
	f. Multimedia
Series XIII	Publications (unprocessed), 1824-2005, n.d.
	a. Annual Reports
	b. PMHB
	c. Other Publications
Series XIV	Development, ca. 1830-1998, n.d.
	a. Fundraising
	1. Government
	2. Corporate
	3. Individual Donor
	4. Foundations
	5. Capital Campaigns
	6. Annual Giving
	7. Miscellaneous
	b. Special Events
	c. (Unprocessed material)
Series XV	Membership, 1824-2002
	a. Payment and Subscription Cards
	b. Record Volumes
	c. Membership Applications
	d. Membership Surveys
	e. Monthly Information Files
	f. Darthe Hauck Files
	g. Subject Files
Series XVI	Public Relations (unprocessed), ca. 1970s-2000, n.d.
Series XVII	Business office (unprocessed)
	a. Financial
	b. Legal
	c. Personnel
Series XVIII	Building, 1832-2002
	a. Athenaeum Building

- b. Picture Building
  - c. Patterson Mansion
  - d. Construction
  - e. Renovations
    - 1. 1910s
    - 2. 1920s
    - 3. 1930s
    - 4. 1940s
    - 5. 1950s
    - 6. 1960s
    - 7. 1970s
    - 8. 1980s
    - 9. 1990s
    - 10. 2000s
  - f. Facilities
  - g. Miscellaneous
  - h. Photographs
  - i. Multimedia
  - j. Artifacts
- Series IXX Affiliates, [1956-1990], n.d.
- a. William Penn Papers Project
  - b. Pennsylvania Newspapers Project
- Series XX Miscellaneous, 1939-1991, n.d.
- a. Newspaper Clippings (Scrapbooks)
  - b. Photographs
  - c. Other papers

**Record Group II. Balch Institute for Ethnic Studies**

- Series I Founding and Legal Issues, 1917-2004
- a. Miscellaneous/General files
  - b. Commission on Charitable Organizations
  - c. Bylaws
  - d. IRS/Taxes
  - e. Independence Branch of the Free Library
  - f. Historical Society of Pennsylvania/Balch Institute for Ethnic Studies Merger
  - g. Balch Building Sale
- Series II Board of Trustees, 1971-2001, n.d.
- a. Meeting Minutes
  - b. Members
  - c. Committees
  - d. Subject Files
- Series III Administration, 1971-1998
- a. Presidents
    - 1. Howard Applegate
    - 2. Mark Stolarik
    - 3. John Tenhula

- b. Robert Hallman
- c. Statistics
- d. Annual Reports
- e. General Correspondence
- f. Other Institutions
- g. Multimedia
- Series IV Development, 1970s-2001
  - a. Fundraising
    - 1. Government
    - 2. Individual Donors
    - 3. Foundations
    - 4. Capital Campaigns
    - 5. Corporate Support
    - 6. Miscellaneous
  - b. Membership
  - c. Public Relations
    - 1. Contacts
    - 2. Marketing
    - 3. Publicity
  - d. Special Events and Awards
  - e. Financial Information
  - f. Subject Files
  - g. Photographs
  - h. Multimedia
- Series V Financial (unprocessed)
- Series VI Library, 1970-2004, n.d.
  - a. Directors' Files
  - b. Philip Mooney
  - c. Sandy VanDoren
  - d. Correspondence
  - e. Research inquiries
  - f. Projects
  - g. Programs
  - h. Publications
  - i. Reading lists
  - j. Grants
  - k. Ethnic files
  - l. Cultural organizations
  - m. Accessions & acquisitions
  - n. Collections
  - o. Rights & reproductions
  - p. Registration
  - q. Interlibrary loan
  - r. Subject files
  - s. Library committee
  - t. Mss dept.
  - u. I & R dept.



	v. Relocation coordination
	w. Photographs
	x. Multimedia
	y. RESTRICTED
Series VII	Museum (unprocessed)
Series VIII	Education/Programming (unprocessed),
Series IX	Balch Institute Press, 1982-1991, n.d.
Series X	Newsletters, 1979-2001
Series XI	Building (unprocessed)
Series XII	Affiliates (unprocessed)
Series XIII	Other (unprocessed)

## Series descriptions

### **Record Group I. Historical Society of Pennsylvania**

#### **Series 1. Founding and Governance, 1824-2001, n.d. (3 linear feet)**

Original and photographically reproduced copies of the charter and bylaws of the Historical Society of Pennsylvania are housed in the Founding and Governance series. The original charter is in oversize storage. This series also offers evidence of subsequent amendments, including an 1873 Supplement to the Charter, and various revisions to the by laws, as well as a few examples of other early documentation.

Minutes of meetings of the Society, including the founding meeting on December 2, 1824 at the home of Thomas Wharton, and the annual meetings of members, are included in this series. The volume with minutes of meetings of the Society from 1844 to 1848 also contains minutes of meetings of the Board of Councilors during that period. Recent minutes of meetings of the Society are of the annual meeting of members. This series includes minutes up to 2001, but a number of years are missing. The missing years are 1984-1989, 1992, 1993, 1996, 1998-2000.

In addition, this series contains two boxes of historical papers that were read at meetings of The Historical Society of Pennsylvania between 1824 and 1900.

### **Record Group I. Historical Society of Pennsylvania**

#### **Series 2. Board of Councilors, 1825- 1999 (30 linear feet)**

The Board of Councilors series provides documentation of the actions of the board and, in addition, the activities of some of the officers of the board. Eight volumes and two boxes include meeting minutes that cover the period 1825 through 1999. There are also two letter books from the corresponding secretary and foreign corresponding secretary, as well as two boxes of official correspondence. The letter books and correspondence go back to the 1850s, and complements the records in the General Correspondence series from the same time period.

Various board committees, including the Executive Committee, Finance Committee, Collections Committee, Nominating Committee, and others are also documented.

While committee records go back to 1826, the bulk of the records are from the 1980s and, especially, the 1990s.

Papers related to a number of officers of the board are also included in this series. The papers of Hampton L. Carson include documents related to his *History of The Historical Society of Pennsylvania*. The papers of John F. Lewis are noteworthy because they contain correspondence with details about the construction and furnishing of the HSP building in the early 1900s. They should be used in conjunction with the records in the Building series. Lewis was the chairman of the Building Committee, and later served as president. Papers of Boyd Lee Spahr relate to his time as legal counsel as well as when he was president. Papers from board presidents Harold Saylor, John Eckman, Harrison Wright, and David Maxey are also part of this series. Some personnel-related material in the records of board presidents is restricted.

Also included in this series are records of the War Service Committee, 1918- 1919.

**See Also:**

- Historical Society, Executive and various department-related series can be reviewed for additional materials on board meetings and committee activities. In the 1940s to 1980s, the directors' files include board-related materials. In the 1990s, the president as well as many senior staff members interacted with the board, especially board committees.
- Historical Society, Building for a building committee day book and other records regarding the construction of the building.

**Record Group I. Historical Society of Pennsylvania**

**Series 3. Executive, 1934- 1999 (36 linear feet)**

This series houses the records of the chief professional staff member of The Historical Society of Pennsylvania from the mid-1930s through the 1990s. Over the years, the title of the chief staff member has changed from librarian, to director, executive director, and currently, president. Papers in this series begin with some of Julian Boyd, who served as librarian from 1935-1940. Boyd is also significantly represented in the General Correspondence series during the years of his tenure. His papers in the Executive series are reports and subject files, although the subject files contain some correspondence.

R.N. Williams 2<sup>nd</sup> was the first person to hold the title of director. His papers run from the 1940s through 1965. Nicholas Wainwright, who was director from 1965 to 1974, followed Williams. Wainwright had been at HSP since Boyd's time, and had been editor of *PMHB*, so some of his files pre-date his responsibilities at director. Most significantly are files related to various books researched and written or edited by Wainwright, including the *Diary of Sidney George Fisher*, *The Irvine Story*, and a chapter contributed to *Philadelphia: A 300-Year History*. There are also files that passed from Williams to Wainwright, and this situation repeats itself through the succession of directors. In these cases, the files typically reside with the papers of the latest executive to work with them. During Wainwright's tenure, Henry Cadwalader also served as executive director, handling some of the administrative

tasks. There are a few of Cadwalader's files in this series. There are also files of John Kilbourne, who was curator, not the HSP executive. However, his files were found with Wainwright's and Cadwalader's and have remained in the same area.

From 1974 to 1989, the director position was held first by James Mooney and then Peter Parker. Correspondence and subject files from both men are in this series. These records also reflect the community involvement of the HSP directors. There are files associated with their involvement in the Greater Philadelphia Cultural Alliance, the Independent Research Library Association, Indian Rights Association, Pennsylvania Abolition Society, Wyck House, and others.

In 1990, Susan Stitt succeeded Parker, and was the first administrator to hold the title of president. She served to 1999. Stitt's papers include correspondence and subject files. Several especially significant subjects have been established as separate series. These the History Issues Forum, the History Center, and Publicity, all related to the strategic changes considered during this time.

The History Issues Forum subseries includes the papers of three forums organized by HSP in 1994 and 1995. All three events were held at Philadelphia's Union League. The initial forum took place on June 15, 1994; the second was held later that year on November 22; the third and final meeting was conducted on June 27, 1995.

The first History Issues Forum comprised a general discussion of history in Philadelphia, and how this invaluable resource can best be utilized within the city. This topic offered Susan Stitt an opportunity to introduce to those in attendance her concept of a main History Center, wherein the collections of various area history museums could be housed. While the second session included an update on HSP's proposals for a History Center, it largely focused on the development of Pennsylvania's Heritage Parks. The third forum concentrated more so on the idea of the History Center, its progress and its comparative potential on a local and national scale.

The individuals invited to attend and/or participate in the forums included notable members of Philadelphia organizations, businesses or museum affiliates. The papers contained within this subseries provide detailed lists of the invitees, as well as records of those who were or were not in attendance. Also included within the History Issues Forum subseries are planning notes, conference agendas, presentation materials, post-forum correspondence/commentary relating to the forum(s), press coverage, and transcripts or summaries of the three events.

The History Center subseries is divided into five sub-subseries, organized as follows: Strategic Planning, Committee, Museum Affiliates, Reports and Proposals, and Publicity. All of these files pertain to the development and eventual demise of the History Center proposal— an idea formulated at HSP under the Stitt administration. This idea involved merging the relevant collections of various Philadelphia-area museums into one vital collection housed at a new History Center. While the idea

was formally introduced in 1992, and circulated well into the year 1997, it remained exactly that: an idea that never reached fruition. The bulk of the papers in the History Center subseries spans these crucial years, although there are sparse and scattered items that precede and follow these dates.

The Strategic Planning sub-subseries details various planning aspects of the History Center, such as possible locations for the museum, possible collections to be included, information regarding upcoming and past meetings, and Stitt's handwritten notes illuminating her self-entitled "big idea." Correspondence and memos also play a significant role in this sub-subseries, in addition to varied miscellaneous papers relevant to the Center's development.

The Museum Affiliates files relate to specific museums which were involved either directly or indirectly in the History Center's conceptualization and/or development. These papers include correspondence between affiliates and HSP regarding various issues, such as collections, potential museum sites, or financial concerns. The Atwater Kent Museum and the Civic Center Museum hold a significant presence in this sub-subseries, although numerous institutions are represented.

The Publicity subseries contains papers explicitly related to the [largely negative] press coverage HSP received upon the institution's decision to refocus its mission from museum to library. The papers contained within this subseries remain within the years 1997-1998.

In addition to copies or clippings of published articles, commentaries and critiques in papers and/or journals (such as the *Philadelphia Inquirer* and the *Chronicle of Higher Education*), documents including correspondence, memos, letters to editors, member updates, summaries of patron/member complaints, summaries of relevant phone calls or meetings, and abundant handwritten notes likewise occupy a significant portion of this subseries. Also included in the Publicity files is information regarding Weightman Public Relations (Tita Cherrier, personal advisor), the company hired out by HSP to achieve their communication objectives with the press/public. Additionally, publicity relating to the theft of numerous HSP artifacts by long-time employee Earnest Medford (Facilities) over a ten-year period, which culminated with his exposure in the winter of 1997, worked to prompt more negative speculation about the institution's capabilities.

**See also:**

- Historical Society, General Correspondence for additional correspondence both to and from the various HSP executives, especially in the earlier years.
- Historical Society, Board of Councilors for additional information regarding the activities of executives and their work with, and on behalf, of the Board of Councilors.
- Historical Society, Museum- deaccessions subseries includes related information, much of it developed by Susan Stitt.

## **Record Group I. Historical Society of Pennsylvania**

### **Series 4. General Correspondence, 1824-1984 (169 linear feet)**

The General Correspondence series is a crucial element of the Historical Society of Pennsylvania's institutional archives. Spanning the years 1824 to 1984, the series contains a significant amount of the Historical Society's incoming, and to a lesser extent outgoing, letters from this period. The General Correspondence series is the central repository for the letters of the Historical Society's early Council members, corresponding secretaries, librarians, and directors.<sup>7</sup> Topics include research arrangements, historical questions, item loans, donations, event planning, membership, printing and publishing, paper presentations, internal Society business, and more. Highlights from the correspondence are described below. Above all, the series is a useful place to begin research on the Historical Society's administration, Board of Councilors, library, and events, from the Society's founding through the first half of the twentieth century.

The letters are arranged in a single chronological run, then alphabetically within each year. Letters from businesses or other institutions are generally filed according to the business name, not the specific author. Furthermore, some items are filed by subject. The alphabetical order is more precise in some years than others, so researchers should look thoroughly if they are trying to find a specific correspondent. A few items have been removed to oversize storage or photograph storage; in such cases an item removal sheet has been placed in the folders. Additionally researchers should note that there are early and undated correspondence, miscellaneous materials as well as photographs filed at the end of the series. These items were removed from the general correspondence files and may complement specific letters.

Correspondence from the Historical Society's earliest years is rather sparse. From the 1820s through 1840s there are mostly incoming letters directed to the Historical Society's first Council president, William Rawle, the corresponding secretary, Joseph Hopkinson, and others.<sup>8</sup> Many letters are simply addressed to "the Historical Society." Highlights from the Society's first few decades include papers related to a Penn Society dinner from 1830 and responses to an 1845 circular letter soliciting histories of local Pennsylvania towns. Other, more extensive, responses were removed from the institutional archives and included in the 2004.100 accession consisting of collections materials removed from the institutional archives. Notable

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<sup>7</sup> Early in its history, the Historical Society was administrated by members of its Council. By the mid-nineteenth century, the Society created the job of librarian, the first paid position, to care for the growing collections. As the century progressed, the librarians assumed responsibility for many of the Society's daily administrative tasks in addition to working with collections and researchers. (Griffith, 34-35) The position of librarian remained as the Society's chief professional position until the early 1940s. William Reitzel and Byron Johnstone were acting directors in this period, but the change was officially instituted in 1943 when Richard Norris Williams began his long career as director of the Historical Society. When Susan Stitt was hired in 1991, the position was changed to president and CEO, giving Stitt, as a professional administrator, more control over the governance of the Society.

<sup>8</sup> Names of the Historical Society's Councilors and administrators have been taken from Hampton Carson's *History of the Historical Society of Pennsylvania*, volume 2 (1940), p. 428-436, as well as Sally Griffith's *Serving History in a Changing World*, (2001).

correspondents from this period include John C. Calhoun (1844), Charles Sumner (1845), and editor/historian Jared Sparks (1847).

In the 1850s through the 1870s, the General Correspondence series contains mainly incoming letters to a variety of people including corresponding secretary Horatio Gates Jones; John Jordan, Jr., who was a longtime Councilor and periodically was the recording and corresponding secretary; recording secretary Samuel Smedley; librarians Townsend Ward, Richard Eddy, and James Shrigley; and others. By the late 1870s there are also letters to librarian Frederick D. Stone. One interesting cluster of letters, dated 1862-1870, relates to a swindle in which someone posing as an impoverished Civil War widow attempted to sell the Historical Society two George Washington letters. Also included are papers related to several annual Penn's Landing Dinners held in the 1850s. Prominent authors who wrote to the Historical Society in this period include James Buchanan (1852, 1854), painter Rembrandt Peale (1852), politician Edward Everett (1853, 1858), Pennsylvania governor John Geary (1867), Pennsylvania senator William Wallace (1878), and historians George Bancroft, Jared Sparks, and William Prescott.

During the 1880s-1890s, much of the incoming correspondence was addressed to Frederick D. Stone, who was the Society's librarian between 1877 and 1897 and assumed responsibility for many of the daily administrative tasks.<sup>9</sup> John W. Jordan, who served as Stone's assistant librarian from 1885 to 1903 before taking over the position of librarian, also received a significant portion of the incoming letters. Letters from the early 1880s included many pledges of support for the purchase of the Patterson mansion in 1883. In 1885 there are many acceptances and regrets for a dinner celebrating the 200<sup>th</sup> anniversary of printing in the Mid-Atlantic. Notable invitees included Joseph Pulitzer, Pennsylvania governor Robert Emory Pattison, and even the President of the United States, who did not handwrite his own reply.<sup>10</sup> Another noteworthy letter arrived in 1890 from Booker T. Washington, requesting a subscription to the *Pennsylvania Magazine of History and Biography* for his Tuskegee Institute.

In 1903, John W. Jordan assumed the role of librarian and held that position until 1921. Unsurprisingly, throughout the 1900s-1910s most of the incoming letters were directed to him. Gregory B. Keen, librarian from 1898 to 1903, was another recipient in this era. During the 1910s, the General Correspondence series becomes far more extensive and some of John W. Jordan's outgoing letters are also included. Many of the letters in this period are from book dealers and publishers marketing books. Other letters concern research requests and publication exchanges. In addition to this incoming correspondence, there is also a separate letterpress volume featuring outgoing Society correspondence for the years 1901-1916.

During much of the 1920s, Thomas Lynch Montgomery held the position of librarian. When Montgomery took over for Jordan, the volume of the

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<sup>9</sup> See Griffith, p. 34

<sup>10</sup> Filed under "Executive Office"

correspondence diminished somewhat. He did, however, also save copies of his outgoing letters, so the series continues to become more comprehensive as it moves further into the twentieth century. Ernest Spofford, the longtime assistant librarian from 1906 to 1929, also authored some of the outgoing replies. The correspondence of Hampton Carson and John F. Lewis, Council presidents in the 1920s and early 1930s, was originally included among the General Correspondence, but was removed and combined with another group of their letters in the Board series. Noteworthy letters from the 1920s include a sizeable group of papers related to a reception for Major Percy Penn-Gaskell held in 1925. Many RSVPs are included in these folders.

In the 1930s, the General Correspondence is predominantly that of Ernest Spofford and Julian Boyd. In 1929, Spofford was promoted to the job of librarian and held the position for approximately six years until poor health hastened his retirement. Julian Boyd took over the title in 1935, with Howard Gillingham having served a tumultuous term as the acting librarian in the interim.<sup>11</sup> In this period, under Spofford and Boyd, the General Correspondence series once again grows in bulk. Many of the letters in the 1930s relate to historical research. The two librarians continue the pattern of attaching copies of their replies to the incoming correspondence.

The early 1940s were a difficult time in the administration of the Society and this is reflected in the General Correspondence. After Boyd, who had a turbulent relationship with the Council, resigned at the close of the 1930s, the Historical Society hired William Reitzel as a replacement. Reitzel's Naval Reserve unit was soon called up to serve in World War II and his replacement, Byron Johnstone, also served a short tenure before departing for war-related work.<sup>12</sup> Unsurprisingly, the General Correspondence series is very thin throughout the first half of the 1940s, though the letters that do exist represent both Reitzel and Johnstone's work. The volume of letters does not return to normal until 1947. By this time, Richard Norris Williams 2<sup>nd</sup> had been serving as director – a job title formerly known as librarian – for several years. Most of the letters in the late 1940s are from Williams, though Charles Jenkins, the Council president, and Nicholas Wainwright, who served as assistant librarian and then later research librarian, are also authors.

Throughout the 1950s, R. N. Williams 2<sup>nd</sup> remains the key author and recipient in the General Correspondence series, although Nicholas Wainwright also wrote and received some letters. Both men usually attached their replies to the incoming letter. The topics of these letters also remain consistent: thank you notes to donors, research requests, publishing issues, and business letters to members and Councilors. There is a cluster of charming thank you notes from children filed in the 1959 letters under "Wyncote School." Researchers should also note that a few files of correspondence from the 1950s have been removed to other series. Originally, there were separate folders within each year of the 1950s General Correspondence labeled "gift acknowledgements" and "rights and reproductions." These folders were

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<sup>11</sup> See Griffith, 102-109.

<sup>12</sup> See Griffith, 156, 162-63

moved to the Accessions series and the Rights and Reproduction series, respectively. This practice of relocating these types of files was carried on through 1973.

The dominant presence of R. N. Williams 2<sup>nd</sup> and Nicholas Wainwright in the General Correspondence series continues into the 1960s, before Williams resigned in October of 1965. Notable letters in the early 1960s include a request to make the Society's building a fallout shelter in the event of a Cold War nuclear attack (filed in 1962 under Civilian Defense) and an amusing four page letter from a woman seeking assistance in adding to her "historical pebble" collection (filed in 1961 under Parrish). In 1966, there are many letters to and from the executive director, Henry Cadwalader, who briefly shared the Historical Society's administrative duties with Nicholas Wainwright before resigning in late 1966. In 1967, John Kilbourne was hired and given the title of curator. Kilbourne is the most prominent General Correspondence author from 1967 until the end of the decade. Nicholas Wainwright, serving as director, is another author and recipient, but many of his papers are filed in the Executive series. The correspondence here includes topics such as membership, research, and offers to sell collection items to the Society. As mentioned in the preceding paragraph, 1960s files labeled "gift acknowledgements" and "rights and reproductions" were relocated to other series. In addition, for the years 1960-1973, permissions requests that were found within General Correspondence were incorporated into the Rights and Reproductions series.

In the very early 1970s, John Kilbourne continues to account for a significant amount of correspondence before his resignation in 1971. From 1971 to 1973, Director Nicholas Wainwright is the primary author and recipient in this series, before he resigned in 1974. Researchers should note that the formal processing of this series ended mid-way through 1973. However, the remaining boxes of General Correspondence (1973-1984) are well organized in alphabetical order, the result of an earlier processing project. Furthermore, 1973 was the last year that gift acknowledgements and rights and reproductions correspondence were removed from the General Correspondence series and relocated to the Accessions series and the Rights and Reproductions series, respectively.

In the mid-1970s, particularly 1974-1975, much of the correspondence is to and from James Mooney. Mooney was hired as the Historical Society's assistant director in 1973 and was promoted to director after Wainwright's resignation in 1974. In addition to Mooney's correspondence, there are letters from Peter Parker, then chief of manuscripts. There are also extensive photo orders in the General Correspondence from 1974 to 1975. Often they have permission letters from Mooney attached. These are the types of letters that, prior to 1974, have been removed to the Rights and Reproductions series.

By the late 1970s, specifically 1976-1979, there is a great deal of reference correspondence in this series in addition to the photo orders. The reference letters were often answered with a form letter, signed by a wide variety of library employees. Other correspondents include Peter Parker and, to a lesser extent, James Mooney. Like Nicholas Wainwright, many of the papers of James Mooney are in the



Executive series, which accounts for the smaller amount of his correspondence in this series.

The early 1980s mark the end of the General Correspondence series. The correspondence for 1980 strongly resembles that of the late 1970s: reference letters and photo orders that involved Peter Parker and the rest of the growing library staff. Correspondence for 1981 is not filed with this series. A considerable amount of general correspondence for that particular year span can be located in the Executive series.<sup>13</sup> Correspondence for 1982-1984 is also very heavy on reference letters. Linda Stanley, a longtime employee in the library and manuscripts departments, wrote many of the replies to these reference inquiries.

The General Correspondence series concludes in 1984, which coincides with Peter Parker's appointment as director. It is likely that a new method for managing correspondence was initiated by this new administration. There are, however, some containers with both early and undated correspondence, other papers, and photographs following the 1984 correspondence. Specifically, the records filed here consist of more general correspondence (ca. 1890s-1930s, n.d.), Penn Collection correspondence (1913-1915), assorted attachments and enclosures, bills and receipts (1824-1853), and photographs (1885-1984). The photographs are filed chronologically by year; each photograph (or negative) is labeled with information regarding the letter to which it is affiliated.

**See also:**

- Historical Society, Development – Special Events for additional information on some of the events that are mentioned in the General Correspondence.
- Historical Society, Board of Councilors for additional correspondence from Board members.
- Historical Society, Executive for additional correspondence by R. N. Williams, Nicholas Wainwright, James Mooney, Peter Parker, and Susan Stitt. There is also general correspondence for the years 1981-1982 in the Executive series.
- Historical Society, Library for additional library papers. Researchers should note that the correspondence of early Society librarians is located in General Correspondence, along with reference letters from the 1970s and 1980s.
- Historical Society, Rights and Reproductions for permissions correspondence that was removed from the General Correspondence from 1960-1973. Researchers should note that there are still rights and reproductions related papers in General Correspondence from 1973-1984.
- Historical Society, Manuscripts Department for more Linda Stanley correspondence

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<sup>13</sup> Beginning in the 1980s, correspondence remains in the files of the director and various other managers. It does not seem to have been accumulated in a General Correspondence file.

- Historical Society, Building for correspondence and other papers related to building maintenance – material that also appears in the General Correspondence.

**Record Group I. Historical Society of Pennsylvania**

**Series 5. Library, ca. 1850-2002 (33 linear feet processed; 57 linear feet unprocessed)**

The Library records contain information about the library collection, including some records of deposits, a set of shelf list volumes, and information about HSP's unique classification system. There are also files of various library administrators, beginning with Ray Sutcliffe in the 1940s, and following with files of John Platt, Nancy Halli, David Fraser, Tom Kemp, Dan Rolph, Patti Cossard, Janice Dockery, Jan McNeill and Lee Arnold. There are files related to the cataloging department of the 1980s. In addition, several special library projects are documented in this series, including the Franklin Institute Serials Project, Retroconversion, and the Mellon grant-funded surveying project of 200-2002.

Various registration books and logs and cards that document visitors to the library are also included in this series. Visitor registration records are from as early as 1867 to 2002, but there is not a complete record of that entire span.

The Library series also includes unprocessed records of research requests and the Research By Mail service, as well as library call slips.

**See also**

- Historical Society, Museum – Loans, for documentation of loans of library materials.

**Record Group I. Historical Society of Pennsylvania**

**Series 6. Rights and Reproductions, [1939]-2001 (43 linear feet)**

The Rights and Reproductions series was formed by the Institutional Archives processing staff as a means of organizing and consolidating photograph orders, requests for permission to reproduce or publish such photographs ("permissions requests"), and publication contracts between the Historical Society of Pennsylvania and other parties. Some of these papers were originally interfiled with the General Correspondence series, while many others were clustered with the library papers. Today, the coordination of rights and reproductions is considered part of the library's public services division.

The Rights and Reproductions (R & R) series, dating [1939] to 2001, consists of several clusters of records. There is, however, no formal subseries in this series. The series contains the following records: a run of permissions correspondence from 1954-1973; chronological files dated [1939]-2000; as well as a box of miscellaneous papers at the end of the series dating 1993-2001.

The cluster of permissions correspondence from 1954 to 1973 was pulled from the General Correspondence series. The bulk of the correspondence is from 1960 to 1973. These letters consist mainly of permissions requests and replies from the Historical Society. They are filed chronologically by year, and then alphabetically by the requestor's name within each year. Researchers should note that the pre-1973 General Correspondence series still contains photograph orders that did not include permissions requests, and the post-1973 General Correspondence, which has not been fully processed, may have both photograph orders and permissions requests.

The bulk of the Rights and Reproductions series consists of chronological files from [1939] to 2000. The content of these files includes photo orders, permissions requests, other correspondence, and publication contracts. The years [1939]-1980 contain mostly photo orders, while permissions related papers enter the files after 1981. The chronological order of these files, however, is somewhat complicated due to the original order of the records. The years [1939-1966] form a single cluster and are arranged alphabetically within this grouping. The years 1967-1969 are likewise alphabetized together, as are 1970-1972. After that, each year of files stands on its own. Researchers should note however, that by the mid-1980s the files become much more disorganized and each year no longer has a single alphabetical run. Again, this is due to original order. Researchers interested in a particular year are advised to look through all the boxes labeled with that year. As mentioned above, researchers interested in these records should also consider looking in the General Correspondence series.

The final box in this series, containing miscellaneous papers, includes the following: cited source tracking forms from 1993 to 1997; photocopies of publications with images from the Historical Society, n.d.; office files, dated 1995-2001, kept by Bruce Scherer, who served as rights and reproductions coordinator in the early 2000s; and similar files from 1998 belonging to staff member Pamela Webster.

**See Also:**

- Historical Society, General Correspondence for additional photo orders and permissions requests.
- Historical Society, Library for other papers related to library activities.
- Historical Society, Publications for the "journal account book.." This journal maintains payment information for the years 1949-1966 for PMHB orders/distribution and also includes the same information for unidentified Photostat orders, film orders, microfilm, etc.

**Record Group I. Historical Society of Pennsylvania  
Series 7. Accessions, 1825-2000 (24 linear feet)**

The Accessions series was created as a means of uniting important accession records that were originally located in different clusters throughout the archives. The series merges accession records kept by the library and the manuscript department, as well as gift acknowledgements and other papers originally filed with the General correspondence series. The series spans the years 1825 to 2000.

The Historical Society's accessions were recorded in a variety of different ways throughout the nineteenth and twentieth centuries. A researcher interested in a particular year may have to look through a combination of one or more volumes or card files. The gift acknowledgements, book acquisitions, bequest records, and other materials also housed within the series may supplement the formal accession records and should also be considered. The bequest records filed in this series pertain solely to bequests of material items; artifacts, art works, books, manuscripts. Monetary bequest records are housed in the Business office series.

There are four other series in Record Group I of the Institutional Archives that also relate to the Historical Society's accessions. The accession records for the objects that were transferred to the Atwater-Kent Museum in 2002 can be found in the series Art and Artifacts, Dead Files. Everything in this series is a photocopy; original records were transferred with the objects. The Museum series also has a small Deaccessions subseries. This subseries is mainly concerned with objects that were sold or donated to the Philadelphia Museum of Art, Monticello, and the Walnut Street Theater in 1997-1998. The third related series is the Manuscript Department. Within the subseries Subject Files are a few examples of early files relating primarily to assorted deposits, deaccessions and a record transfer between the state archives and the Historical Society. More information on the Art and Artifacts, Dead Files series, the Museum-Deaccessions subseries, and the Manuscript Department series can be found in their respective series descriptions. Additionally, there are volumes associated with various funds, such as those funds used to purchase collection materials, housed in the subseries Financial of the Business office series. The box/volume list outlines all of the records in the Accessions series, including a notation on where the material originated. The material is listed as it appears on the shelf.

## **Record Group I. Historical Society of Pennsylvania**

### **Series 8. Manuscripts Department, 1938-1998, n.d., bulk 1978-1995 (23.5 linear feet)**

The Manuscript Department series documents the assorted functions of the manuscript department at the Historical Society of Pennsylvania<sup>14</sup>. The series dates 1938-1998, n.d., however its strengths are in the period of 1980s and 1990s, particularly in materials produced during Linda Stanley's tenure and her individual contributions.

The departmental organization of the Historical Society underwent an extensive restructuring in the mid and late 1990s. Financial issues affecting the Society's ability to accommodate its researchers sparked a reorganization which united the manuscript and library departments in 1994. A newly created Research Services division was designed to handle all public functions of the Society. Previously, each

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<sup>14</sup> The Manuscript department was dissolved in the late 1990s. The administration of the manuscript and archival collections then fell under the purview of the Library division.

separate department handled both collection management, and reference and research responsibilities for their own materials.<sup>15</sup> Among the changes was the elimination of the position curator of manuscripts. As a result, Linda Stanley, whose files make up a significant portion of this series, was named reference librarian/collections specialist within the Research Services division, headed by Cindy Little. Shortly thereafter, Linda Stanley submitted her resignation.

The series is divided into seven subseries: Correspondence, Projects, Registration, Linda Stanley, Other Volumes, Subject Files, and Multimedia.

#### **a. Correspondence**

The subseries Correspondence contains the general correspondence of the manuscript department staff from 1960 to 1995. The files are arranged chronologically and then alphabetically. Correspondence prior to 1985 is very sparse and the years spanning 1960-1971 and 1982-1983 are primarily gift acknowledgement letters or regarding acquisitions. General correspondence can be found for years 1976-1981, 1984-1985, and 1988-1994. Important figures in the department such as Linda Stanley and Maria Hall maintain separate folders of correspondence for some of the years. These files can be found at the end of the relevant years. Linda Stanley's presence can be seen in years 1985-1995, most especially from 1986 through 1988, and 1995 where only her correspondence is present. Maria Hall's correspondence can be found at the end of years 1989-1991. Additional staff correspondents include Beatrice McLaughlin, Elizabeth Jarvis, Ellen Slack, Louise Jones, former director Peter Parker, Theresa Snyder, and Toby Gearhart. Most letters are reference questions or requests for collection information, reproductions, or research by mail. The correspondence was maintained in various ways over time; some years offer both incoming and outgoing letters, while other years only maintained copies of the outgoing letters. The Linda Stanley correspondence deals with similar subject matter as the general correspondence. It also reflects her larger role in the department concerning matters such as institutional administration and professional exchanges with peers. The staff of the manuscript department also maintained a rather humorous postcard collection, which has been filed at the end of the correspondence subseries.

#### **b. Projects**

Information concerning more specific activities of the manuscript department can be found in the Projects subseries. The subseries is divided into eight sub-subseries each representing a separate undertaking. The individual projects are: Mellon Graphics Project, War Department Microfilm Project, Philadelphia Historical Digital Images Library (PHDIL), Coxe Mining Papers Processing Project, Cadwalader Papers Processing Project, Common Agenda, Guide to the Manuscripts Collections Project, and the PACSCL Name Authority File.

The Mellon Graphics Project material is dated circa 1987-1991. This was a three-year project funded with a grant from the Andrew W. Mellon Foundation. The

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<sup>15</sup> Griffith, p. 447

project aimed to create a graphics department, to reorganize, rehouse, and to centrally store the graphics collections, and to initiate processing and cataloging of unprocessed graphic materials. Efforts to maintain the graphics department following the completion of the grant were ultimately unsuccessful. Records of the project include grant applications and a copy of the 1991 final report sent to the Mellon Foundation, planning for a related exhibit and workshop, and correspondence.

The War Department Microfilm Project was a project conducted at East Stroudsburg University in the mid 1990s. The HSP contributed collection materials to the project, some of which were microfilmed.

The Philadelphia Historical Digital Images Library (PHDIL) was a three-year collaborative project with Thomas Jefferson University. Project staff produced digital images of photographs related to medical history and published them online.<sup>16</sup> Papers in reference to this digitization project date from 1996 to 1998 and include lecture notes, the grant application, meeting minutes, and database forms and other records of the photographs used.

Documentation of the Coxe Mining Processing Project is also present. A 1960s survey and inventory of the Coxe mining company papers is included, although the processing project commenced and was completed in the late 1990s/early 2000s. Information concerning government granting agencies NHPRC, NEH and PMHC, and a 2000 Report and Recommendations created by Carol Smith are also available.

Information pertaining to the Cadwalader Papers Processing Project can be found in assorted drafts of the finding aid, in particular a 1995 bound version, inventories, and a file on Cadwalader family history. Processor Brett M. Reigh completed the project in 1999.

At the end of the 1980s, a movement among local history museums was initiated to improve the way collections were maintained and made available. This project was known as AASLH Philadelphia Documentation Project/Common Agenda. The records pertaining to Common Agenda are 1989 and 1991/1992 final reports, a project timeline, background literature, correspondence, and collections management policy procedures among other information.

The Guide to the Manuscript Collections Project, completed in the early 1990s, relates to the production of the third edition of *Guide to the Manuscripts Collections of the Historical Society of Pennsylvania* (1991). The project is evidenced through assorted notes and annotated excerpts, correspondence, form and style sheets, and a bound draft copy of the completed guide. Some eight-inch floppy disks were removed to the multimedia subseries, which are labeled as containing a back-up copy of the guide.

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<sup>16</sup> As of May 2005, these images were available at <http://jeffline.tju.edu/archives/phdil/>

The final project represented in this subseries is the PACSCL Name Authority Project, which was funded by a National Historical Publications and Records Commission grant from 1987 into the early 1990s. It represents efforts by the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) to coordinate their name authorities. The only records pertaining to this project are three boxes of an alphabetically arranged name authority file cards.

**c. Registration**

The Registration subseries is comprised of 20 volumes of manuscript department visitor registrations dating from 1940-1966. There are two sets of volumes covering the years 1940-1954; the first set contains registrations of members and the second set contains registration of non-members. After the volumes is an oversized box containing a registration log covering the years 1967, and 1975-1977. Finally, there are five boxes (roughly two linear feet) of department registration files that date from 1990-1995, with one folder of mail-in requests from 1985. The volumes and files maintain chronological order.

**d. Other volumes**

The manuscript department also houses an Other Volumes subseries, which consists of three record books. They are entitled "1974-1981 Log of MSS Requested," "1982-1985 Log of MSS Requested," and "1984 Log of Reference Work." These volumes document collection retrievals and reference requests.

**e. Linda Stanley**

The Linda Stanley subseries offers departmental information associated with the tenure of Linda Stanley. Beginning in [1969/1970] Stanley played a monumental role in the development and care of the manuscript collections and the institution as a whole. She held several positions in the manuscript department until her resignation in 1997. Her first notable contribution was in 1977 as the leader of a National Endowment for the Humanities funded project to catalog the manuscript collections. In the mid 1980s Stanley was acting head of the manuscripts department in the midst of a huge staffing shortage. She also served on the Collections Committee and was named curator of manuscripts in the latter part of her tenure here. Stanley served as vice president of collections in the mid 1990s, a title which rotated between the department heads of the library, manuscripts, and museum departments. In 1997, after more than twenty-five years at the Historical Society, Linda Stanley resigned.

The Linda Stanley files represented in this subseries date from 1981-1997, n.d. They were uncovered in a state of disarray, although clearly marked as being Stanley's files, and were arranged during processing into loose subject groups. Folders of correspondence were removed to the first subseries, Correspondence, and labeled with Stanley's name. The Linda Stanley files contain papers relating to nearly all aspects of the manuscript department functions. Subjects of particular importance and that are well represented include: Collections Committee meeting minutes; long range planning; and a 1980-1994 run of HSP internal offices memos. Evidence of

Linda Stanley's early contributions to the HSP can be found in the General Correspondence series in the late 1970s and 1980s.

**f. Subject files**

The Subject files subseries contains an assortment of paperwork related to the manuscript department. The records, 1938-1995 (bulk 1979-1995), have been arranged into subject groups. One can find departmental information on budgets and finance; staff meetings; professional organizations; reports and statistics (chronological run from 1971-1998); manuals and instructions; donors and cultivation efforts; exhibits; surveys; collection processing; grants; catalogs; and other miscellaneous topics. Early departmental functions are evidenced in a 1938 inventory of manuscript collections and records produced in the 1940s. There are also some miscellaneous records relating to deposits and deaccessions.

**g. Multimedia**

The Multimedia subseries houses eight inch floppy computer disks removed from the subseries, "Projects – Guide to the Manuscript Collections Project." There is also a box of unidentified microfilm, presumably containing images from the manuscript collections, n.d.

**See also**

- Historical Society, Museum – Loans, for information pertaining to loan arrangements involving manuscripts.

**Processing notes:**

There are photographic materials associated with this series, however they have not been removed. Folders containing photographs or negatives are noted.

**Record Group I. Historical Society of Pennsylvania  
Series 9. Museum, 1899-2001 (43 linear feet)**

The Museum series includes the departmental office papers, loan records, exhibit files and blueprints, deaccession records, and other correspondence and papers created by the Historical Society of Pennsylvania's curatorial and museum staff. The most prevalent author in the series is Elizabeth Jarvis, who was hired as museum registrar/curator in 1984 and worked in the department until laid off in 1992.<sup>17</sup> Other authors include William Oedel, who preceded Jarvis; David Cassedy, associate curator under Jarvis; Janice Dockery, registrar in the 1990s; and Kristen Froehlich, who served as art and artifacts collection manager in the late 1990s and early 2000s. The bulk of this material dates from the mid-1970s through the early-1990s, when stewardship of the art and artifact collection and the development of museum exhibits was a significant aspect of the Society's mission.<sup>18</sup> The papers in this series actually span 1899-2001, and they were created by more than strictly "museum" personnel, as the museum was not always a distinct department throughout the

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<sup>17</sup> Griffith, p.340, 450.

<sup>18</sup> For information on the role of the museum department throughout the Society's history, see Griffith p. 281-2, 303-305, 319, 327, 340-342, 450, 504



history of the Historical Society. Nevertheless this series contains records that reflect professional museum work. This includes all loan records, exhibit files, major deaccessions, some conservation, etc. In most cases this also reflects the original order in which we found the archives in 2003-2004.

The museum archives are arranged into the following eight subseries: Subject Files, Exhibits, Loans, Deaccessions, the Philadelphia History Initiative Database Online (PHIDO), Collections Surveys and Inventories, Collections Committees, and Visitors Registers. The Exhibits subseries is by far the largest, and the Historical Society's permanent exhibit, "Finding Philadelphia's Past," makes up a large portion of the subseries. Photographs, negatives, and slides have generally not been separated from the paper records (with the exception of the Subject Files subseries). The majority of photographs and slides in this series are of collections material and are often unlabeled. They seem to function as reference images, particularly in the Exhibits subseries.

#### **a. Subject files**

The museum Subject files consists mainly of general office files kept by Elizabeth Jarvis and her colleagues from the 1980s through the early 1990s. While there are no formal sub-subseries, the files are clustered into the following groups: Budget, Grants, Conservation Grants, Conservation, Committees, Long Range Planning, Correspondence, Reports, Exhibit Related, Native American Graves Protection and Repatriation Act (NAGPRA), Collections Appraisal, Miscellaneous, and Photographs.

Some of these file groups, such as Budget, Committees, Long Range Planning, and Reports, pertain to the museum department or Jarvis's work, and also reflect the broader business of the Historical Society and involve other staff members and/or Board of Councilors. These files include staff memos, meeting agendas and minutes, budgets, and other papers. Researchers interested in Committees should also examine the Collections Committee subseries described below. The papers in the Grants and Conservation Grants sections contain proposals, correspondence, budgets, and planning for several of the museum department's grant-funded projects, such as painting conservation projects and a few exhibits. Researchers should also consult the Development series for many other museum-related grants. The Exhibit Related section includes papers that pertain to museum exhibits, but which did not clearly fit into the Exhibits subseries, described below. The Correspondence files contain incoming and outgoing letters on various topics. The archives in their original order did not include a single run of correspondence, and most of the museum department correspondence is scattered throughout the different subseries, including Subject Files. The Native American Graves Protection and Repatriation Act (NAGPRA) section is a small group of papers regarding the Society's efforts to enforce this federal law. NAGPRA requires museums to repatriate unjustly obtained Native American artifacts to the appropriate tribes. The primary authors of this section are Janice Dockery and Kristen Froehlich. This is followed by two folders of appraisals done on the Society's artifact collection in 1940-1941. Finally, the Miscellaneous section contains a variety of museum related

and departmental issues. The subseries concludes with a single folder of undated photographs of museum storage areas.

### **b. Exhibits**

The Exhibits subseries is a key subseries of the Museum archives. The subseries contains files on dozens of exhibits created by the Society's staff, with the majority dating from the 1970s through the mid-1990s. Among the material in the files is exhibit planning correspondence, staff memos, research notes, exhibit labels, exhibit removal sheets, loan and insurance papers, public relations papers, exhibit floor plans, design notes, object lists, budgets, receipts, and photographs. The photographs, as described above, are mostly reference images of objects used in the exhibit or photographs of the exhibit installation. Due to the volume of the Exhibits subseries, the processors were not able to do a thorough appraisal of each file, so there may be duplicates or other unnecessary material. Some of the exhibit plans are filed in oversize, but a "see oversize" reference has been inserted into the papers at the appropriate location to direct researchers to the oversize files. Also, a list of all of the exhibits that have oversize material is located at the end of this series description.

The files are arranged alphabetically by exhibit title. The amount of material for each exhibit varies greatly; some have just a few papers, while other exhibits span many folders. There is a great deal of material for exhibits such as "Common Ground" and "Crossroads," which formed the two-part exhibit "Neighbors and Neighborhoods" developed in the early 1990s. Other significant exhibits include "George Washington: Portrait of a Legend," circa 1982-1983, and "John Neagle: Philadelphia Portrait Painter," circa 1989-1990. The largest group of files, however, pertain to "Finding Philadelphia's Past" (often referred to as F.P.P.), the Historical Society's permanent exhibition from 1989 to 1997. The "Finding Philadelphia's Past" papers are clustered into the following subjects: Exhibit Notebook; Rotation Notebook; Exhibit Overviews; Labels (including a published version); Script Revisions; Item Lists/Exhibit Removal Sheets; Notes; Audiovisual Content; Publications; *Pennsylvania Magazine of History and Biography* (PMHB) Issue; Design; Conservation; Grants/Budget; Events/Marketing/Public Relations; Subject Files; Photos; and Multimedia. The Conservation section of this exhibit offers some excellent records of collections conservation work done in conjunction with the preparation for this permanent exhibit. The Publications section focuses on the writings of guest curator and renowned historian Gary Nash.

### **c. Loans**

The Loan records are mostly a single chronological run of records pertaining to individual loan agreements between the Historical Society and other institutions. In almost every case, the Society is the lending institution. These loan records cover all of the Historical Society's loans – library material and manuscripts, as well as art and artifacts. The loan files run from 1899 to 2001, but most are from the 1970s to the 1990s. The loan files contain correspondence, loan forms, facilities reports from the borrowing institutions, shipping receipts, photocopies of items being loaned, insurance documents, and condition reports. They are arranged chronologically by

year, according to the start date of the loan. The planning for these loans often began well in advance, so the papers may pre-date the year listed on their folder. In addition to these papers, there is an index card file, contained in a single box, tracking loans from the 1970s and 1980s. Besides the individual loan records, there is a box of loan correspondence from 1954 to 1973 and another box of miscellaneous loan-related papers, dated [1966-1995].

**d. Deaccessions**

The Deaccessions subseries includes a section on the formulation of the Historical Society's deaccession policy, dated 1991-2000. The majority of the subseries, however, focuses on three major deaccessions in 1997-1998: John Singleton Copley's painting *Mr. and Mrs. Thomas Mifflin*, a statue of Edwin Forrest, and several artifacts owned by Thomas Jefferson. These items ultimately were sold or transferred to the Philadelphia Museum of Fine Art, the Walnut Street Theater, and Monticello, respectively. The papers include several "miscellaneous legal files" that pertain to all three deaccessions, followed by individual files on each case. Materials include the original accession files for all of the objects; documentation of conservation efforts for most of the objects; appraisals; various legal papers; correspondence; and other papers on the deaccessions. The major author in this subseries seems to be Susan Stitt, however the papers were found among Kristen Froehlich's files in the institutional archives. There are also materials in both the Executive and Board of Councilors series concerning the deaccessions.

**e. Philadelphia History Initiative Database Online**

The Philadelphia History Initiative Database Online (PHIDO) subseries contains the records of a local consortium project in which the Society participated. Through PHIDO, The Historical Society of Pennsylvania, the Atwater Kent Museum, the Civic Center Museum, and the Civil War Museum and Library collaborated to establish a shared online collections database. The four institutions hoped this database would facilitate easy access to each other's art and artifacts cataloging records, and be helpful for future exhibition planning. An ambitious, well-regarded project, PHIDO began preparations circa 1994 and received funding from the National Endowment for the Humanities. The project utilized the ARGUS database produced by Questor Systems. Each of the four institutions maintained a separate ARGUS database and contributed records to a shared, fifth database. It is unclear from these records exactly how PHIDO was utilized and maintained, if at all, beyond the years of the grant. The first box of material contains general information about the project such as planning papers, background information, meetings notes, personnel information, as well as a project evaluation containing feedback from an outside party. In addition there are some administrative/financial files related to the grant administration. Other grant information can be found in the Development series. The second and third boxes contain technical information on the computer hardware and software, such as training for the development and use of the database. There is also correspondence with Questor Systems regarding technical questions and problems with ARGUS. The fourth box contains multimedia material: system backups on floppy disk and software.

**f. Collections surveys and inventories**

The Collections surveys and inventories subseries dates from 1984 to 1997. These papers were formerly stored in binders before being rehoused and arranged in chronological order. The papers include “Old Paintings Vault Rack Diagrams” [1984]; a 1991 collections storage survey that includes many photographs of storage areas; a 1996 inventory; a 1997 list of painting locations and an inventory of the painting vault; and several other items.

**g. Collections committees**

The Collections Committees subseries, measuring 2.3 linear feet, is comprised of records of the various committees that guided the Historical Society’s collections policies. The subseries contains meeting agendas, meeting minutes, notes, policy statements, reports, and correspondence related to the Collections Committee (1979-1993) and the Art and Artifact Committee (1998-1999). These committees were concerned with issues such as acquisitions, deaccessions, conservation, and crafting and implementing a collections management policy. Many versions of this collections management policy constitute another important section of this subseries. There are collections management policy documents from 1984 to 1998.

**h. Visitors registers**

The Visitors registers are sixteen small volumes and files that contain the names of museum visitors from 1946 to 1955, from 1976 to 1992, and file records from 1996 to 1997. Some volumes list the specific exhibits or events that the museum patrons were signing in to view. The volumes are particularly strong for museum events surrounding the Bicentennial in 1976.

**Exhibit files that have material in oversize:**

- “Finding Philadelphia’s Past”
- “John Neagle: Philadelphia Portrait Painter”
- “Lafayette, A Hero of Two Worlds”
- “Legacies of Genius”
- “Library Company of Philadelphia: A Quarter of a Millennium”
- “Philadelphia Portrait”
- “Prints, Drawings, Photographs”
- “Rembrandt Peale”
- “A Rising People”

**See Also:**

- Historical Society, Art and Artifact Dead Files for museum objects that were sent to the Atwater-Kent Museum. These files are photocopied or defunct records for objects that are no longer in the custody of the Society.
- Historical Society, Development – Fundraising for additional grants used to fund museum exhibits and conservation projects.
- Historical Society, Development – Fundraising – Government – National Endowment for the Humanities – Philadelphia History Initiative Database Online for more on the grant-funded PHIDO project.

- Historical Society, Education – Adult Programming for papers on the Partners with the Past program, associated with the exhibit “Finding Philadelphia’s Past.”
- Historical Society, Accessions for files pertinent to Museum – Deaccessions. Furthermore, the original accession files for some deaccessioned objects are filed in the Museum – Deaccessions subseries.
- Historical Society, Conservation for additional collections conservation records.

## **Record Group I. Historical Society of Pennsylvania**

### **Series 10. Conservation, 1970s-1990s (3 linear feet)**

Conserving the collections was an important aspect of The Historical Society of Pennsylvania’s work throughout the latter half of the twentieth century. The existence of a department dedicated to these efforts, however, has been somewhat irregular. At times the Society has maintained a conservation staff, and at other times relying entirely on other providers, particularly the Conservation Center for Art and Historic Artifacts (CCAHA) in Philadelphia. Grant funding has also supported some conservation resources, and that has resulted in some limited-term staffing. While this series has been established to accommodate assorted papers related to the Historical Society’s conservation work – and to provide a repository for the records of the current conservation department – researchers should note that it is not comprehensive.

The files that currently constitute the Conservation series include: two boxes of repair slips documenting conservation of publications/printed material, photographs, maps, and manuscripts in the 1970s-1990s; three volumes of conservation work logs from 1986 to 1988; a box of miscellaneous papers including conservation surveys, survey reports, a manual, a work log from 1979 to 1983, and other files; a group of papers and artifacts related to the conservation of the Washington chair; and a box of papers (possibly duplicated in the Museum series) related to painting conservation work from the 1980s.

Other conservation papers can be found in the Museum series – in both the Subject Files subseries and within the “Finding Philadelphia’s Past” files of the Exhibits subseries. These files pertain mostly to grant-funded painting conservation efforts in the 1980s and to the conservation of the objects that were to be part of the “Finding Philadelphia’s Past” permanent exhibition. These files were heavily interfiled with other museum papers, and they remained with the Museum series out of consideration for this original order.

#### **See Also:**

- Historical Society, Museum – Exhibits – “Finding Philadelphia’s Past”
- Historical Society, Museum – Subject Files

**Record Group I. Historical Society of Pennsylvania**

**Series 11. Art and Artifacts Dead Files, photocopies 2001-2002, originals [ca. 1824-2002] (26 linear feet)**

The Art and Artifacts Dead Files series consists of photocopies of original records for the museum collections of The Historical Society of Pennsylvania. In the late 1990s, HSP decided to focus on its function as a special collections library; and as a result began to eliminate the museum department – based on the belief that it was impossible to be both a quality library and a quality museum. Deteriorating financial matters and limited storage space were related factors in this decision. In 1999, an agreement was made to transfer the art and artifact collection to the limited custody and care of the Atwater Kent Museum. This transfer took the form of a long-term lease with no monetary exchange.<sup>19</sup> When the art and artifacts were physically transferred in 2002 all documentation associated with them was transferred, as well. The “dead files” were created in order to retain an in-house record of the transferred artifacts and files. The files have been rehoused in their original order, with a copy of the original box list included in each of the new boxes.

File types include: object files organized by nomenclature; painting files organized by accession number (in reverse chronological order); location card files organized in assorted ways and dated 1985-2001; location card files and other object card files dated pre-1984. Some original records remain, that were not transferred to the Atwater Kent, in the form of object file cards. For the most part these cards designate the locations of the art and artifacts pre-1984. There is more than one group of cards and none of the groups appear to be complete. Boxes 59-64 contain different object files arranged by subject, including possible acquisitions, donations, lost or stolen objects, deaccessions, loans, accession books, etc. For similar information regarding loans, please refer to Loans subseries in the Museum papers. Further information on deaccessions can also be located in the Museum papers in the Deaccessions subseries.

The photocopies were created in 2001/2002, however the original files document the entire span of The Historical Society of Pennsylvania’s collecting history. The series measures 26 linear feet.

**See Also:**

- Historical Society, Accessions for the Society’s library and manuscript accession records, along with some original artifact accession records that did not get transferred to the Atwater-Kent Museum.
- Historical Society, Museum – Loans for additional information regarding loans.
- Historical Society, Museum – Deaccessions for further information pertaining to deaccessions.
- Historical Society, Board of Councilors and Executive – Susan Stitt for more information regarding the strategic decisions.

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<sup>19</sup> Griffith, p. 462

**Record Group I. Historical Society of Pennsylvania**

**Series 12. Education and Interpretation, 1982-1999 (9.25 linear feet)**

The Education and Interpretation series documents the educational programming operations of the Historical Society of Pennsylvania between 1982 and 1999. The series consists of correspondence, staff memos, lesson plans, educational program planning files, summer camp records, administrative subject files, photographs, and multimedia.

The primary author in this series is Cindy Little. Little began work at the Historical Society in July of 1982 as the director of education. In September of 1990 she assumed the title of vice president of interpretation, a position, which oversaw educational programming, publications, and exhibits. In June of 1997, Little was named head of the research services division, making her responsible for oversight of all public services functions, including reader services and research by mail. Finally, from late 1998 to September 1999, Little and Vice President of Collections Jonathan Cox shared the position of acting co-president while the Historical Society carried out a search for President Susan Stitt's replacement. Little left the Society in January of 2000. Secondary authors in the series include Jacqueline Hawkins and Kate Stover.

This series is particularly strong as a comprehensive representation of Cindy Little's career at the Historical Society. She was the Society's first director of education and orchestrated some of its earliest educational programs. The series is lacking material, however, from the late 1990s and early 2000s. In this period there was a programming department at the Historical Society only intermittently. Christine Olinger, who alternately worked for the development department and the programming department, organized many of the educational events between 1999 and 2002. Files on Olinger's events can be found in the Special Events subseries of Record Group I, Series XIV, Development.

The Education and Interpretation series is divided into subseries: Correspondence, Student Programming, Adult Programming, Subject Files, Photographs, and Multimedia. The Photographs subseries contains prints, negatives, and slides pulled from the other subseries. The Multimedia subseries consists of audiocassettes from the Society's History Hotline program and other assorted audio and videocassettes.

**a. Correspondence**

The Correspondence subseries dates from 1982-1999. The earliest letters are mostly internal exchanges between Cindy Little and Director Jim Mooney. By 1983, however, there is incoming and outgoing correspondence in addition to internal staff memos. This pattern continues through 1999. The subjects of Little's correspondence include programming inquiries; reference questions from students; professional correspondence regarding both the Historical Society and Little's other professional activities; and solicitations from vendors and job seekers. Besides Little's correspondence, there are letters written by Jacqueline Hawkins to school children and a few letters written by Kate Stover.

**b. Student programming**

The Student programming subseries includes one box of photographs. The subseries is further divided into the following sub-subseries: Lesson Plans, Newspapers in Education, PATHS grants, Summer Camp, and Miscellaneous Programs.

The Lesson plans files include handouts and teaching notes (mostly undated) used by the Society's educators with visiting school groups, or given to teachers for additional classroom work. They are organized by historical topic or theme.

"Newspapers in Education" was a joint program of The Historical Society of Pennsylvania and the *Philadelphia Inquirer*, circa 1989-1993. Society staff produced these educational newspaper supplements, which were designed to provide Pennsylvania teachers with lesson plans and "primary sources" for classroom activities. Four of the newspaper issues were designed to coincide with historical eras covered in the Historical Society's major permanent exhibit, "Finding Philadelphia's Past." Other newspapers were topical, such as women's history. The files on this project include copies of the newspapers as well as planning papers.

There are several other files that all relate to educational projects funded by PATHS/Prism, The Philadelphia Partnership for Education. This non-profit educational funding organization is now known as the Philadelphia Education Fund. The programs supported by PATHS grants were collaborations between the Historical Society and the Philadelphia schools. They include "African-Americans and the Bill of Rights," 1991-1992; "Diversity and the Bill of Rights," 1992-1993; the Document of the Month program, n.d.; and other miscellaneous programs from 1989. Papers in these files include grant reports, final projects produced by students in collaboration with the Society, planning papers, and copies of primary sources. Slides and a videocassette related to PATHS projects are located in the Photographs and Multimedia sections, respectively.

The Summer Camp sub-subseries relates to the camp that the Historical Society ran in the 1980s and early 1990s. The earliest camps were Honors History Institutes held in 1983 and 1984. The Teen History Partnership in 1985 and the History Detective Certificate Program in 1986, followed. From 1987 to 1991 the camp was known as Historical Pursuit. The camp was cancelled due to lack of funding in 1992. Certain camps featured themes such as "Kids Make History" and "Kids and Houses Make History." The papers in this section include schedules of camp activities, handouts for the campers, planning correspondence, and publicity for the camps. Numerous photos from the camps are stored in the Photographs section of the series, while a videotape related to the 1985 Teen History Partnership is found in the Multimedia section.

Lastly, the Miscellaneous sub-subseries of Student Programming pertains to the planning and publicizing of workshops, storytelling events, scavenger hunts, trivia quizzes, and other educational programs. There are several files on the "Using



Historical Documents I” and “Using Historical Documents II” educational publications produced by the Historical Society.

**c. Adult programming**

The Adult programming subseries features files on educational programs designed for adults or families rather than school groups. The subseries includes small clusters of files on several educational events, along with a run of single files on other programs.

One educational initiative that is the subject of several files is “Partners with the Past,” a program in which local actors portrayed historical characters and provided tours of the “Finding Philadelphia’s Past” exhibit. These papers include publicity, actor biographies, scripts, and research. Another section of files relates to planning and publicizing of the annual genealogy conferences that the Historical Society cosponsored with the Genealogical Society of Pennsylvania between 1984 and 1997. There is a cluster of files on the “Philadelphia’s Baseball History” symposium held in 1991, including the event proceedings and transcripts. Another group of files relates to two symposiums on Philadelphia civic reform movements that were held at the Society in 1988 and 1989. The earlier symposium focused on political reform and the later on education reform. This material includes proceedings, transcripts, newspaper clippings, programs, planning correspondence, and other papers. Audiocassettes related to both events are located in the Multimedia section at the end of the series.

Lastly, the Miscellaneous section includes smaller files on individual symposiums, conferences, lectures, film screenings, workshops, dinners, performances, tours, and exhibition events. These files contain programs, press releases, correspondence, and other planning papers. The Miscellaneous adult programming files are arranged chronologically and date from 1982 to 1997.

Photographs and videotapes that fit into the Adult programming subseries are stored separately at the end of the series.

**d. Subject files**

The Subject files subseries, contains general administrative office files for the Education and Interpretation Department. Most files seem to have originated in Cindy Little’s office. Among the files are records related to grants, committee reports, public relations, staff memos, department budgets, and programming-related papers that did not fit into the other subseries. In addition, some of the files pertain to the professional activities of Cindy Little, both personal participation and that as a representative of the Historical Society. Examples include the Common Agenda program sponsored by the American Association for State and Local History and planning activities for the proposed History Center in Philadelphia. This subseries, which now measures 1.25 linear feet, was reduced significantly by disposing of duplicates and printed materials that did not relate to the Historical Society of Pennsylvania.

**e. Photographs/f. Multimedia**

Finally, the Photographs and Multimedia boxes contain items that fit into the four-abovementioned subseries. These items are stored separately for preservation reasons, but there are “see also” references to this material within each subseries. The photographs include prints, negatives, and slides from the Student Programming, Adult Programming, and Subject Files subseries. The Multimedia section includes two boxes of tapes from the Historical Society’s “History Hotline” phone message service. The only other mention of this program is a leaflet found in the Subject Files subseries. There is also an audio tape from 1985 summer camp; a video tape related to the PATHS grants; a video tape pertaining to 1995 Women’s History Month programming; a video on Lucretia Mott screened at the Society; video and audio cassettes from the 1988 and 1989 symposia on Philadelphia reform movements; audio and video tapes from the forums on the proposed History Center held at the Society; and a video tape of news clippings on the Society’s 1991 program, “Do Your Own Heritage.”

**See also:**

- Historical Society, Museum – Exhibits – Finding Philadelphia’s Past for more information on Partners with the Past and other “Finding Philadelphia’s Past” events.
- Historical Society, Development – Fundraising for other grant files that may pertain to the education and interpretation department.
- Historical Society, Manuscript Department – Projects – Common Agenda for more files on the Common Agenda program in which Cindy Little participated.
- Historical Society, Development – Special Events, particularly for the years 1999-2002. In this period, Christine Oliger was organizing special events for the development department and alternately the programming department. Some of the events are more educational programs than fundraising events. They remained in the Development series because of Christine Oliger’s involvement; we determined that Oliger was more associated with the development department.
- Historical Society, Executive – Susan Stitt – History Center for more on the proposed History Center

**Record Group I. Historical Society of Pennsylvania**

**Series 13. Publications (unprocessed), ca. 1824-2004 (47.5 Linear Feet)**

The publications series reflects the many publishing efforts of the Historical Society of Pennsylvania since its founding. This unprocessed series has been carefully surveyed and labeled. Official copies of the existing publications have been removed to their own shelving unit leaving behind associated paperwork and various examples of Society ephemera in labeled record cartons on the main banks of shelves.

The series offers examples of published serials such as a complete run of the Society’s *Pennsylvania Magazine of History and Biography*, which is complemented by

correspondence and office files pertaining to its production, arranged in loose chronological order for the years 1939-1980 as well as subscription cards for the serial. Additionally, there is a 1980-2000 run of the *Pennsylvania Correspondent*; a 2001-2005 run of *Pennsylvania Legacies*; annual reports from 1982-1984 and 1991-1999, a copy of the five-year report for 2000-2004, and examples of in-house staff newsletters. There are also copies of volumes I-XIV of *Memoirs of the Historical Society of Pennsylvania*. This nineteenth-century publication chronicles various topics in early American history. Additionally, there is a file containing an 1826 list of subscribers to the *Memoirs* serial. Other serial publications in the archives include four volumes of the *Historical Society of Pennsylvania Pamphlets*. Publications directly related to or about the Society are the *Collections of The Historical Society* (1853); the two volume *History of the Historical Society of Pennsylvania* by Hampton Carson (1940); several editions of the *Guide to the Manuscript Collections of the Historical Society of Pennsylvania*; and publications pertaining to other Society collections such as its miniature collection which is currently in the care of the Atwater-Kent Museum. There are other Historical Society sponsored publication ventures exemplified in this series, such as Nicholas Wainwright's *Colonial Grandeur in Philadelphia* (1964) and a *Historical Map of Philadelphia* (1875).

In addition to actual published copies there are also supporting records. As mentioned above, there are files associated with the production of the *Pennsylvania Magazine of History and Biography*. Supplementing the paper records are several examples of illustration engraving plates (ca. 1950s, n.d.) used during the printing processing. Similarly, there are two containers of research materials and production notes for the more recent *Serving History in a Changing World: The Historical Society of Pennsylvania in the Twentieth Century* (2001) by Sally F. Griffith. Production materials and notes are also present for some years of the annual report and the *Pennsylvania Correspondent*.

Rounding up the series are a few containers of assorted ephemera encompassing a variety of activities in addition to general informational brochures. Most departments are represented, however education & interpretation department is the most heavily represented.

There is multimedia in the form of computer disks intermingled in the files.

## **Record Group I. Historical Society of Pennsylvania**

### **Series 14. Development, ca. 1830-1998, n.d. (39.75 linear feet processed, 54 linear feet unprocessed)**

The Development series is one of the more extensive groups of records in the Institutional Archives, documenting the fundraising efforts of the Society in addition to other functions with the bulk of information dating from the 1970's through the end of the 1990's. The processed part of the series is divided into two subseries Fundraising and Special Events. There is also approximately 50 linear feet following of unprocessed, though surveyed and labeled, miscellaneous materials.

**a. Fundraising**

The Fundraising subseries contains information regarding cultivation of money, all stages of grant application and award, project planning and progress, for exhibits and events. The records pertain to grant files, assorted fundraising campaigns, donations, membership, corporate solicitation, etc. An attempt was made during processing to create a central file for all fundraising and in particular all grant records. As a result files have been interfiled from all parts of the archives. Future accessions to the Institutional Archives should follow this example. The subseries has been subdivided into seven sub-subseries: Government, Corporate, Individual Donor, Foundations, Capital Campaigns, Annual Giving, and Miscellaneous. Records that are arranged alphabetically are filed according to the ALA filing rules. For example, the Andrew W. Mellon Foundation is filed under “A” for Andrew and not “M” for Mellon. Sub-subseries that are arranged alphabetically and then chronologically are chronological according to the start date of the given project. This arrangement is maintained in order to keep project folders together however may make the chronological arrangement a little confusing. Nearly all seven categories can offer information on all avenues of funding support, as the types of agencies represented appear to fund a wide range of projects. Examples provided in the following descriptions are not necessarily exclusive to that category and in fact many projects are represented in multiple files and sub-subseries because often more than one grant or donation was required to complete the project.

The Government sub-subseries consists of records from federal, state, and local government granting agencies such as the National Endowment for the Humanities, the Pennsylvania Council on the Arts, and the City of Philadelphia. They are filed alphabetically by agency and chronologically within agencies. When available original grant identification numbers have been included in the folder title, however NOT used for arrangement purposes. These files represent grants for all aspects of Society functions, including educational programs, exhibits, general operating support, etc. In addition to these fundraising records, there are also files documenting, for example, the tax status of the Historical Society, which can be found filed under “Pennsylvania. Department of State, Bureau of Charitable Organizations.”

The Corporate files contain correspondence and clippings as well as information on companies’ “all around” donation history and/or programs, their financial status, or current events and projects. There are some solicitation letters, received award letters, received award letters for specific projects as well as “corporate circle” memberships, and “prospect” lists. Donations took form as monetary donations, stocks, and also items such as food for events or office supplies. Projects funded include exhibitions, print jobs, History Camp, the Dust Ball, and matching gifts programs. Not all the files represent companies, which awarded monies to the Society. Some represent companies that did not contribute, while other files appear to be strictly for informational purposes. The files are alphabetical.

The Foundations sub-subseries includes files for assorted foundations and other nongovernmental, non-corporate grant-funding agencies. The records document the varying histories of such agencies’ associations with the Society. Primarily pertaining

to grants awarded for particular projects, the records also include general letters of inquiry and other correspondence; information on trusts, such as the Edwin Forrest Trust; and assorted other paperwork. The foundations are arranged alphabetically. Agencies, which are connected to the Pew Charitable Trusts, such as the Glenmeade Trust and the Pew Memorial Trust, are filed under Pew Charitable Trusts and then by its own name. For other information on the Edwin Forrest Trust, please see the Edwin Forrest Home file, housed in the Corporate sub-subseries.

The three sub-subseries: Individual donors, Annual giving, and Capital campaign, are less distinguished in their content than the other sub-subseries. Most likely blurred in definition throughout the years, the three sub-subseries often overlap in their content and should be considered as a group when looking for information. Of note are files pertaining to the Heritage Fund. This yearly appeal was hosted to raise unrestricted funds for the Society between 1985 and 1989. Records documenting this fundraiser can be found in the Capital Campaign sub-subseries. There was a fine line between Annual Giving and Capital Campaign, specifically in regard to the Heritage Fund. Some years have evidence that the campaigns co-existed while other years have evidence of only one or the other. Any files which were specifically and obviously designated as "Heritage Fund" are filed as Capital Campaign regardless, including Heritage Fund letterhead from 1981 which appears to have been used in the membership annual appeal. The Capital Campaign sub-subseries is filed chronologically with all Heritage Fund related records filed first and also chronologically. The Annual Giving is filed chronologically from 1980 to 2002 and contains a lot of computer report print outs. The Individual Donors sub-subseries is filed alphabetically with a second, separate alphabetical run of "donor prospects."

The final sub-subseries is the Miscellaneous fundraising records. These records represent fundraising materials, which did not fit into any of the other categories. The bulk of files relate to grant funded projects that were funded by more than one granting agency. The folder titles typically reflect the project name. The files are chronologically arranged from 1976 to 1998 and also house undated materials.

There are some unprocessed materials relating to fundraising, which are filed with the unprocessed development materials at the end of the series. In particular there is 4.3 linear feet (four record cartons) from Susan Stitt's records, which contain assorted grant files from her tenure. These files are in relatively good order. Although they are presumed to be duplicates of already existing files within the fundraising subseries, researchers interested in grant materials from the 1990s are advised to review them anyway.

#### **b. Special events**

This Special Events subseries is comprised of records pertaining to major events at the Historical Society, which served celebratory, publicity, or cultivation/fundraising purposes. In total the records measure 15.4 linear feet and are divided into three sub-groups of events. Compiled from at least two separate locations, these records have been co-located in effort to create a central file for special events at the Historical Society, which can be added to over time. Although the records are co-

located they maintain three separate subgroups to accommodate the different types of materials and to account for previously established filing methods. The assorted files consist of planning papers, general correspondence, correspondence with vendors and committee members, budgets, invitations, clippings, marketing, etc.

The first subgroup is a straight chronological run from 1940 to 2002. It begins with one box of three events dated 1940-1942, with a 1940 welcome reception for new director William A. Reitzel having the most representation. There is also a folder regarding an afternoon tea sponsored by the women's committee, and a folder regarding a radio program entitled "Quiz on the Air." This particular folder contains letters from interested young history students and lists of the participants. The other events represented in this subgroup start in 1976 and end in 2002. The files offer information concerning many different events including: galas and balls, receptions, exhibit openings, and educational programs. Events that have numerous folders associated with them or that were held annually such as the president's dinner, were removed and used as the base to start the second sub-group of events.

The second subgroup is alphabetically arranged by event title (type). Within the 3.75 linear feet of processed and re-housed materials you can find information on: 160<sup>th</sup> and 175<sup>th</sup> anniversaries of the Society; annual dinners and annual meetings; the Historical Society's centennial; chairman's dinners; councilors' events; president's dinners (1991-1998); in addition to a few others. Unprocessed materials relating directly to this sub-group have been surveyed and clearly labeled. They include 2.2 linear feet (two record cartons) of records relating to the councilors' events from 1991 to 1998, and an added 3.4 linear feet (two record cartons and three additional Hollinger boxes) of records pertaining to the president's dinners from 1991 to 1998.

The third subgroup<sup>20</sup> houses a chronological run of invitation samples to various events at the Historical Society which date from 1830 to 1990; a "publicity scrapbook" (disbound) covering events from 1974 to 1982; files pertaining to annual meetings, the Historical Society's 1924 Centennial celebration, the 1930-1931 William Penn commemoration, and the Tercentenary Medal Fundraiser. Additionally the subgroup is home to one file and a three "volume" scrapbook of a reception at the Society given for the crown prince and princess of Sweden who visited Philadelphia in 1926. There is also one small book with event planning information dated 1910-1917.

Rounding up the processed portion of the development series is a container of general photographs pulled from the files.

### **c. Unprocessed/surveyed materials**

The Unprocessed/Surveyed Materials can be divided into three subgroups. The first group has been labeled "Misc. Office Files." Additional information is provided on

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<sup>20</sup> The third subgroup was brought together during a past processing attempt and as a result was processed separately during this processing effort as well. As a result its arrangement is not inline with the previous subgroups. It was incorporated into this subseries as a final step, in order to maintain one central location for documentation of the Society's events.

the label, such as content and subject lists. At 18.75 linear feet, it has been loosely arranged in chronological order and dates from the 1970s to 1990s. The second subgroup consists of 3.25 linear feet (three record cartons) of information regarding “room rentals” at the Historical Society. These files were found in relatively good order and are arranged chronologically. They also span the 1970s to the 1990s. The last subgroup is comprised of assorted individuals’ office files. The boxes are labeled with the individual’s name and a list of subjects contained within. The office personnel represented are: Nancy Drye, 16.25 linear feet (15 record cartons); Christine Olinger, 1.9 linear feet; Joanna Gilbride, 1.5 linear feet (one record carton and one Hollinger); David Cassedy, 2.2 linear feet (two record cartons); and Susan Stitt, 4.3 linear feet (four record cartons). Susan Stitt’s records are primarily grant related and are most likely duplicate materials. Stitt’s role at the historical society is also represented in the Executive series, where her office files are kept.

**See also:**

- Historical Society, Building – Construction for events regarding groundbreaking ceremony in 1904 and opening of the new building in 1910.
- Historical Society, Manuscript Department – Projects for more grant related files associated with that department.
- Historical Society, Education and Interpretation – Subject Files for more grant related files associated with the education department.
- Historical Society, Museum – Subject Files for more grant materials pertaining to the museum department. Additionally the Museum series contains information on the PHIDO project, on special events associated with various exhibition openings/closings, and on the 175<sup>th</sup> Anniversary.
- Historical Society, Membership for more information on special events in particular Inheritor’s Circle events.
- Historical Society, Executive – Susan Stitt for her office files.

**Processing Notes:**

Christine Olinger had 2 boxes of events, 1999-2002. Her position (initially Annual Giving Officer, later Member Services and Events Coordinator) shifted back and forth between Programs and the Development dept. The types of events are not all huge fundraisers – some are geared toward members and are free or priced to cover costs. Christine’s position was at least partially Development, and the smaller events were found filed alongside the Chairman’s dinner, evidence that they were originally thought of as the same category. One can also argue that the smaller events, while not big moneymakers, did have a development purpose to them. As such, these records are incorporated into the Special Events subseries. *See also Education.*

In the Fundraising subseries, corporate foundations are filed under corporate.<sup>21</sup>

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<sup>21</sup> Processing evolved throughout the project. The respective development series of the Historical Society and the Balch are good examples of this. In the Balch fundraising records corporate foundations were filed under foundations, not under corporate as they were in the Historical Society fundraising records.

**Record Group I: Historical Society of Pennsylvania**  
**Series 15. Membership, 1824-2002 (30 linear feet)**

The Membership series largely consists of the records, lists, surveys, and data compiled about The Historical Society of Pennsylvania's members. The archives contain eighty-seven total containers: eighteen volumes and sixty-nine boxes. The records included in this collection range in date from 1824, the year the institution was established, through 2001. The bulk of the membership material, however, is concentrated in the latter decades of the 1900s. Historically, membership within the Society has generally remained true to its origins. The Society's first president, William Rawle, steadfastly opposed restricting membership and believed that the new institution should welcome the contributions of a broad public audience.<sup>22</sup> Rawle eventually succeeded in amending the Historical Society's constitution to eliminate its initial emphasis upon hereditary descent as a basis for membership. The Historical Society continues to appeal to a broad range of researchers, teachers, students, independent historians, and local residents, and retains an unrestricted membership base.

The Membership series is integrally related to the Development series, the latter documenting the Society's fundraising efforts, capital campaigns, donations, solicitations and other functions that involve and appeal to the institution's current or potential membership base. Additionally, the Development series contains a Special Events subseries, which includes information on events relevant to Society members. Given the parallel affairs and functions of the membership and development departments, these respective series should be cross-referenced for comprehensive research purposes.

The prevailing weaknesses of the Membership series are related to the erratic and incomplete range of dates across each of its subseries. While the Membership records as a whole span 175 years of the Historical Society's operations, most of its subseries contain materials that were collected and archived during a particular period in history. Thus, these papers actually focus on a minimal range of years or decades, leaving many periods wholly unaccounted for.<sup>23</sup> Likewise, each subseries is incomplete. The patchy and clustered dates provide insights only into very specific years of the Society's membership, and illuminate only certain of its institutional functions.

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<sup>22</sup> Sally F. Griffith, *Serving History in a Changing World: The Historical Society of Pennsylvania in the Twentieth Century* (Philadelphia: The University of Pennsylvania Press, 2001), 21-22.

<sup>23</sup> For example, the Membership series scarcely includes materials from the first half of the twentieth century, shedding little light upon the Society's member base during this era. The collection begins to become more thorough as we move into the 1960s. Before this period, it is known that membership declined during the Depression, gradually increasing through the post-World War II years. However, the number of members once again diminished in the 1950s, and rising institutional costs motivated the Society to conduct a relatively unsuccessful membership drive. The historical difficulty in attracting new members was believed to be the result of misconceptions about the demanding obligations attached to Society membership. Still, others believed membership was granted on an honorific basis, and could only be obtained through invitation. For more information, see Griffith, 154-55, 178, 206-07.



The Membership records are separated into seven individual subseries, which are arranged respectively into: Payment and Subscription Cards, Record Volumes, Membership Applications, Membership Surveys, Monthly Information Files, Darthe Hauck Files, and Subject Files. Each subseries is arranged chronologically. However, because of the broad range of dates throughout the Membership series as a whole, years and decades frequently overlap or are entirely skipped between subseries.

**a. Payment and subscription cards**

The first Membership subseries, Payment and subscription cards (#1-32), consists of thirty-two “shoebox” shaped archival cartons and comprises approximately 13 linear feet of space. Information provided on the bulk of these cards includes members’ names and addresses, as well as the payment status and payment dates of membership dues. The first eleven boxes contain the members’ annual payment cards from the years 1912-1971, and are arranged alphabetically according to members’ last names. The latter years covered by these cards overlap with the next group of eight boxes, also containing alphabetically arranged annual payment cards, which range in date from 1962 to 1981. An alphabetical card file of members, ca. 1967-1983, which encompass three boxes, further augments this group. These are followed by three boxes of annual payment cards, which are arranged monthly from January through December, 1980-1986. Subsequent boxes include card files of life members (as of 1983), and deceased members (as of 1960). The next box includes both a members list, 1975-1977, and subscription cards for the *Pennsylvania Magazine of History and Biography*, 1974-1984.<sup>24</sup> Two boxes of annual giving (contribution) cards, 1981-1983, are followed by one box of membership renewal forms, ca. 1995-1996. The last box holds annual giving cards from 1984-1986, as well as records of member non-renewals, 1982-1985.

**b. Record volumes**

Membership’s second subseries, Record Volumes (#33-50), is comprised of eighteen books in total, most of which contain the names, signatures, addresses, and/or yearly dues and payments of Society members, contributors, or subscribers. Volumes 33-35 include lists of resident members, ca. 1825-1876, and of non-resident members, ca. 1825-1876 and ca. 1827-1913. Volume 36, entitled Life Members, spans over a century of named members from 1824-1947. Books 37 and 38, simply entitled Members, aptly include detailed lists of Society members, ca. 1825-1857. Volume 39 contains various papers (including circulars to members), ca. 1887-1889. The subsequent volumes include lists of the names of contributors from 1851-1876, and of member nominations, 1900-1909. The remaining nine books, entitled Membership Contribution Lists, constitute detailed records of membership fees and imbursements over the span of nearly two decades from 1967 through 1984. Although the years documented in each book often overlap with the dates of corresponding volumes, they are chronologically ordered as follows: 1967-1975,

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<sup>24</sup> The *Pennsylvania Magazine of History and Biography* (PMHB) was established in 1877, and remains one of the primary vehicles through which the Society circulates historical knowledge among its members.

1972-1974, 1974-1976, 1975-1981, 1976-1978, 1978-1980, 1980-1982, 1981-1983, and 1982-1984. The Record Volumes subseries roughly measures 1.5 linear feet.

**c. Membership applications**

The third subseries, Membership applications (#51-55), possesses a self-explanatory title. Containing the completed paper applications of individuals requesting membership in the Society, as well as those seeking to utilize the Historical Society's manuscripts department, the subseries comprises five boxes in total, and measures about 2 linear feet. The submissions for the years 1968 through 1971 comprise three of these boxes, which are divided alphabetically: A-G, H-P, and Q-Z. The two remaining boxes are 1972 A-Z, and 1973 A-Z. Information requested of potential members on these forms include addresses, purposes for research, published works by applicants, associate libraries in the vicinity already consulted, and contact information for given references.

**d. Member surveys**

Member surveys (#56-63), the fourth subseries, is made up of eight boxes and encompasses approximately 3.5 linear feet of space. The surveys include questions that relate to the usage of the Society's library, the frequency of visits, the convenience of the public hours, and membership benefits and dues. The questionnaires were distributed periodically by The Historical Society of Pennsylvania, and were "part of a continuing effort to strengthen and expand its programming and membership" according to member responses. The subseries includes surveys that were conducted in four separate years: 1983, which includes one box, 1987 (3 boxes), 1990 (2 boxes)<sup>25</sup>, and 1995 (2 boxes).

**e. Monthly information files**

Subseries five, the Monthly information files (#64-72), consists of nine boxes measuring 4 linear feet. Items included in the monthly information records range variably from member dues lists, to membership department memos and correspondence, invoices and cash receipts journals. They also contain membership applications, membership renewals, and Historical Society admission tickets. The nine boxes are arranged chronologically by fiscal year (FY), with each year divided into two boxes that respectively contain files relating to the first and last six months of each fiscal period. The subseries starts in 1998 and ends in 2002, the latter year remaining incomplete with only one box documenting the first half of the year. The boxes are listed as follows: July-Dec. 1997 (FY 1998), Jan.-June 1998 (FY 1998), July-Dec. 1998 (FY 1999), Jan.-June 1999 (FY 1999), July-Dec. 1999 (FY 2000), Jan.-June 2000 (FY 2000), July-Dec. 2000 (FY 2001), Jan.-June 2001 (FY 2001), and July-Dec. 2001 (FY 2002).

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<sup>25</sup> The 1990 membership survey showed that, after eliminating delinquent names, membership stood at 2,754. Seventy percent of respondents noted that they had joined the Historical Society to use the library and archives, and 1/3 requested Saturday hours. Other findings revealed that forty-seven percent of Society researchers were primarily interested in genealogy or family history. Occupationally, twenty-five percent of members were professionals, eighteen percent were academics, seven percent were homemakers, and thirty-eight percent were retired. Forty-seven percent of all members were sixty-years or older. See Griffith, 407-08.

**f. Darthe Hauck files**

The sixth Membership subseries, entitled the Darthe Hauck Files (#73-75), consists of three boxes encompassing 1.5 linear feet. Hauck, who was also active in the Genealogical Society of Pennsylvania, maintained an influential tenure as the Society's Membership Secretary/Controller for over two decades. Box 73 consists entirely of correspondence dating from 1961 through 1982. These letters are addressed to or addressed by Hauck, and include exchanges with Society members, fellow employees, and external business associates or institutional affiliates. The next box contains the dates and invitations for the teas (1964-1983) held for Society members and patrons on Friday afternoons, which Hauck was in charge of organizing. Also included in this box are other various events, such as weddings, receptions, and exhibits held at or by the Society between 1970 and 1976.<sup>26</sup> Box 75 continues with various events, picking up in 1977 through Hauck's 1983 retirement. Included in this section is the autumn 1978 show, entitled *Who Do You Think You Are?*, which Hauck organized in accordance with Librarian John Platt. The show outlined the history and practice of genealogical research and received widespread attention in the media.<sup>27</sup>

**g. Subject files**

The seventh and final subseries, measuring 5 linear feet and housed in twelve boxes, contains a broad range of miscellaneous records united under the title, Subject files (#76-87). Box 76 contains several nineteenth-century files, including membership certificates for William Long, 1864, and Gregory Keen, 1885. There is also a file related to the Society's efforts to collect William Long's dues in 1866. Also in this box are papers entitled Total Members Records, ranging in date from 1946 through 1978. These include comprehensive lists of new members, resigned members, as well as deceased, dropped, and reinstated members for the given years. These lists also chart the fluctuating total counts of annual, honorary, and life members. Box 77 contains records relating to member benefits and member complaints, 1985-2001. This box also includes lists and paperwork on lapsed members, new members, member renewals, and non-renewals, ca. 1979-1992. Boxes 78 and 79 contain membership materials related to finance, the former box (ca. 1977-1996) comprising annual giving records, billing information, cash receipt journals, and gift detail reports. The latter of the two finance boxes, dated ca. 1981-1996, includes check requests, member dues, membership expenses, and payment reports.<sup>28</sup> Boxes 80 and 81 contain address cards produced by the Scriptomatic Addressing System ca. 1970s (these cards were dated using patents information for Scriptomatic), and filed by month into paid and unpaid members. Boxes 82 and 83 of the Subject Files also contain Scriptomatic Address Cards, but are instead filed according to members' zip

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<sup>26</sup> During this period, the closing of the Society's neighbor, the Bellevue-Stratford Hotel, led to an upsurge in the number of requests for and rentals of the Society's halls by external clientele and patrons, to be used for private meetings and affairs. Many researchers and fellow members expressed dismay and frustration with the new functions that the Society was performing, believing that they distracted from the research institution's primary purposes. See Griffith, 304.

<sup>27</sup> Griffith, 303-304.

<sup>28</sup> In May of 1985, the price of regular memberships was raised to \$30, household memberships were increased to \$40, and individual (student) memberships set at \$20. See Griffith, 350.

codes. The next box in the subseries encompasses cross-referential files on development, ca. 1983-2001, as well as membership mailings, ca. 1983-1999, and membership meetings, ca. 1982-1986. Box 85 includes miscellaneous correspondence and incoming mail, which ranges in date from ca. 1983-1996. Box 86 contains general information relating to membership, including members' addresses, membership reports, membership surveys data, and files on the Connoisseur's Circle and the Inheritor's Circle. The final box of this subseries, and the last box of the Membership series at large, likewise contains general subject files that date from ca. 1984 to 1996.

**See Also:**

- Historical Society, Development for papers related to annual appeals to members, special events to which members were invited, and other papers related to broadening the Historical Society's base of support.

**Record Group I. Historical Society of Pennsylvania**

**Series 16. Public Relations (unprocessed), ca. 1970s-2000, n.d. (24 Linear Feet)**

The Public Relations series promotes the general marketing and publicity efforts of the Historical Society of Pennsylvania from circa 1970 to 2000. This unprocessed series was surveyed for content and given descriptive labeling. Although nothing was re-housed the survey enabled the project team to remove metal hanging folders and some duplicate materials, secure loose folder labels, and to create folders for loose papers. The records have also been reoriented in record cartons to face the "legal direction." This was done in effort to lessen the weight of the record cartons. The series, originally 22 linear feet (housed in 20 record cartons), now measures 24 linear feet.

The bulk of the material is made up of Dick Rominiecki's records. Rominiecki was the Director of Public Relations from 1990-2002, and was responsible for all communication with the media and public in regard to assorted programs, exhibits, newsworthy donations, and other events. His files are in relatively good order as he maintained alphabetically arranged subject files. The records contain various photographs, fliers, press releases, clippings from newspapers and magazines, general advertising/marketing efforts, etc. There are also files for assorted press contacts and networking connections. Additionally, there are inherited records, which predate Rominiecki's tenure. Rounding out the series are two record cartons of Joseph McLaughlin's correspondence and subject files. McLaughlin was involved with public relations at the historical society in the mid 1970s; the files typically date 1975-1976.

The records maintain original order. Photographs remain intermingled within the other files; they are images of collection materials, however there are some staff/staff event photographs filed separately in a box labeled "PR photos." For other staff related photographs please refer to the miscellaneous records series.

## **Record Group I. Historical Society of Pennsylvania**

### **Series 17. Business office (unprocessed), circa 1850-2000**

Although unprocessed, the Business office series has been surveyed for content and labeled. It is currently divided into three subseries entitled, Financial, Legal, and Personnel. The records offer general information regarding the institution's financial standing, legal issues, and its staff. Cumulatively, the records range in date from circa 1850 to 2000.

#### **a. Financial**

Most extensive of the three subseries, the financial records consist of assorted ledgers, tax records, income reports, account information, and year end reports among other items. The financial ledgers primarily document the early finances of the institution. Usually, each ledger documents a specific fund for a period of time, such as the building fund, encouragement fund, publication fund, purchase fund, Gilpin library fund, or anniversary dinner funds. The ledgers date 1850-1960, (bulk 1850-1900). The early file records pertain to the Gilpin fund, building fund, and to bank accounts with the Girard Trust Company, together these records date roughly from 1930 to 1970. The subseries is also home to yearend financial/auditor's reports which consist of a complete run from 1930 to 2004 as well as a report for 1919. Whenever possible, two copies of each report were retained.<sup>29</sup> More recent materials include tax records, files of paid bills, cash receipts, fund analysis and other financial material. The bulk of the records are dated from 1980 to 2004.

#### **b. Legal**

The legal subseries houses a variety of documents primarily in regard to real estate and insurance, the subseries is also home to pertinent documents and agreements, such as a photocopy of the 1883 Patterson Mansion agreement. The Historical Society owned a lot of real estate in Philadelphia. Most of the properties were bequeathed to the institution upon the deaths of benefactors, to be used for revenue generating purposes. The files contain deeds, mortgage papers, correspondence, and other general information for the properties owned by the Society up until the first half of the 20<sup>th</sup> century. The real estate records are useful in documenting investment efforts of the Historical Society as well as offering historical information for select properties and neighborhoods in the City of Philadelphia. They are alphabetically arranged by address (street name) with numbered streets filed first. The insurance records provide information on insurance policies for the Society's collections as well as for its staff. Additionally there is a file set relating to monetary bequests. Dating 1904 to 1910, the bequest files house copies of wills and associated correspondence. Bequests of a physical nature; books, artifacts, and artwork are documented in a similar file set housed in the Accessions series.

#### **c. Personnel - RESTRICTED**

The personnel subseries consists of general staff files, retirement plans, and assorted versions of the personnel manual. The records date from the 1970s to 1990s.

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<sup>29</sup> Every year, two copies of the newest auditor's report should be added to this file set and retained permanently. Any additional, duplicate copies of the report should be saved for five years, upon which date all but the two incorporated copies should be destroyed.

**Record Group I. Historical Society of Pennsylvania**

**Series 18. Building, 1832-2002 (14.3 Linear Feet, plus oversize materials)**

The Building series documents the construction and various renovation projects associated with the building at 1300 Locust Street and also includes documentation of three previous buildings which housed The Historical Society of Pennsylvania. Covering assorted renovations projects the series boasts information on building layout, interior design and decoration, and facilities and security related projects. The series also contains other materials related to the building and surrounding areas as well as legal documents for example, land deeds. The papers include a plethora of architectural drawings in addition to correspondence; memos; work orders; planning materials and other papers; and reflect 170 years of history, dating from 1832-2002. Please review the processing notes regarding oversize materials for more specific information on storage of these materials.

The Building series has been arranged into ten subseries: Athenaeum Building, Picture Building, Patterson Mansion, Construction, Renovations, Facilities, Miscellaneous, Photographs, Multimedia, and Artifacts.

**a. Athenaeum building/ b. Picture building/ c. Patterson Mansion**

The subseries Athenaeum Building, Picture Building, and Patterson Mansion contain materials pertaining to three previous homes of the Historical Society of Pennsylvania. Though the Society was established in 1824, its first formal home was found in 1847 in the Athenaeum building at 219 South Sixth Street. The Society functioned there for 25 years, then relocated in 1872 to the Picture building, on Spruce Street just above Eighth Street. In 1883 the Society made one last move to the Patterson Mansion, which was located on the corner of 13<sup>th</sup> Street and Locust Street, where the current building now stands. There are documents for the Patterson Mansion that predate the Historical Society's affiliation, such as an 1832 land deed. The Patterson Mansion remained the home of the Society until the beginning of the 20<sup>th</sup> century when it was decided that a new, more modern building was needed to house the precious collections. The subseries are arranged chronologically and are dated 1832-1892. Together, these subseries offer some documentation of the early building structures associated with The Historical Society of Pennsylvania and includes architectural drawings, [fundraising materials], deeds and indentures, and other legal documents. There are items in oversize storage.

**d. Construction**

The Construction subseries, dating 1882-1910, includes information concerning the planning, fundraising, and building of the current structure that houses The Historical Society of Pennsylvania. Planning for this new building began at least in 1882, as evidenced by the material found in the archives. When it finally opened its doors in 1910, this completely state of the art building boasted of its "fireproof" structure.

This subseries contains an assortment of documentation such as correspondence; a 1901 Resolution to build; information on the building fund and fundraising efforts; extensive coverage and associated materials regarding state appropriations of funds in 1903 and 1905; and contracts and other related paperwork for architects *Savery, Scheetz, and Savery* and construction companies *J.E. & A.L. Pennock* and *Stephen Girard Building Company*. There are also floor plans and other architectural drawings; building specifications; and proposals for furnishings, in particular an assortment of proposals for bookcases. Invitations and other information for events related to the construction of the new building such as the groundbreaking ceremony in 1904 and the 1910 opening dinner are filed in this series as well. For more information regarding these and other events, please refer to the Development series, Special events subseries. Of interest are three diaries of Librarian, John W. Jordan, who kept a daily log of the building progress during the years 1905-1907. These journals can be found at the end of the subseries. There is one folder of notes, compiled at a more recent date, which contains a chronology of events. A considerable amount of oversize materials have been separated to be stored more appropriately. Please review list of oversize materials for more information and locations. Additional correspondence related to the building construction can be located in the Board series, in the correspondence of member John F. Lewis, who chaired the Building Committee at the time. For more information regarding the building fund, refer to the Business office series, Financial subseries.

#### **e. Renovations**

Throughout its nearly one hundred-year history, there have been many changes to the building at 1300 Locust Street. The Renovations subseries documents many of the building related projects from the end of its original construction through the last, extensive renovation project of the late 1990s. The subseries has thus been divided into ten sub-subseries according to decade: 1910s, 1920s, 1930s, 1940s, 1950s, 1960s, 1970s, 1980s, 1990s, and 2000s. Collectively, these ten sub-subseries measure 4 linear feet, with additional oversize materials. They date from 1919-2002.

The range of material housed in Renovations is extensive and includes architectural drawings; correspondence; construction and parts information; feasibility studies; information on fundraising efforts; proposals; meeting minutes, notes and memos; and photographs. While the extent of coverage for each sub-subseries varies significantly, the information available nonetheless offers a continuous evolution of the building with the bulk of information related specifically to the renovations of the 1990s. The 1910s, 1920s, and 1930s sub-subseries has little representation. A focus on improvement of storage is evidenced in the materials, however little else can be concluded. There are mostly architectural drawings, proposals, and estimates for storage and shelving units. The 1940s saw a movement to make the building more attractive and “elite” in its décor as well as its professionalism. Projects represented in this sub-subseries are more shelving and assorted improvements, and materials related to the installation of a gallery and lounge in 1943. The 1950s renovations seemed to be focused on maintenance issues. In addition, a particularly interesting project is represented. In the wake of nuclear warfare one proposed project was for the installation of an “atomic vault,” illustrating how projects

sometimes reflected the culture and motivations of their respective times. A need for updated storage facilities and more “modern” exhibition space was addressed in the 1970s. Perhaps motivated in part by the impending bicentennial celebration, Society Director James Mooney set out to ensure these improvements were completed. One significant change was the enclosure of the courtyard. The bulk of information pertaining to these renovations is in the form of architectural drawings and stored with oversize materials. There are also a number of photographs of the 1970s renovations, housed in the Photographs subseries. The 1980s sub-subseries is one of the smallest, containing one folder with a copy of the Society’s 1988 “Master Plan,” and a few architectural drawings. A move to enhance the Historical Society’s reputation materialized in the 1990s renovations project. Motivated to transform the then museum and library into an improved special collections library and research facility, the renovations project set to work in 1998. Among its achievements were an upgrade of the HVAC system, security system, and fire protection system; restoration of the exterior of the building; to restore “Assembly Hall;” and reorganization of collection storage and public spaces. Beginning in 1994, this sub-subseries holds materials regarding all aspects of the project. These materials are arranged loosely by subject and include planning materials; meeting minutes; floor plans; masonry work and other interior details; utilities; cleaning and moving collections; eleven folders containing assorted transmittals/forms/work orders; and an extensive 1996 “Exterior Renovations Assessment” report.

Many of the sub-subseries contain oversized materials, which were separated during processing for more appropriate housing. For a detailed list of these materials and their locations please refer to the processing note listed at the end of the series description.

Researchers are also encouraged to review all files pertaining to each sub-subseries, especially in the sub-subseries 1990s, as the division of “subjects” used to group the files may be confusing. Nonetheless folders are thoroughly labeled.

Despite efforts to create a separate subseries for facilities related projects, there remain many such projects within Renovations subseries.

#### **f. Facilities**

The records filed in the Facilities subseries pertain to building maintenance such as utilities electric, HVAC, telephone, elevator; security and fire suppression systems; asbestos removal; painting; etc. These files are arranged chronologically dating 1903-1998 and measure 1 linear foot. Many facilities related paperwork still remains in the “Renovations” subseries within the appropriate sub-subseries.

#### **g. Miscellaneous**

The Miscellaneous subseries reflects an assortment of subjects affiliated with the Society building, however not directly associated with specific renovations and includes items such as an 1882 Building committee day book, land deeds, policies, and evacuation information. Of note is a file regarding the “legal” matter of opening the windows on the shared courtyard. It is particularly interesting because the



controversy appears to have lasted from 1886 to 1927. There is also considerable representation, including architectural drawings and correspondence, from the 1930s in reference to the construction of the Locust Street Subway station, which is located directly under the Historical Society building. Photographs pertaining to this matter can be found in the Photographs subseries. Measuring .6 linear feet the materials in this subseries are arranged chronologically and date from 1883-2003. There are oversize items associated with this subseries.

#### **h. Photographs**

The subseries Photographs contains prints and negatives, which are associated with multiple subseries within the Building series. There are images of various spaces in the building before and after the 1970s renovations, images of damages incurred by the 1930s construction of the subway station directly below the Historical Society's building, and also photographs mounted on foam board of images taken in 1992 before the changes made in the late 1990s, as well as some 1990s oversize images of the building facade. The last box of photographs contains copies of early images on mounted on foam boards.

#### **i. Multimedia**

Multimedia associated with the series has been removed to its own subseries. Comprised of one box, measuring .5 linear feet, it contains an unidentified VHS tape and three 3 ½ inch floppy discs identified as containing Phase 2 and 3 line drawings of the building. These materials are undated.

#### **j. Artifacts**

The last subseries is entitled Artifacts. It measures 5.6 linear feet and includes core samples, light fixtures, electrical plates, samples of molding from the reading room, imitation hard hats, and buttons that read "Survivor of Construction Locust Street & HSP 1998." Some of these artifacts have been dated ca. 1990s, using institutional memory, however none of the items are dated officially.

#### **Processing notes**

Oversize material has been separated from the series for more adequate housing. It can be located in 410 on shelf bank 47, and flat file cabinet in room 410.

Some of the blueprints (circa 1883-1950) were originally catalogued with the call number BC 615H494. They have been transferred to the Institutional Archives, and appropriate notations have been made to their catalog folders.

#### **See also**

- Historical Society, Development – Special Events for additional information regarding celebrations associated with the construction or renovation projects.
- Historical Society, The General Correspondence series for various building-related correspondence. Examples include letters exchanged with companies such as the Otis Elevator Company and architects Savery & Scheetz.

Researchers interested in the Building series are advised to check the General Correspondence series for all years relevant to their research.

- Historical Society, Board of Councilors – John F. Lewis for incoming and outgoing correspondence related to the building construction. For example, there is considerable correspondence with architect Addison Hutton.
- Historical Society, Business office – Financial for early building fund accounting ledgers.

## **Record Group I: Historical Society of Pennsylvania**

### **Series 19. Affiliates, 1956-1990, n.d. (6 linear feet)**

Throughout the latter half of the twentieth century, the Historical Society of Pennsylvania lent its building and resources to several independent projects and organizations whose work related to the mission of the Society. They included the William Penn Papers Project and the Pennsylvania Newspapers Project. These groups, while not officially part of the Society, are nevertheless essential elements of the institution's history. They are united in this series under the title Historical Society of Pennsylvania Affiliates.

This series is divided into subseries representing each affiliated organization or project. Thus, subseries include the William Penn Papers Project and the Pennsylvania Newspapers Project

#### **a. William Penn Papers Project**

The William Penn Papers Project subseries contains the records of a long-running document editing project funded by the National Endowment for the Humanities and hosted by the Historical Society. The origins of this editing project date back to the 1950s, when an advisory committee was convened to consider how to carry on the work of Albert Cook Myers, who had unsuccessfully attempted to edit and publish the papers of William Penn during the 1910-1930s.<sup>30</sup> The committee determined that new editors would have to start from scratch, and the project's leaders spent the next decade pursuing financial support for the endeavor. In 1974 a grant from the National Endowment for the Humanities helped fund a microfilm edition of the papers, which was published in 1975. Two years later, Society Board member Richard S. Dunn proposed that the newly formed Center for Early American Studies (later named after benefactor Robert L. McNeil, Jr.) spearhead a project to publish a letterpress edition of the Penn papers. The Historical Society offered space to this project and established office space for editors Mary Maples Dunn, Richard S. Dunn, and their staff. The editorial project published five volumes between 1981-1987.

The papers in this subseries date from 1956 to [1987], but the bulk of the files relate to the editing of the letterpress edition, which began in 1977. Papers include: a copy of an article by advisory committee member Caroline Robbins; document lists for volumes one through four; other document lists and evaluations; list of first purchasers; maps for volumes one through three; research notes; Caroline Robbins

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<sup>30</sup> For more on the history of the Penn editing project, see Griffith, p.253-255 and 307-308.

correspondence, 1970-1977; a file on Richard Dunn's work on a National Endowment for the Humanities grant to the Pennsbury Society; other subject files; report of the survey on Albert Cook Myers editorial papers; and a prospectus on the editing project sent to the Glenmede Trust Company, 1981. The files are arranged in the order they are listed here.

#### **b. Pennsylvania Newspaper Project**

The Pennsylvania Newspaper Project was part of the United States Newspaper Program, a cooperative program, which located, cataloged, and microfilmed United States newspapers from 1700 to the present. The Historical Society served as the project's cataloging site for southeastern Pennsylvania from 1984-1990. Program staff headquartered at the Society traveled to local libraries and other repositories and cataloged their newspaper holdings.<sup>31</sup> The project eventually published a four-volume index.<sup>32</sup>

The records of this project thoroughly document the work of the catalogers. The first four boxes of papers contain alphabetically arranged cataloging records and "LDR" worksheets from circa 1985-1987. There are various abbreviated cataloging records of the Historical Society's own newspaper holdings, as well as those of records of other Pennsylvania and Philadelphia newspapers. Additional papers include the project's monthly reports, monthly statistics, and technical reports from the late 1980s through 1990. There are also cataloging manuals for the project's catalogers. Other records pertain to the microfilming aspect of the project, including lists of titles to be filmed, progress reports, and correspondence. Lastly, the final box in the subseries includes papers related to the grant, financial reports, contracts, correspondence, and other miscellaneous files. The box list below offers additional information.

#### **See Also:**

- Historical Society, Development-Fundraising for grants pertaining to these projects.
- Historical Society, Board series for files labeled "Albert Cook Myers Controversy" re: early William Penn Papers editing project. (RESTRICTED)

### **Record Group I. Historical Society of Pennsylvania**

#### **Series 20. Miscellaneous**

Wrapping up the records of the Historical Society of Pennsylvania is an informal series of miscellaneous materials, which for multiple reasons were not incorporated into any of the other series. The miscellaneous records have, in turn, been divided into two subgroups. The first, is a catch all grouping that houses: Awards & certificates given to the Historical Society; book plates; transcriptions of collection materials; an 1887 court appeal regarding the tax status of the Academy of Fine Arts; 1988 resolution to Fred E. Long; a scrap book of the *Evening Bulletin's* 1936 series

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<sup>31</sup> For more information on this project, see Griffith p. 341, 353, and 406.

<sup>32</sup> This set is available at the Historical Society's reference desk.

“Day by Day in the Making of the Constitution;” “Notes on historic places;” staff events, which includes some humorous poetry written about staff members in the [1950s]; some files originally housed as “internal affairs” documents; and other assorted materials. The “internal affairs” documents can be associated with a number of series in the archives including Accessions, Administration, Affiliates, Business office, Library, and Museum. There are oversize items associated with miscellaneous materials such as an undated membership drive banner.

The second miscellaneous subgroup is comprised of various photographic prints, negatives, and slides, which were subsequently divided into alphabetically arranged subject groupings. Subjects include building images, collections, education department, events, staff, and miscellaneous images.<sup>33</sup> Researchers should also consult individual series descriptions for information on photographs and negatives associated with specific series; the photographs filed here do not represent all of the photographically created records in the collection.

All in all, it is prudent to review all miscellaneous folder titles when searching for information in the series, as there is no tangible order to its creation.

## **Record Group II. Balch Institute for Ethnic Studies**

### **Series 1. Founding and Legal Issues, 1917-2004, (4.6 linear feet)**

The Founding and Legal Issues series was created during archival processing in effort to establish a central archive for records associated with the incorporation of the Balch Institute for Ethnic Studies as well as other issues related to pertinent trusts, institutional bylaws, subsequent legal issues, institutional tax status, and the 2002 merger with the Historical Society of Pennsylvania. The files have been gathered from various locations including the Administrative series, and more recently, accessioned files from the offices of HSP Director of Administration Mary Ann Coyle and HSP CEO, Thomas Woodward. The series covers the entire life cycle of the Balch and dates 1917-2004.

Although its history reaches as far back as 1917, the Balch Institute was officially founded in 1971 with the substantial bequest of the Balch family left for the establishment of a public library in the City of Philadelphia. Emily Swift Balch left her fortune to her two sons, Edwin and Thomas, in 1917. Having no heirs of their own, in accordance with their mother’s wishes, they willed their trusts to the city upon their own deaths. It was decided in 1970 that the Balch Institute would be established “...as a library and exhibition area devoted to the principles of liberty, independence and freedom with emphasis upon the history and contribution of

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<sup>33</sup> The processing team initially removed all photographs from originating series with the intention of creating a central photograph file for all photographically produced materials in the collection. This idea was abandoned early in the project, however, and time constraints did not allow for returning already pulled prints and negatives to their proper series. Many of the photographs housed here are remnants of that processing effort in addition to other truly miscellaneous and unidentified images.

ethnic and minority groups.”<sup>34</sup> The Institute was officially incorporated in 1971 and opened its doors to the public in 1976. Thus marked the beginnings of the Balch Institute for Ethnic Studies.

The first section of the series contains records, which have not been grouped into a formal subseries. (They are housed in boxes labeled “Misc. files.”) The files consist of important documents pertaining to the founding of the Institute and later legal issues. The content of some of the papers predates the 1971 incorporation and the records continue through 2001. They include: Balch family wills and other institutional history; Articles of Incorporation and Charter; Orphans Court documents from the 1960s and 1970s such as reports of Amicus Curiae and audits on trusts; preliminary institutional planning; a lease for a building on Arch Street; and assorted law suits from the 1990s to 2000s acquired from Thomas Woodward’s documents. Copies of the Balch’s bylaws and revisions to the same can be found in the Bylaws subseries described below.

The remaining files of the Founding and Legal series have been arranged into the following subseries: Commission on Charitable Organizations, Bylaws, IRS/Taxes, Independence Branch of the Free Library, Historical Society of Pennsylvania/Balch Institute for Ethnic Studies Merger, and the Balch Building Sale. The record arrangement loosely reflects the evolution of the organization.

**a. Commission on Charitable Organizations**

The first subseries proper is the Commission on Charitable Organizations, dating ca. 1974-2002. Files include renewals of registration with this organization, which enabled the Balch to solicit money as a non-profit organization. For tax related information please refer to the Taxes subseries and the unprocessed Financial Series.

**b. Bylaws**

The Bylaws subseries includes assorted revisions and drafts of the Institute’s bylaws from the 1970s to 1990s.

**c. Taxes**

The Taxes subseries includes applications and other information regarding the tax status of the Balch Institute and some additional information on real estate taxation. This section dates 1970s-1990s. For other information regarding the non-profit nature of the organization please refer to the Commission on Charitable Organizations subseries and the unprocessed Balch Financial series.

**d. Independence Branch of the Free Library**

The subseries Independence Branch of the Free Library dates 1998-2004 and includes building plans, leases, and correspondence in reference to the rental of the first floor of the Balch building to the Free Library of Philadelphia. A folder of building plans has been relocated to oversize storage. Researchers should note that

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<sup>34</sup> Excerpt taken from “A short History of the Balch Family & the evolution of the Balch Institute,” p. 3. This brief history can be located in the folder titled “Founding and Legal – Balch Family Wills and History, 3:3.”

the Balch shared its building with a number of different organizations throughout its history in an effort to bring in revenue and broaden the scope of its audience. For information on other such organizations please refer to the Balch Affiliates series.

**e. Historical Society of Pennsylvania/Balch Institute for Ethnic Studies Merger**

The Balch's financial difficulties were relieved in 2002 with the institutional merger with the Historical Society of Pennsylvania. The subseries Historical Society of Pennsylvania/Balch Institute for Ethnic Studies Merger offers documentation of this important event. There is not yet a corresponding series or subseries in the Historical Society's archives. The records date from 1996 to 2004 and include meeting minutes, general planning for the transfer of records and artifacts, audit reports, financial statements, and a copy of the 990 tax form for the year 2001. Additionally, cassette recordings and supporting records of an oral history project documenting the merger is housed here. The supporting records have little to do with the actual interview; mostly they contain copies of official documents pertaining to the merger. With the exception of the oral history project records, these files were primarily collected from the offices of HSP Director of Administration Mary Ann Coyle and Historical Society of Pennsylvania CEO, Thomas Woodward in 2005. For information pertaining to the physical relocation of the Balch library after the merger, please refer to the Library – Relocation coordination subseries.

**f. Balch building sale**

The final subseries is entitled Balch building sale. Dating from 1997 to 2004, the records cover the numerous negotiations that took place to bring about the post merger sale of the Balch building. The subseries houses the paperwork for the successful sale and transfer of all services (utilities, elevator, etc.) of the building and property to Philadelphia Management in 2004. It also maintains evidence of failed building sale agreements. Additionally, the subseries houses building plans and specifications and contains a shelving evaluation report.

**See Also:**

- Balch, Financial (unprocessed)
- Balch, Affiliates (unprocessed)
- Balch, Library – Relocation Coordination

**Record Group II. Balch Institute for Ethnic Studies**

**Series 2. Board of Trustees, 1971-2001, n.d. (5.6 linear feet)**

Like most non-profit organizations, the Balch Institute for Ethnic Studies was governed by a Board of Trustees. The records of the board date from 1971 to 2001.

A survey of the Balch Institute's records conducted late in 2003, after the merger of the Historical Society of Pennsylvania and the Balch Institute for Ethnic Studies, categorized the Board's files with the Administrative records. However, these records were removed to their own series during archival processing, since a Board of Trustees is typically not part of an organization's in-house administrative team.

The records range in material type and subject content and have been arranged accordingly. The files are divided into the following subseries: Meeting minutes, Members, Committees, and Subject files.

**a. Meeting minutes**

The first subseries, Meeting minutes, documents the quarterly meetings and some annual meetings of the Board of Trustees. Presumably, “official copies” of meeting minutes were originally maintained in volumes. There are three such volumes containing minutes for years 1971-1974, 1974-1978, and 1978-1980. Additional meeting minutes for years 1973-2001 can be found housed in file folders. Prior to the general meeting minute files there are three folders with minutes for Annual meetings in 1973, 1975, and 1981. The files consist of agendas, minutes from the meetings, information pertaining to other meetings, which were held in the interim, and other papers such as clippings, financial statements, etc. The folders are arranged chronologically and each meeting is housed in its own folder.

**b. Members**

The Members subseries is composed of files on individual Board members. Measuring approximately .8 linear feet, it includes incoming and outgoing correspondence between staff and Board members, records of donations, fundraising trip reports, clippings, short biographies and resumes, and other miscellaneous papers related to the particular person. Some of the files contain sensitive and confidential materials, particularly in the case of the fundraising trip reports. Conducted by a staff member, these reports often include information regarding the expensive home furnishings and personal possessions of the Board member, most likely included to illustrate a sense of the member’s financial position. The files are currently use restricted, to protect the member’s privacy.

**c. Committees**

Following the Members subseries is the Committees subseries. This subseries consists of records from assorted committees of the Board of Trustees. Measuring 2.1 linear feet, this subseries documents the efforts of these committees, which were created to oversee and guide specific aspects of the Balch’s governance. Most records are from the Executive Committee, the Library Committee, the Nominating Committee and the Planning Committee. Other committees are listed on the box list following this series description. The materials are primarily meeting minutes, but there are other types of records included as well. The files are arranged alphabetically by committee name, and then chronologically by year.

**d. Subject files**

The Subject files, dating 1975-2001 are comprised of miscellaneous records pertaining to the Board. In particular there is information regarding retreat planning, board member recruiting and lists of assigned duties, and records regarding institutional strategic planning.

## **Record Group II. Balch Institute for Ethnic Studies**

### **Series 3. Administration, 1971-1998 (25 linear feet)**

The Administration series documents the management of the Balch Institute for Ethnic studies from 1971-1998. The series is comprised primarily of Balch presidents' records. As leaders they presumably had a hand in many institutional issues, and their files touch on a wide range of topics. The series also contains statistical information, annual reports, correspondence, and reference information on other institutions.

During processing the series was arranged into the following subseries: Presidents and directors, Robert Hallman, Statistics, Annual Reports, General Correspondence, Other Institutions, and Multimedia.

#### **a. Presidents and directors**

The Presidents and directors subseries is arranged into three sub-subseries according to president. They are Howard Applegate, Mark Stolarik, and John Tenhula. Collectively these three individuals had a hand in nearly all aspects of the Balch's programs. Their records are an excellent resource on wide range of topics related to the Balch.

The first president of the Balch, Howard Applegate, is represented in 3.5 linear feet of records. His papers consist of a run of correspondence, filed alphabetically by correspondent; subject files for alphabetical subjects L – P; office files; papers relating to a project with bibliographer William Høglund; and an "index to the archives – H.L.A.[pplegate] General files."

Howard Applegate's subject files include ephemera and other reference information for various cultural institutions and universities. The records are filed by subject alphabetically and then by institution alphabetically. For example, to locate a file on the Philadelphia Museum of Art, first find "museums", and within "museums" search for Philadelphia. These files are an incomplete alphabetical run of subjects from L-P and the missing letters have not been located. Subjects included are libraries, museums, societies, etc. For similar information please refer to the subseries Other Institutions, also in the Administration series, which contains similarly arranged files. The office files appear to be general departmental files maintained during Applegate's tenure by the administrative assistant and by administrative director Robert Hallman. Hallman's contributions are also represented in his own subseries, within the Administration series, entitled Robert Hallman. Of note, the office files house leases for properties at 108-114 Arch Street and the Fidelity building. Other building information, specifically regarding the building on 7<sup>th</sup> street can be found in the unprocessed building series. Directly following the office files is information concerning the writing and publication of book *Immigrants and their Children: A Bibliography of Doctoral Dissertations, 1885-1982* (1986) by William Høglund. The Balch sponsored this publication effort from 1973-1986. A copy of the book can be found in the Historical Society of Pennsylvania's library. Rounding up the material from Applegate's tenure is an "index to archives – H.L.A.[pplegate]"



general files.” This index doesn’t appear to offer much information as most of the files referred to have not been located.

Mark Stolarik’s tenure as executive director is represented in 5.4 linear feet of various departmental records, retained here due to the president’s role in all areas of Balch programming; correspondence; and administrative office files. The material dates ca. 1979-1990.

The departmental files house records from assorted Balch departments such as the museum, library, education, or development departments. Record types include yearly or monthly reports, internal correspondence, and budget information. The Institute’s departments are also represented in their own individual series. For more information regarding the efforts of the departments please refer to the appropriate series. The correspondence is filed loosely chronologically and includes other record types such as academic papers, meeting minutes, and a Congressional testimony written by Stolarik. The office files were originally located in two record cartons marked “general admin files.” Most likely created by an administrative assistant during Stolarik’s tenure, the records contain a wide range of topics. In particular there are many files regarding insurance, which date back into the 1970s. The office files are arranged alphabetically by folder title.

John Tenhula’s files were found in shambles; totally unsorted with no folders ranging in material type from unopened financial statements from investment firms to a newspaper ad for a couch. The only salvageable order was an apparent separation of records by year. The subseries measures six linear feet and dates 1989-1999, n.d. The files reflect all issues and programs associated with the Balch Institute, including affiliated organizations and some personal material left behind by Tenhula.

Overall, there’s little post-processing organizational structure to the Tenhula subseries. There are records in the beginning regarding the Museum and efforts to obtain accreditation, however this was the only sensible subgroup we found. Otherwise, arrangement is by year, and then alphabetical by folder title, with an attempt to group common subjects and themes. Researchers are encouraged to review all folders due to some inconsistencies in subject/folder labeling during archival processing. Sometimes files on the same subjects are not grouped together, although they are clearly labeled.

The remaining six subseries, Robert Hallman, Annual reports, Statistics, General correspondence, Other institutions, and Multimedia, contain supplemental information pertaining to the administration of the Balch Institute for Ethnic Studies.

#### **b. Robert Hallman**

The Robert Hallman subseries contains records related to his tenure as director of administration, and asst. treasurer. There is also evidence suggesting his role as acting director between the tenures of Applegate and Stolarik. Hallman resigned just

before Stolarik's arrival. These files are extremely miscellaneous and date ca. 1976-1977. There is also representation of Hallman in Howard Applegate's records.

**c. Annual reports**

Copies of the Balch's Annual Reports have been collected from assorted locations in the Annual reports subseries. The reports are arranged chronologically, however not all years are represented. The subseries contains a run from 1988-1998, with working papers for years 1972-1973. Of the years represented there are usually two copies retained.

**d. Statistics**

The Statistics subseries measuring .4 linear feet, houses assorted statistical information from 1995-2001. It includes monthly tracking of all patrons and traffic in and out of the Balch facility, participants in some educational programs, and also some corporate partner admission tracking. The files are arranged in chronological order.

**e. General correspondence**

The General correspondence subseries, measuring approximately three linear feet dates from 1971-1978. Arranged alphabetically by name/organization, it includes correspondence of Howard Applegate, Robert Hallman, Philip Mooney (served assorted library posts), and trustee, Howard Peterson. There are also miscellaneous materials intermingled such as Balch job descriptions and resumes.

**f. Other institutions**

This series is reminiscent of Howard Applegate's subject files, and possibly was originally part of that filing system. Maintaining original order, this subseries, which dates from 1972-1977, measures 3 linear feet and is divided into subjects such as Colleges and Universities, Cultural Institutions, Education, and Library. The subjects are alphabetical, from C – L. Within the subjects, individual files are arranged alphabetically as well. Records types represented include correspondence, pamphlets/brochures, other publications, and clippings. The correspondence is mainly addressed to Philip Mooney and Howard Applegate.

**g. Multimedia**

The Multimedia subseries is last in the Administration series. It consists of two 3 ½ inch HD floppy discs removed from the Annual Reports and Staff Newsletter subseries, most likely relating to the Annual Report. One of the disks formatted for apple computers and the other is not identified.

**See Also:**

- Balch, Founding and Legal Issues for more information pertaining to early administration such as the charter and bylaws or the founding of the Balch Institute.
- Balch, Board of Trustees for more information on the governance of the Balch Institute.

## **Record Group II. Balch Institute for Ethnic Studies**

### **Series 4. Development, 1970s-2001 (30.6 linear feet)**

The Development series, spanning the 1970s-2001, encompasses the records of Balch Institute's fundraising and public relations efforts, the organization's special events, the Balch membership program, and other associated papers. The many subjects represented in this series reveal the multifaceted nature of the Balch development department – a small staff of people seemed to handle all of these functions throughout the Institute's short history. However, the clustering of this variety of records under the series title "Development" is also a reflection of the arrangement of these records as found in 2004.<sup>35</sup> In contrast, the institutional archives of the Historical Society of Pennsylvania had separate physical groupings for records on fundraising, membership, and public relations. This accounts for the differences in how the Development series for the two institutions are arranged.

The series contains a wide range of papers including correspondence, staff memos, donor profiles, grant applications and reports, event planning papers, project and departmental budgets, institutional financial statements, meeting minutes, meeting reports, institutional newsletters, contact lists, press releases, photographs, and multimedia material. Authors include development directors Lawrence Naftulin, Lawrence Seiver, Barbara Ratner-Gantscher, Eileen Myers, and Dan McBride; Judy Weiss, who worked in public relations and marketing in the late 1990s; Kate Wilson, who was involved in publicizing educational programs; and Barbara Bradley and Susan Madden in the membership office. A great deal of material was added to the Balch Development series from boxes that were processed with the Balch Administration series. Nonetheless, the volume of the series was reduced significantly by disposing of duplicate brochures, press releases, and other material.

The Balch Development series is arranged into the following subseries: Fundraising, Membership, Public Relations, Special Events and Awards, Financial Information, and Subject Files. There are two subseries at the end, Photographs and Multimedia, which contain items pulled from the other subseries.

#### **a. Fundraising**

The Fundraising subseries, measuring 10.4 linear feet, includes records for all of the Institute's revenue generating efforts, including grants, donations, and capital campaigns. Papers include grant applications and reports; correspondence; budgets and other financial papers; and other papers related to the grant-funded projects.

The subseries spans the Balch's entire existence, from the 1970s to the early 2000s.

The subseries is further divided into six sub-subseries, in keeping with the categories

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<sup>35</sup> The 588 boxes of Balch institutional archives were originally boxed and labeled inadequately. The most useful labeling was the result of a survey done by Matthew Lyons in 2003. The departmental categories that he assigned to the record boxes (e.g. Administration, Development, Library) are the basis for much of our processing. So while the Development series may be based on this survey and not a true original order, we nevertheless believe that the records in this series all reflect the Balch Institute's efforts at institutional advancement and sustaining a positive interface with the public. We believe it is appropriate to categorize these activities under the heading of Development.

that development departments typically use to classify sources of income: Government, Individual Donors, Foundations, Capital Campaigns, Corporate Support, and Miscellaneous. There are also a few Fundraising files in the Photographs subseries. These were removed to this subseries during processing to accommodate their special housing needs.

The Government sub-subseries is by far the largest, containing files on grants and other funding from government agencies such as the National Endowment for the Humanities (filed under NEH) and the Institute of Museum and Library Services (IMLS). There are also files related to state and city support from Pennsylvania and Philadelphia. The government files are arranged alphabetically and then chronologically if an organization has more than one folder.

The Individual donors files contain a variety of information about individuals who supported the Institute. These development department papers seem to include not only monetary gifts, but also collections cultivation and donations. The files measure 2.1 linear feet and include the following: letters thanking individual donors for their contributions, arranged alphabetically and spanning the years 1997-1999; records of Board contributions, 1974-2000; papers related to the Advisory Committee appeals, 1996-[2000]; library donor appeals, 1995-1998; computer printouts of cash and pledge journals, 1991-1993 and additional gift journals dated 1991-1995; as well as other, more miscellaneous donor files, dated 1985-2001, n.d. The files are arranged in the order described here. For additional information about Board contributions, researchers should look in the member files of the Balch Institute for Ethnic Studies Board series.

The Foundations sub-subseries contains files on private foundations from which the Balch Institute sought, and in some cases obtained, financial support. These files are arranged alphabetically by the full foundation name. For example, the Harry A. Robinson Foundation is filed under "H." Corporate foundations, such as the Tasty Baking Foundation, are also filed in this section.<sup>36</sup> Other granting agencies that are not corporations or government agencies, such as the Rotary Club, are also filed under Foundations.

The Capital campaign sub-subseries pertains to the Institute's organized fundraising campaigns from the 1980s and 1990s. The papers include feasibility studies, reports, and other planning papers. The folders are arranged chronologically, with a few miscellaneous folders at the end. There are several files on the Foundation for New Era Philanthropy, with which the Balch Institute invested \$500,000 during a capital campaign in 1994. In May of 1995 the Foundation for New Era Philanthropy declared bankruptcy and it soon became evident that the foundation was a pyramid scheme. Many non-profits, universities, and other organizations lost of millions of dollars through their involvement with New Era, though it is unclear from the files whether the Balch Institute lost any money.

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<sup>36</sup> This is not the case in the Historical Society of Pennsylvania's Development series. In that series, anything associated with corporations is filed in the sub-subseries Fundraising-Corporate.

The Corporate support sub-subseries is arranged alphabetically by corporation, with a few other files with general names such as “corporate appeals,” inserted into the alphabetical run. The papers include mass mailings appealing to corporations for support, as well as more detailed files documenting a funding relationship between a corporation and the Balch. There are several files on the Glenmede Trust Corporation, which is affiliated with Pew Charitable Trusts.<sup>37</sup>

Lastly, the Miscellaneous fundraising sub-subseries includes correspondence, grant-related papers, and other files that could not be placed in the previous sub-subseries.

### **b. Membership**

The Membership subseries, measuring 1.3 linear feet, includes the records of the various membership programs sponsored by the Balch Institute throughout most of the organization’s history. Files in the Membership subseries include cash journals listing members names, 1988-1993; a membership ledger from 1984 to 1988; a list of members from 1989; membership acknowledgement letters from 1994; and Friends of the Balch member renewals, 1997-1998, 2000. There are other more general files from circa 1977 to 2000, including membership reports and surveys, honorary member files, and brochures. The files are arranged in the order that they are described here, with the general files arranged chronologically at the end. For information pertaining to and copies of newsletters distributed to members please refer to the Newsletter series.

### **c. Public relations**

The Public relations subseries represents a different aspect of the development department – one that is concerned with marketing, advertising events, and maintaining contact with the public. The Public Relations subseries is further divided into three sub-subseries: Contacts, Marketing, and Publicity. Together these span approximately 7 linear feet.

The Publicity sub-subseries is the largest section, containing a vast collection of publicity files for specific Balch Institute exhibits, programs, and events. These files are arranged chronologically. Most folders pertain to a single event, but some are more miscellaneous. The papers include press releases; fact sheets; brochures, flyers, and posters; media announcement scripts; clippings of articles, reviews, or announcements about the events; and internal and external correspondence. Copies of photographs sent to the press are filed in the Photographs subseries. The volume of these files was greatly reduced by discarding duplicates. The publicity files are particularly strong for events held in the late 1990s and early 2000s. Kate Wilson, as coordinator of public programming, was the primary author in many of these later files. There are oversize materials associated with this sub-subseries.

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<sup>37</sup> The Historical Society’s Development records associated with all PEW Charitable Trusts are all filed with Foundations under the umbrella PEW Charitable Trusts. Further definition as to which specific trust was involved is included as supplemental to the general folder title.

The Marketing sub-subseries focuses on the Institute's broader promotional campaigns and general advertising. These files also document the Balch staff's strategies for finding an audience and communicating the Institute's mission to the public. The sub-subseries includes papers on general Balch Institute advertising campaigns at the Bourse, Strawbridge's, on the radio, and others. There are audience surveys from 1981 and 1997 to 1998, a report on the Institute's image and communications strategies from 1996, and Marketing Committee minutes and reports from 1983 to 2000. Additionally, there are various reports, committee papers, brochures, expenses, press mailings and correspondence, website papers, and other items dating from the late 1970s to the early 2000s. There are oversize materials associate with this sub-subseries.

Lastly, the Contacts sub-subseries represents the development department's efforts to maintain contact with the media, visitors, and the general public in order to promote the Balch and gather support for the Institute. The papers include a list of media contacts from the late 1990s; a mailing list from 1988 to 1989 (stored in an oversize box); Balch visitors registers from 1982 to 85 that served as mailing lists for the development department; list exchanges from 1998; and contact information on other related institutions. There are two 3.5" floppy disks that contain contact lists filed in the Multimedia subseries.

#### **d. Special events and awards**

The Special events and awards subseries, measuring 5.8 linear feet, represents another significant aspect of the development department's work. Special events, such as the annual gala, and award ceremonies like the Balch Award were major fundraisers planned by development staff. The majority of the papers in this subseries pertain to the galas. These were annual parties often planned around an "ethnic" theme, such as *Celebracion Espanola* or *Berlinalia*. The galas were held yearly beginning in 1982 and there are records through 1999. Several years are missing, however, indicating that the event was not held or the records are still intermingled with as yet unprocessed papers. Researchers should also note that some galas are better documented than others. Furthermore, the records from the late 1980s and early 1990s were found in acute disarray, and even now may be less organized than the later files. Papers in the gala files include memos, correspondence, committee lists, corporate supporter lists, budgets, guest lists, thank you notes, RSVP cards, and other planning papers. Photographs of several of the galas have been removed to the Photographs subseries. In some cases, items such as thank you notes and reply cards have been sampled, but only if there is another record of the attendees of that particular event. The Balch Award files account for a smaller portion of the subseries. This humanitarian award was given annually by the Institute to celebrate an individual who promoted human rights or intercultural understanding. The award ceremony was also a fundraiser for the Balch Institute, and they usually tried to attract well-known recipients to increase the event's appeal. Recipients included journalist Ed Bradley and Senator Bill Bradley. The first award was conferred in 1989 and there are records through 1998. There is also a thin file labeled "Balch Award, 1986," which does not appear to be part of the annual award program established in 1989. Papers on the Balch Award include budgets and

financial information, clippings, guest lists, invitations, programs, and other planning papers. Besides the annual galas and Balch awards, there are files in this series pertaining to the New American/New Freedom Awards given in 1995-1996 and other events such as a lecture by Michael Novak and a book launch party for John Higham.

**e. Financial information**

The Financial information subseries contains a small group of files kept by the development department pertaining to the financial status of the Institute. These files, measuring 0.4 linear feet, are not meant to represent the full financial records of the Balch, nor are they meant to eclipse the Balch Institute for Ethnic Studies Financial series (as yet unprocessed).<sup>38</sup> They merely represent the information that the Balch fundraising staff used to support their work. Files include annual auditors' reports and financial statements for many years between 1971 and 2000, as well as departmental and institutional budget papers from 1997 to 2001. Approximately 1 linear foot of departmental invoices from 1987 were discarded. Other papers were relocated to other Balch Institute series, including Administrative and Development.

**f. Subject files**

The development department's Subject files measure 1.9 linear feet and span the years 1986 to 2000. The subseries constitutes the department's office files and additional papers that do not fit into the other subseries. Files include correspondence, 1986-2000; development committee minutes, reports, and other papers from 1985 to 2000; development feasibility studies from 1980; financial and operational planning papers; strategic planning papers; and files on various Balch programs. The files are arranged chronologically, but some folders cover several years. In these cases, the folder is filed according to the earliest year. There is also a Subject files folder stored in the Photographs subseries.

**g. Photographs/ h. Multimedia**

The Photographs and Multimedia subseries are found at the end of the Balch Development series. These two sections are not actually individual subseries; rather, they serve as separate storage areas for their respective materials. This was done in order to isolate the papers from other materials and to facilitate possibly moving photographs to cold storage in the future. Therefore, folders in the Photographs and Multimedia sections are labeled according to the subseries from which the photographs or multimedia items originated.

The Photographs include images from the following Balch Development subseries: Fundraising, Public Relations, Special Events and Awards, Subject Files, and Membership (that is, all of the subseries except for Financial Information). There are a particularly high number of photos for Public Relations, Special Events and Awards, and Membership. The Public Relations subseries photographs mainly fall into the sub-subseries Publicity. These photographs mainly accompanied press

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<sup>38</sup> Should any of the papers in the Financial information subseries be needed to complete a set of records in the Balch Institute for Ethnic Studies Financial series when it is processed, they should be relocated there.

releases and usually pertained to exhibits or programs hosted by the Balch Institute. There are numerous files of photographs for special events, especially the annual gala. Lastly, the photographs in the Membership subseries are mostly images that appeared in issues of the Institute's membership newsletter. The photographs are arranged by subseries and chronologically within each subseries.

The Multimedia section consists of two record cartons, or approximately 2 linear feet. One carton contains videotapes in VHS and older formats. Some of these tapes are unlabeled, but many are clips from local news broadcasts publicizing Balch exhibitions. They are not well organized. Also in this carton are two 3.5" floppy disks containing contact lists, which are part of the Public Relations-Contacts subseries. The other carton consists of audiocassettes. These are well labeled and all belong to the Public Relations-Publicity sub-subseries. The audio tapes contain promotional interviews and sound clips advertising Balch exhibits and programs.

**See Also:**

- Balch, Board of Trustees for profiles of board members and their financial donations.
- Balch, Financial (unprocessed) for more information about the Balch Institute's finances.
- Balch, Newsletters for working papers and official copies of the Balch's published newsletters.
- Balch, Library – Grants for applications and other records pertaining to grants awarded to the Balch library for assorted projects.

**Record Group II: Balch Institute for Ethnic Studies**

**Series 5. Financial (unprocessed)**

Please refer to 2003 survey to navigate the Financial series.

**Record Group II. Balch Institute for Ethnic Studies**

**Series 6. Library, 1970-2004, n.d. (58.33 linear feet)**

The library of the Balch Institute boasted a collection rich in both primary and secondary source materials, documenting America's diverse ethnic heritage. The department records offer an excellent overview of the library and its function throughout the history of the institute, including records of its holdings, collecting efforts, major projects, staff, administration, day to day activities, and countless other ventures. The records date from 1970 to 2004.<sup>39</sup>

As in the current organization of HSP departments, the Balch's book, manuscript, and archival holdings were under the management of the Library department. The

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<sup>39</sup> The bulk of the records fall within this date range. However, processing revealed a number of items that fell outside the date range and which were assumed to belong to assorted archival and manuscript collections. Upon careful consideration, some material was transferred to the appropriate collections. It was decided that other materials would be kept where they were found in the Institutional Archives; typically these items are housed within the Library -- Projects subseries. As a result, the actual date range of the series begins considerably before 1970.



Manuscript Department (MSS Dept.) records are accordingly housed in the Library series as a subseries. In the 1990s the library was renamed the Information & Research Department (I & R Dept.). These records are also retained within the Library series as a subseries under the title I & R Dept.

The Library series has been divided into the following twenty-five subseries: Directors' Files, Philip Mooney, Sandra VanDoren, Correspondence, Research Inquiries, Projects, Programs, Publications, Reading Lists, Grants, Ethnic Files, Cultural Organizations, Accessions and Acquisitions, Collections, Rights & Reproductions, Registration, Interlibrary loan, Subject Files, Library Committee, MSS. Dept., I & R Dept., Relocation Coordination, Photographs, Multi Media, and Restricted.

Primary authors who are represented throughout the series are: Philip Mooney, Roy Tryon, R. Joe Anderson, Eric Pumroy, Sandra VanDoren, Sheila Walker, and Mary Ann Coyle in addition to staff for particular projects, who are identified within the appropriate subseries descriptions.

**a. Directors' files**

The Directors' files do not reflect any individual library director. The file arrangement as found in 2005 suggested that one filing system was maintained for the succession of directors; thus, in keeping original order, the records remain together. They offer an overview of the contributions of the Balch Library directors from about 1972 through 1993, a period that includes the tenures of Philip Mooney (1975-ca. 1978), Roy Tryon (ca. 1978-1981), and R. Joseph Anderson (1981-ca. 1993). Later library directors, such as Mary Ann Coyle, for example, are better represented in other subseries such as the I & R Department records. The Directors' files consist primarily of materials related to various projects, associated grant records, as well as general correspondence and miscellaneous office files. The subseries has been divided into three sub-subseries, Correspondence, Grants, and Subject Files.

The Correspondence sub-subseries consists of general incoming and outgoing communications, touching on a wide range of all topics. Correspondence is arranged chronologically from 1972-1993. The Grants sub-subseries relates specifically to funding for major projects undertaken and carried out by the Balch. The records are arranged alphabetically by agency name and then chronologically by project. Major projects that are represented include the Anthracite Region Ethnic Archives (AREA) Project, an offsite project funded by the National Endowment for the Humanities; and the Delaware Valley Regional Ethnic Archives Project (DelREAP), and a local records survey project funded by the PEW Charitable Trusts. Specific project related details, such as purpose, staffing, and day-to-day activities relating to individual projects can be found in the Projects subseries. The library directors' Subject files sub-subseries can most easily be described as general office files that are arranged alphabetically by subject. The material in these files also covers a wide range of topics.

**b. Philip Mooney**

The Philip Mooney subseries includes files (i.e.: correspondence, pamphlets, articles) for affiliated institutions, organizations and individuals with which Mooney exchanged information and/or inquiries. Comprising the years 1971 through 1978, these papers likewise span the evolution of Philip Mooney's career at the Balch Institute from his early days as Gifts Librarian (1971-72), to Assistant Librarian (1973-74), and finally through his title of Library Director, which he acquired in 1975.

**c. Sandy VanDoren**

The subseries entitled Sandy VanDoren contains files relating to the archives in the years immediately preceding the Balch/HSP merger. VanDoren was the last archivist at the Balch, working from 1998 to 2001. Her records, arranged alphabetically by subject, offer information on topics such as affiliated collections, donors, and the rights and reproductions policies. Records also include general correspondence/memos covering the years 1998 to 2001.

**d. Correspondence**

The Correspondence subseries is comprised of multiple correspondence groupings drawn together from a few different locations across the library series. It is arranged in two sub-subseries. The first, Inquiries and Solicitations, was originally filed under the heading "contacts." The correspondence contained within this sub-group includes incoming and outgoing communications that pertain specifically to requests for information and/or interest in materials of an ethnic or genealogical value. Correspondents include staff members of the Balch Institute, chiefly addressed from/to Philip Mooney (Library Director), and Robyn Stone (Field Representative), as well as to a wide array of individuals, donors, researchers, and affiliated organizations. Examples of these papers include institutions seeking information on Balch collections, individuals seeking information on family papers, and Balch inquiries into possible acquisitions or information regarding other ethnically-oriented collections, organizations, and family papers. Similarly, the Research Inquiries subseries houses reference questions pertaining to Balch collections. The sub-subseries is concentrated within the decade of the 1970s. The second sub-subseries is comprised of various types of correspondence arranged chronologically. There is a sporadic representation of years ranging from 1972 to 2002. These communications include, solicitation of money for building construction (1972), prospecting letters, and general correspondence. One such method of prospecting in 1975 involved contacting the family members of recently deceased individuals prominent in certain ethnic communities and inquiring about their personal papers.<sup>40</sup> The collective correspondence subseries includes letters authored by a number of staff members. Correspondence files can also be located within other Balch Library subseries: Directors' Files, Philip Mooney, Sandy VanDoren, Research Inquiries, Projects, and Ethnic Files.

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<sup>40</sup> These letters were originally filed under the heading "Obituaries," within a misc. administrative file group, as the individuals' obituaries are actually attached to the correspondence.

#### **e. Research inquiries<sup>41</sup>**

Another type of correspondence can be found in the Research inquiries subseries. Dating from 1972 to 1998, the papers consist of three types of inquiries, and requests for copies of the Balch's published "Reading List" serials. The types of inquiries represented are: correspondence (1972-1985, 1997-1998), forms (1977-1978), and telephone inquiries (1979-1988). The written requests for reading lists date 1977-1978. For more information regarding the published "reading lists" please refer to the library Reading List subseries.

#### **f. Projects**

The library Projects subseries contains documentation of various, large-scale projects, conducted over three decades. Arranged alphabetically by project title, the most heavily represented projects include, the Anthracite Region Ethnic Archives Project (AREA), Delaware Valley Regional Ethnic Archives Project (DelREAP), and the Newspaper Microfilming project, among a few others.

AREA, funded by the National Endowment for the Humanities, was actually an offsite project, with its office at the Lucan Center for the Arts in Scranton, PA. From 1982 to 1986 Balch project staff, together with the Anthracite Museum of Scranton, the Archives of Industrial Society, and three other institutions in Lackawanna County, PA, worked towards documenting the history of immigrant populations' in the anthracite region of northeastern Pennsylvania. The project was designed to survey the region's ethnic holdings, however it also hoped to beef up the Balch's own collections by soliciting donations of records from contacted individuals and organizations. The project team, Susan McKinney (field archivist) and David Jacobsky (asst. archivist), spent much of their time corresponding with and talking to local ethnic group leaders to do just that.

The AREA project records are grouped into the following categories; contacts and correspondence, ethnic files, surveys, collected materials, and general. "Contacts and correspondence" and "ethnic files" are actually similar in make-up, despite being filed differently. The first is arranged alphabetically by individual/organization name; the latter, arranged alphabetically by ethnic group name; Croatians, Irish, Polish, etc. The files typically contain introduction letters, solicitation letters, and other correspondence with associated notes to organizations and group leaders regarding the project's purpose and goals. The "surveys" and "collected materials" categories offer documentation of the project's product; to survey and/or collect the region's ethnic records. It took some time to gather and accession all of the donated materials and surveyed record groups. While project staff completed the surveys, the task of accessioning the donated materials seems to have been completed a few years later in 1988, by then staff archivist Carla Zimmerman. The collected materials files often contain copies of deeds of gift, receipts, correspondence, and other associated papers. The folders are arranged by donor name. When available accession numbers were added to the upper right hand corner of the folders. The "collected

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<sup>41</sup> Although it doesn't appear to be a formally instituted program, the Research inquiries can be most easily equated to the Historical Society's "research by mail" and "green sheets" reference programs.

materials” and “contacts and correspondence” categories should be cross-referenced as the “contacts and correspondence” often contain evidence of the beginning stages of donations. The records filed under “general” are more miscellaneous in nature, although not inconsequential. Most importantly, this is where general project information is located such as, fact sheets, press releases, survey forms, annual reports to NEH, local histories (and other reference materials that were used by the staff), and ephemera. There are also two card files, arranged alphabetically by ethnic group. The card files contain contact information and a log of dates of communication, respectively. Generally speaking, these project records do not offer much documentation of the financial aspects of the project. Instead, they provide an excellent view of how the project was organized and managed, as well as what was accomplished. Information on project finances, related grant materials and reports, as well as regular field reports and status reports from project staff will usually be found in the library Directors’ Files subseries, as well as within the library Grants subseries.

Between 1990 and 1993, the Balch managed another project determined to survey and collect ethnic population records, this time focusing on the Delaware Valley. A grant from the PEW Charitable Trusts funded this project, which was commonly referred to as DelREAP. While the project’s primary objectives were to survey and collect of materials, it also sponsored the publication of a series of leaflets entitled, “Preserving Your Heritage.”

The first category of files is arranged alphabetically by ethnic group name. Documenting the solicitation of materials and information, they represent the work of project field archivists Margo Szabunia and Sandy VanDoren. Most of the files contain a chronicling of contacts sheet, correspondence and some informational materials on each respective group and/or organization. There are also copies of “Preserving Your Heritage,” news clippings, news releases, and some photographs. Additionally there is a chart, mapping out the status of deeds of gift from most donors, and a few donor files pertaining to donations made during the project. These are filed by donor name and contain copies of letters, which accompany the deed of gift forms. Accession numbers were added, when available, to the upper right hand corner of the folders. Rounding out the subseries is a mailing list, donor list and contact card file, list of post project collecting leads, a 1993 final report, and a sample finding aid (for the “Scandinavian Fraternity of America Records”). The photographs associated with DelREAP consist of some snap shots of Szabunia and VanDoren, and a number of unidentified contact sheets with corresponding 35mm negatives, all removed to the Photographs subseries. For other materials on DelREAP please refer to the library Directors’ Files subseries and the library Grants subseries.

The Newspaper Microfilming Project in the early 1980s, the Pennsylvania Newspaper Project in 1987, and the Photo Conservation Project in 1983-1984 are other well-represented ventures in the Projects subseries. For related grant materials please see the library Grants subseries.

### **g. Programs**

The Programs subseries is a group of records arranged chronologically that document miscellaneous programs sponsored by the Balch. There are a variety of program records, however two programs make-up the bulk of the subseries. The first, a 1986 conference entitled “Societies in Transition: Italians and Italian Americans in the 1980s” and the second, a 1994 symposium entitled, “Is There A Dream for Today?” “Is There a Dream for Today?” corresponds to a 1996 publication of the same name. Documentation of that publication can be found within the library Publications subseries.

### **h. Publications**

The Publications subseries does not offer documentation of the Balch Institutes’ efforts as a publisher. Rather, the records in this subseries document publications for which the Balch played an extensive role in creating. Most notably the text book *Is There a Dream for Today?*, and John Higham’s *Civil Rights and Social Wrongs*.

The sub-subseries, *Is There a Dream for Today?*, refers to the textbook produced by the Balch Institute entitled *Is There a Dream for Today? Civil Rights Curriculum Resource*, which was published by Kendall/Hunt Publishing Company in 1996. The text, intended for classroom use within the United States, suggests “ways to explore important questions about civil rights, past and present.”<sup>42</sup> The work is divided into six sections: Current Opinion, History, Law, Literature, Oral History and Primary Sources—topics which are viewed and addressed through the lens of civil rights. The materials included within the *Is There a Dream for Today?* sub-subseries consist of reproduction permission forms for cited sources, copies of the primary and secondary materials reproduced within the text, Kendall/Hunt Publishing Company contracts, and numerous working and final drafts of the manuscript’s sections—many including the marked notes, suggestions, and revisions of contributing editors. Also included within these files is the correspondence of Eric Pumroy (Director, Library and Archives), and the papers of Melissa Greenwald, Cynthia Ferguson and Randall Miller—the head editors of the text. Two years prior to its publication, *Is There a Dream For Today* had its foundation in a symposium sponsored by the Balch. Records relating to this symposium can be located in the library Programs subseries.

The Civil Rights and Social Wrongs sub-subseries takes its name from a compilation of essays which collectively address the civil rights movement and “how it led to affirmative action, multiculturalism, and stalemate,” and which is edited by the late scholar, John Higham (Professor Emeritus, Johns Hopkins University). Higham compiled the works of the various contributors to the anthology, including scholars such as Nathan Glazer, Erwin Chemerinsky and Diane Ravitch, with the assistance of the Balch Institute. Additionally, John Tenhula (President of the Balch Institute) wrote the preface to the text, which was published in 1997 by Pennsylvania State University Press. The papers found within this sub-subseries include correspondence between Higham and various parties, mainly the contributors, Penn

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<sup>42</sup> Randall M. Miller, “Thinking About Civil Rights: An Introduction,” in *Is There a Dream for Today?* (Dubuque, Iowa: Kendall/Hunt Publishing Company, 1996), xiv.

State Press, and certain staff members of the Balch—Eric Pumroy (Directory, Library and Archives) in particular. Materials likewise incorporated within the Civil Rights and Social Wrongs papers are the publication agreements with Penn State, articles relating to the book or its editor, and various copies of working or final drafts of the manuscript, including John Higham's Introductory and tenth chapters. The Balch hosted a book launch for *Civil Rights and Social Wrongs*. Planning and documentation of this event can be found in the Special Events subseries within the Balch Development series. There is also related material located in the library "Subject Files, Printed Materials and Ephemera, "Discovering Diversity"" folder. For records on the Balch's efforts as publisher please refer to the Balch Institute Press series and the Newletters series.

#### **i. Reading lists**

Related to the Publications subseries, the Reading lists subseries documents the creation of a series of published bibliographies for various ethnic groups completed in the late 1970s. Each finished Reading List consists of a vignette of a typical immigrant from an ethnic group and a bibliography divided into secondary, undergraduate, and graduate level sources on the group. The first two folders of the subseries contain two sets of the finalized published versions, although only one set is complete. Following these folders are files of working papers arranged alphabetically by ethnic group name. A number listed in the folder title alongside the ethnic group name indicates the assigned number of the associated reading list (for groups with published lists only). A typical folder contains letters between the Balch and the compiler of the reading list, drafts and reviews, and other communications. There are also files with miscellaneous materials, printer copies, finished reading lists, publications about or pertaining to the reading lists, special letters, requests for copies (marked as filed or pending), paid invoices (1975-1976), and copies of the reading lists sold (1978-1984). Finally, there is a box of printers' mechanicals arranged alphabetically by reading list title. Documentation of distributed reading lists for the years 1977/1978 can also be located in the library research inquiries subseries.

#### **j. Grants (RESTRICTED)**

The Grants subseries is arranged alphabetically by agency name.<sup>43</sup> It is largely composed of grant applications and/or proposals sent to various agencies or foundations requesting funding for specific or general projects. Files for awarded grants are likely to contain materials such as budget expenditures, annual reports, and final reports. Occasionally, folders house office records documenting the day to day work of the project staff. The subseries ranges in date from the late 1970's through 2001, although the bulk of the materials are concentrated in the early to late 1990s.

While many funding organizations are represented, there are several that account for the largest portion of the papers. These include, Library Services and Construction Act (LSCA), National Endowment for the Humanities (NEH), National Historical Publications and Records Commission (NHPRC), and PEW Charitable Trusts. The

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<sup>43</sup> regardless of their affiliation with the government, private company, etc.

types of Projects funded include, technological improvements and web development, processing and/or cataloging, and the establishment of ethnic programs or workshops. Minority History Processing and Cataloging Project (MHPCP), funded by NHPRC, represents a more extensive collection of papers, as does the Technology Project, and the Ethnic Serials Cataloging Project—both funded by multiple agencies. Included at the end of the Grants subseries are those files, which were pulled from the I & R (Information & Research) Dept. records, containing grant requests directly pertaining to their specific departmental needs. These include the acquisition of a new reference desk system, which was funded by Arcadia Foundation. Other materials concerning grants at the Balch Institute can be located in the library Directors' Files subseries, the library Projects subseries, and the Balch Development, Fundraising subseries.

**k. Ethnic files/ l. Cultural organizations**

The two next subseries, Ethnic Files and Cultural Organizations, date from the 1970s and appear to be contact/reference files. The Ethnic Files carry general information, contact information, correspondence, and collecting solicitation materials. The files are arranged alphabetically by ethnic group name; Irish, Italian, Polish, etc. Likewise the Cultural Organizations subseries contains similar materials for informational purposes on various cultural organizations and institutions. The Cultural Organization subseries is actually divided into two alphabetically arranged groups; cultural organizations and cultural institutions. For similar information please refer to the library Correspondence subseries, and the library Projects subseries.

**m. Accession and acquisitions**

The Accessions and acquisitions subseries is divided into seven sub-subseries: Purchase Information, Book Accessions, Gift Forms, Subscriptions, Correspondence, Field Reports, and Supplies and Services. The papers span the years from the early 1970s through the late 1990s, but the bulk of the material is concentrated in the decade of the 1970s and early 1980s. The Purchase Information sub-subseries constitutes records of accessioned materials, including invoices, descriptions of items, price lists, and inquiries and correspondence with vendors. These records have been maintained either chronologically according to the accession numbers, or alphabetically according to the name of the vendor. Located within the Purchase Information papers is the category, "Monographs," which chiefly comprises the bills and invoices of monograph purchases, many dealing with or payable to Blackwell North America, Inc. The Book Accessions sub-subseries is a numerical and chronological record of all books acquired by and belonging the Balch Library. These records list information such as the accession number, author, title, publisher, year, and the source and cost of the accession. The Gift Forms provide details of gift accessions, including the names and addresses of donors, descriptions of gifts, accession numbers, dates of receipt, and the values of gifts. The Subscriptions sub-subseries is mainly invoices and correspondence relating to Balch's subscriptions to various periodicals, magazines, journals, newspapers and newsletters intended for library use. The Correspondence is primarily comprised of Dealers' (vendors) Offers of various materials for potential

accession by the Balch Institute. Staff member Glenn B. Skillen, Bibliographer and Assistant Librarian respectively, holds a significant presence within the Correspondence papers. The Field Reports are detailed records of correspondence, conversations and in-person visits directly relating to the acquisition and/or development of collections. Library Director Philip Mooney, and Field Representative Robyn Stone author or play a role in the majority of these reports. The Supplies and Services sub-subseries are essentially invoices for various supplies and services related to the acquisition of accessioned materials and their housing and protection, such as shipping arrangements or the purchase of negative sleeves.

#### **n. Collections**

The Collections subseries contains files on various Balch collections. The files are arranged alphabetically by collection title and house items such as, photocopies of deeds of gift forms, notes, correspondence, collection container lists, separation records, etc. Accession numbers have been provided, when available, in the upper right hand corner of the folder front. There is also information on affiliated collections. Affiliated collections refer to certain collections, which were housed at the Balch Institute, but never formally donated. At the time of the merger in 2002, some of the collections were returned to the originating institutions, and some of the collections were formally donated to The Historical Society of Pennsylvania.

#### **o. Rights & reproductions**

The Rights & reproduction (R & R) subseries houses assorted materials pertaining to usage of images and information from the Balch collections both for publication and individuals. The subseries is divided into three sub-subseries: Permissions, Photograph orders, and Photocopy requests. The permissions are written requests for use of the collections. They are arranged chronologically dating from ca. 1980 to 1998. The Photograph orders are forms arranged in two ways. The first is chronological from 1984 to 1999. The second is arranged alphabetically by the name of the requestor. This second groups dates around the late 1990s. The last group consists of photocopy request forms from 2000/2001. Wrapping up the subseries are a few miscellaneous files.

#### **p. Registration**

The Registration subseries documents the traffic of library patrons through the years 1975 to 2001. The series consists of library patron forms from 1975 to 2001, and guest books dating 1979-2000. The patron forms are typical registration forms signed by library users who, by signing, agreed to abide by all the stipulated rules. The guest books come in two forms. The first are spiral notebooks arranged by date and signed by library visitors. The second is a computer printout of a [converted] guestbook added to some sort of database.

#### **q. Interlibrary loans**

The Interlibrary loan subseries houses receipts and invoices for both incoming and outgoing interlibrary loan requests. The subseries dates from 1979 to 1999, however not all years maintain both incoming and outgoing requests. The files are arranged chronologically.



**r. Subject files**

The Subject files are comprised of assorted records, united during processing, which individually did not merit separation into subseries. Collectively, they represent the general operations of the Library, independent of its larger projects, from the 1970s to 1990s. The records have been broken down into alphabetically arranged subject groups. Subjects include: administration; appraisals; articles and essays (written by Balch employees and other authors); cataloging; evaluations (these include evaluations of the library and programs, not employee evaluations); environmental controls; exhibits; printed materials and ephemera; memos; planning (institutional planning and also includes the planning for an extensive staff retreat in 1974); reports (annual and quarterly reports as well as various other types of reports); resident research fellows; and reference. The reference subgroup refers to materials most likely used in the Reading Room to assist researchers such as manuals, selected bibliographies, and lists of received periodicals and journals, among other similar items.

**s. Library Committee**

The materials associated with the Library Committee subseries include meeting minutes, and other materials, which date from 1974 to 1996.

**t. Manuscripts Department**

The Balch Manuscripts Department (MSS Dept.) subseries is divided into six sub-subseries: Administrative, Exhibits, Projects, Cataloging, General, and Personnel. It spans the years from 1972 through 1996, although the bulk of the materials is concentrated in the late 1980s and early 1990s.

The Administrative sub-subseries contains miscellaneous papers relating to basic operational concerns, including annual reports, monthly calendars, business contracts and policies. Additionally, the Administrative files include two categories, listed as Finance and Forms. The Finance category is comprised of relevant fiscal records that include budgets, photo orders, and supply receipts. The Forms category holds varied blank business forms, such as accession logs, budget ledgers, membership forms, cataloging worksheets and photo request sheets. The Exhibits sub-subseries contains information relating to a small sampling of exhibits held by the Balch, or with which the Balch was affiliated, throughout its operational reign. The Projects sub-subseries likewise includes a cursory survey of an array of Balch projects, accordingly covering National Historical Publications and Records Commission (NHPRC) grant applications and funding. The Minority History Processing and Cataloging Project (MHPCP), 1992-1994, constitutes the bulk of the Projects sub-subseries, and contains papers relating mainly to NHPRC grants and financial reports. The Cataloging sub-subseries contains a wealth of information relating to the ongoing cataloging of the Balch manuscripts, with relevant files pertaining to accessions and deaccessions, processed and unprocessed collections, and OCLC database information. Two categories, Visual Collections and Worksheets, can also be found within the Cataloging sub-subseries. The Visual Collections papers contain information relating to the Balch's visual holdings, specifically photographs. This

material includes both the system for cataloging visual items, as well as descriptions of various “ethnic” Photo Groups. The Worksheets category contains pertinent cataloging information—including descriptions, sources and dates—for varied collections within the general manuscripts. The General sub-subseries constitutes a wealth of miscellaneous papers relating to the Balch’s Manuscripts Department. These items include varied articles, guides, surveys and records of workshops, as well as notes, correspondence and files relating to Balch clients, partners or patrons.

**u. I & R (Information & Research) Department**

The Balch Library’s I & R (Information & Research) Department papers are divided into six sub-subseries: Administrative, Board/Committee Meetings, Budget, Personnel, Research Fellowships, and Research Analyst Reports. The series is concentrated in the years 2000- 2001, although there are scattered papers that date from the late 1990s, and post-2001. The primary authors are then I & R department Director Mary Ann Coyle, and assorted consultants. The Administrative sub-subseries includes miscellaneous files relating to general operational policies and procedures of the I & R Department, such as staff meetings, and notes on departmental objectives and duties. Other files cover interoffice memos, correspondence and various problems. The Board/Committee Meetings sub-subseries contains detailed reports to the board, notes on trustees’ meetings and retreats, and departmental correspondence regarding topics of discussion for impending or past committee meetings. The Budget papers include packs of cash receipts forms, payment request forms, and revenue and expense reports throughout the two-year period surveyed. Additional items included within the Budget files range from credit card statements, employee wage analyses and records of departmental supplies. The Research Fellowships sub-subseries include correspondence, papers involving visa issues for international students and administrative forms—all concerning the Balch Institute’s summer fellowship program. The Research Fellowships papers also contain RESTRICTED files, which were removed to the Personnel series. The Research Analyst Reports contain files relating specifically to the Balch Institute website. These include web activity reports, website statistics, affiliated internet links, search engine efficiency charts, and Balch’s website profile. The responses and results of website assessments answered by Balch’s staff, trustees and online users are also represented in the Research Analyst Reports, collectively intended for website development.

**v. Relocation coordination**

The subseries following the records of the I & R Dept., entitled Relocation coordination, documents the preparation and physical move of the Balch Library to the Historical Society of Pennsylvania in 2002. Specifically the files maintain information such as move documents, fragile material documentation, mold reports, and assorted other pertinent materials. HSP staff member Matthew Lyons and Balch staff member DiAnna Hemsath coordinated the move. Documentation of this specific move can also be located in Rachel Onuf’s office files. Other materials pertaining to the HSP/Balch merger and copies of official documentation for the same can be found in the Balch Founding and Legal series, subseries HSP/Balch

Merger. Other records of DiAnna Hemsath can be found in unprocessed Balch container B133. Refer to 2003 collection survey for specifics.

**w. Photographs /x. Multimedia /y. RESTRICTED**

The Library series is wrapped up with three individual subseries that house materials with special needs. The subseries Photographs, Multi Media, and RESTRICTED house materials removed from other library subseries as well as general materials not associated with other library subseries. The Photographs subseries contains various photographs, slides, negatives, and other photographic materials of staff and library events, as well as images of the building and other unidentified prints, including some mounted prints possibly used in an exhibition or presentation. Subseries with photographs housed here include: library Projects, library MSS dept., and library Subject Files. The Multi Media subseries contains an assortment of computer discs, cassette tapes, and VHS tapes. The computer discs, more specifically consist of both 5inch and 3 ½ inch floppy discs (probably IBM compatible). There are four audiocassettes, two of which are unidentified. The other two are dated 1990 and appear to store educational recordings such as “A New World a Comm’n: The Story of Ruby Valentine and Tommy Caufield.” The VHS tapes consist of four copies of a promotional video entitled *Impressions of the Balch*. Subseries represented are the library MSS dept., library Subject Files, library Publications, and library Correspondence. The RESTRICTED subseries houses files which contain materials that sensitive, including but not limited to personnel records. The files should be reviewed before being shared with a public researcher. Subseries with RESTRICTED files include the library Directors’ files, the library Collections, and the Library Grants. Folder titles reflect the intellectual location of the materials.

**See Also:**

- Balch, Development – Special Events
- Balch, Development – Fundraising for more extensive coverage of grants applied for and awarded to the institution.
- Balch, Founding and Legal – HSP/Balch Merger for copies of official documents, correspondence, and other records associated with the 2002 institutional merger.
- Balch, Personnel for files on staff members.
- Balch, Administration for copies of annual reports, as well as general files pertaining to projects, exhibits, and day to day operations.
- Balch, Balch Institute Press for information on the publication efforts of the Balch Institute.
- Balch, Newsletters for official copies of and working papers for the creation and publication of the institution’s [membership] newsletters, *New Dimensions* and *Perspective*.
- Balch, Survey (unprocessed) – B133 for other records generated by DiAnna Hemsath
- Historical Society, – Rachel Onuf (unprocessed) records.

**Record Group II: Balch Institute for Ethnic Studies**

**Series 7. Museum (unprocessed)**

Please refer to the 2003 survey to navigate the museum series.

**Record Group II: Balch Institute for Ethnic Studies**

**Series 8. Education/Programming (unprocessed)**

Please refer to the 2003 survey to navigate the Education/programming series.

**Record Group II: Balch Institute for Ethnic Studies**

**Series 9. Balch Institute Press, 1982-1991, n.d. (4.6 linear feet)**

Perhaps in part, to fulfill its institutional desire of becoming a leading research center, the Balch dabbled in publishing with the establishment of the Balch Institute Press, an affiliation of Associated University Presses. The records do not offer a concise history of the press or document the date of its establishment or closing; the records do offer evidence of the press's general operations from about 1982 through 1991.

Most of the records associated with the Balch Institute press are copies of manuscripts that were submitted for consideration by various scholars and writers. The manuscripts are arranged alphabetically by author. Not all submissions were in the form of complete manuscripts. Filed directly before the manuscripts are a small group of folders containing abstracts, prospectuses, proposals, etc, also sent in for review.

Following the manuscripts are office files related to the Press. They are arranged chronologically by year; 1982-1996. The files are of a miscellaneous nature and contain, meeting minutes, announcements, agendas, informational dittos, a file on the Silver Anniversary exhibit and book, and a considerable amount of incoming and outgoing correspondence with the authors of manuscripts as well as with Associated University Presses' correspondent to the Balch, Julien Yoseloff. Certain years also have files of communications with specific authors, which were removed to their own folders during archival processing and are filed alphabetically by correspondent behind the general folders.<sup>44</sup>

**See also**

- Balch, Library – Publications for files on publications that the Balch played a significant role in creating, however did not publish.
- Balch, Newsletters for official copies of and working papers for the creation and publication of the institution's two newsletters.

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<sup>44</sup> The Balch Institute Press Office files were found in disarray, with the exception of their arrangement by year. The separation of correspondence into files of individual authors proved to be time consuming and was only, completely done for the year 1988.

## **Record Group II: Balch Institute for Ethnic Studies**

### **Series 10. Newsletters**

Over the course of its history, the Balch published two [member] newsletters entitled *New Dimensions* and *Perspective*. The Balch also published an internal staff newsletter, *1<sup>st</sup> Mondays*.

*New Dimensions* was first published in 1979 continuing through the fall of 1992; *Perspective*, 1995-2001. There are copies of many issues of these publications in the Newsletter series, but not a complete run. All years of production are at least partially represented however, with the exception of years 1980 and 1993, for which newsletters were not found. For more issues, see the library holdings of the Historical Society of Pennsylvania. There is also one folder containing a run of *1<sup>st</sup> Monday*. It is unclear how long the staff newsletter was issued, however there is a run from 1995 to 1996 retained in the archives. Papers relating to the production of all newsletters, are filed chronologically by year at the end of the series.

There are also photographs associated with the *New Dimensions*. They are housed separately in the last box of the series.

#### **See also:**

- Balch, Development – Membership for specific information on the institutions membership base and recruiting methods.
- Balch, Library – Publications for files on publications that the Balch played a significant role in creating, however did not publish.
- Balch, Balch Institute Press for documentation of the institution's publication efforts.

## **Record Group II: Balch Institute for Ethnic Studies**

### **Series 11. Building (unprocessed)**

Please refer to the 2003 survey to navigate the building series.

## **Record Group II: Balch Institute for Ethnic Studies**

### **Series 12. Affiliates (unprocessed)**

Throughout its history the Balch Institute was home to number of other organizations. These organizations, although not formally incorporated as a part of the Balch, often worked together with the Balch on projects and also to increase each respective organization's patron base. Some such affiliated organizations were *Philadelphia Jewish Archives Center*, *Focus Philadelphia*, *Venture Theatre*, *Temple's Center for Immigration History*, *Puppet Theatre*, and the *Immigrant History Newsletter*.

The records pertaining to the affiliates were found and removed from assorted series throughout the Balch archives during processing. Researchers are also encouraged to review the 2003 survey of the Balch archives in order to locate other containers holding information on affiliated institutions. The Balch, Administration – Presidents and directors subseries contains some information on the affiliates.

**Record Group II: Balch Institute for Ethnic Studies**

**Series 13. Other (unprocessed)**

Please refer to the 2003 survey to navigate the other series.

**Separation report**

A number of items have been removed from the main body of the collection. These items have been incorporated into assorted manuscript collections in the archives or accessioned into the library collections as individual, published works. Items were removed only when they had no connection to the Institutional Archives, or when there was a more logical intellectual location.

**Related materials**

Carson, Hampton L. (Hampton Lawrence), 1852-1929. Papers, 1874-1927. (collection 1180), The Historical Society of Pennsylvania

Edmunds, Albert Joseph, 1857-1941. Papers, 1850-1917. (collection 1342), The Historical Society of Pennsylvania

Balch Family Papers, 1755-1963. (collection 3058), The Historical Society of Pennsylvania

Balch Ephemera Collection (Collection 3070), Series 23: Balch Institute Events, 1976-1992.

**Bibliography**

Griffith, Sally. *Serving History in a Changing World: The Historical Society of Pennsylvania in the Twentieth Century*. Philadelphia: Historical Society of Pennsylvania, 2001.

Carson, Hampton L. *A History of The Historical Society of Pennsylvania*. Philadelphia: Historical Society of Pennsylvania, 1940.

Balch Institute Web page, various incarnations accessed via, <http://www.archive.org/>

## **Administrative Information**

### **Restrictions**

Access to the room where the institutional records are kept is limited. The library staff manages access as it does for other manuscripts collections.

The collection is open and available for institutional and public research under certain conditions.

For internal use, a logbook is used to document research use. The president and the second-in-command of the institution may view records. Staff members of departments may view their own department's accessioned archives with no restrictions. Otherwise, approval by the head of the department or another senior officer should be obtained.

Public researchers may utilize a majority of the records freely. Certain requests may necessitate special permission. Some records have restrictions. Generally, restricted records may not be used. Most restrictions were put in place as precautionary measures to protect the privacy of individuals, and the Historical Society of Pennsylvania. Some HSP Board materials were restricted by request of the board member donating the files. Development records, including grant materials, were restricted, because they include resumes and other documents containing personal information.

Series that are restricted or which contain restricted materials are as follows:

Historical Society of Pennsylvania: Personnel; Development – fundraising; Education – Grants; Board; and Executive.

Balch Institute: Founding & Legal; Board; Personnel; Development – fundraising; and Library – Grants.

There is a use restriction placed on the HSP/Balch merger Oral History Project records. The cassette recordings and associated records are open for research. They cannot, however, be quoted or cited.

### **Acquisition information**

These are the institutional records of the Historical Society of Pennsylvania and the Balch Institute for Ethnic Studies. The governing bodies and staffs of the institutions generated the papers during their regular activities, and the records had been maintained, in various states, prior to processing. The records will continue to grow through the ongoing operations of the merged organization.

### **Alternative format**

None

## **Preferred citation**

Cite as: [Indicate cited item or series here], The Historical Society of Pennsylvania with the Balch Institute for Ethnic Studies Records, The Historical Society of Pennsylvania.

## **Processing notes**

Specific processing issues pertinent to individual series have been included in the series descriptions.

Photographs and multimedia exist within most series. These items were typically removed to separate containers because of their unique preservation needs. The extent to which photographs and multimedia are separated from the paper records does vary from series to series, however, and further details can be found in the individual series descriptions. In the cases where the material is separated, the photographs and multimedia containers are presented as separate subseries. Researchers should note, however, that processors have made every attempt to intellectually integrate the photographs and multimedia with the paper records. Therefore, the material in the photographs and multimedia containers is often labeled and described as though it were a part of its originating subseries. There are also photographs in the Historical Society, Miscellaneous series, which require further organization and processing.

The institutional archives maintains a array of audio/visual materials which include many varieties of magnetic recorded media such as cassette tapes, Beta tapes, VHS tapes, and film reels. The majority of computer discs appear to be IBM formatted, 3 1/2 -inch floppy discs. There are however a considerable amount five-inch floppy discs, as well as WANG brand floppy discs, eight-inch floppy discs and a few other varieties. There are also occasional Apple/Macintosh formatted discs.

Oversize materials have also been removed to more appropriate storage, but likewise retain their series designations. The presence of oversize material is also noted within each series description.

Box lists have been provided for processed materials only. Unprocessed materials are described as detailed as possible within series descriptions.

Some conservation measures that were carried out include the removal of metal paperclips wherever possible and the removal of metal staples from the majority of the Board of Councilors, Administration/Executive, and General Correspondence series. The project team elected not to remove staples from the rest of the archives due to time constraints.

An effort to maintain a central file for all grant related materials in the respective Development, Fundraising subseries was carried out throughout most of the project. However, not all grant files were transferred due to time constraints and space issues. In addition, many staff members maintained files related to grant-funded projects in which



they were involved, resulting in the duplication of grant records. As a result locating specific grant files may require a search in multiple locations. Every effort was made to include “see also” references in the finding aid. These references should point researchers to possible sources of related grant materials throughout the entire processed/surveyed series of the Institutional Archives. Future processing ventures should note that grant files should be retained in the central location, which is currently the Development series of both the Historical Society and the Balch Institute records. Post merger grant files should be kept in the Historical Society’s records, as the Balch records are closed.

To navigate the unprocessed portions of the Balch Institute records, researchers are encouraged to review the 2003 survey of the Balch archives. This survey, conducted by relocation coordinator Matthew Lyons, offers a few sentences about the contents of each container of Balch Institute records. It was used as the basis for arrangement of the materials, which were processed as part of the project. Although the survey has not been updated since the processing project began (i.e. boxes which were processed as part of the project are still listed on the survey), it is an excellent tool for locating material throughout the collection. Each container was assigned a number, *B1*, *B2*, *B3*, etc., in chronological order. The survey followed this number scheme including a description of the contents for each numbered container. The remaining, unprocessed containers are still arranged in chronological order despite many missing numbered boxes. It can be assumed that any missing containers were removed during processing and incorporated into one of the processed series. In addition to the collection survey and associated boxes, there are some containers housing miscellaneous materials that were found and removed from assorted series throughout the Balch archives during processing. These containers are not on the survey and contain materials associated with various unprocessed series; building, museum, education, personnel, etc. The files are labeled accordingly. Future processing projects may incorporate all unprocessed records into comprehensive series groupings based on the organization of the Balch’s departmental structure.

This collection is a growing collection. Files will continually be added to the institutional archives as records become inactive and are transferred to the archives following the records management guidelines.

Processing of The Historical Society of Pennsylvania with the Balch Institute for Ethnic Studies Records was made possible by a grant from the National Historical Publications and Records Commission in 2004.

## Box and oversize listing

### Record Group: Historical Society of Pennsylvania Series 1. Founding and governance

#### Box List

Box #	Description
I-1-1	Charter and Bylaws
I-1-2	Supplement to Charter, including list of members, 1873 (volume)
I-1-3	Society Minutes, 1824-1843 (volume)
I-1-4	Society Minutes (also Board Minutes), 1844-1848 (volume)
I-1-5	Society Minutes, 1848-1859 (volume)
I-1-6	Society Minutes, 1859-1870 (volume)
I-1-7	Society Minutes, 1871-1892 (volume)
I-1-8	Society Minutes, 1893-1936 (volume)
I-1-9	Society Minutes, 1902, 1937-1961
I-1-10	Society Minutes, 1962-1983, 1990-2001
I-1-11	Papers read before The Historical Society of Pennsylvania (1) 1824-1900
I-1-12	Papers read before The Historical Society of Pennsylvania (2) 1824-1900

#### Oversize List

Location	Description
FF 11	1826 Charter of the Historical Society of Pennsylvania

### Record Group: Historical Society of Pennsylvania Series 2. Board of Councilors

#### Box List

Box #	Description
I-2-1	Board Minutes, 1825-1844 (volume)
I-2-2	Board Minutes, 1848-1862 (volume)
I-2-3	Board Minutes, 1862-1888 (volume)
I-2-4	Board Minutes, 1889-1904 (volume)
I-2-5	Board Minutes, 1905-1913 (volume)
I-2-6	Board Minutes, 1914-1923 (volume)
I-2-7	Board Minutes, 1923-1929 (volume)
I-2-8	Board Minutes, May 1929- Feb 1933
I-2-9	Board Minutes, Mar 1933- June 1936
I-2-10	Board Minutes, Sept 1936- Dec 1940

<b>Box #</b>	<b>Description</b>
I-2-11	Board Minutes, Jan 1941- Dec 1949
I-2-12	Board Minutes, Jan 1950- Apr 1961
I-2-13	Board Minutes, May 1961- Dec 1969
I-2-14	Board Minutes Index (Card File), 1950s and 1960s
I-2-15	Board Minutes, Jan 1970- Sept 1977
I-2-16	Board Minutes, Oct 1977- Mar 1983
I-2-17	Board Minutes, June 1983- 1989
I-2-18	Board Minutes, 1990- 1994
I-2-19	Board Minutes, 1995- Jan 1997
I-2-20	Board Minutes, Mar 1997- Nov 1998
I-2-21	Letter book, Corresponding Secretary, 1844-1865 (volume)
I-2-22	Letter book, Foreign Corresponding Secretary, 1850-1851 (volume)
I-2-23	Official Correspondence, 1857-1886
I-2-24	Official Correspondence, 1887-1981, n.d.
I-2-25	Board member lists, Duties, Committee Assignments
I-2-26	Building Committee, 1883-1884, 1936-1940, 1966 Miscellaneous Committees, 1826-1933
I-2-27	Executive Committee, 1985, 1990-1998
I-2-28	Finance Committee, 1930-1931, 1936-1937
I-2-29	Finance Committee, 1973-1986
I-2-30	Finance Committee, 1987-1994
I-2-31	Finance Committee, 1996-1998 Audit Committee, 1992-1998
I-2-32	Nominating Committee, 1958-1991
I-2-33	Nominating Committee, 1992-1998
I-2-34	Development Committee, 1974-1990
I-2-35	Development Committee, 1991-1996
I-2-36	Art and Artifacts Special Committee, 1998
I-2-37	Collections Committee, 1982-1992
I-2-38	Collections Committee, 1993-1998
I-2-39	Collections Management Policy, 1984-1996
I-2-40	Library Committees, 1995-1998
I-2-41	Capital Campaign Committee, 1996-1997 Long Range Planning Committee
I-2-42	Hampton Carson, Correspondence, 1910-1927
I-2-43	Hampton Carson, Correspondence, 1927-1929 History of HSP
I-2-44	Hampton Carson, History of HSP, Addresses
I-2-45	John F. Lewis, Correspondence, 1904-1906
I-2-46	John F. Lewis, Correspondence, 1907-1908
I-2-47	John F. Lewis, Correspondence, 1908-1915
I-2-48	John F. Lewis, Correspondence, 1915-1927
I-2-49	John F. Lewis, Correspondence, 1928-1935
I-2-50	John F. Lewis, Subject Files (esp. HSP Bldg)

<b>Box #</b>	<b>Description</b>
I-2-51	William Drayton, Correspondence, 1904-1911 John M. Scott, Correspondence, 1930-1945
I-2-52	Boyd Lee Spahr, Meetings 1951-1961, Gilpin Trust 1933-1961
I-2-53	Boyd Lee Spahr, Estates, 1935-1962
I-2-54	Boyd Lee Spahr, Financial, 1950-1961
I-2-55	Boyd Lee Spahr, Correspondence, 1939-1962
I-2-56	Boyd Lee Spahr, Subject Files, 1936-1959
I-2-57	Harold Saylor, John Eckman
I-2-58	Harrison Wright, Correspondence, Subject Files
I-2-59	Harrison Wright, David Maxey, Personnel Issues <b>RESTRICTED</b>
I-2-60	David Maxey, Correspondence, 1984-1992
I-2-61	David Maxey, Correspondence, 1992-1993 Collections Committee, 1985-1992
I-2-62	David Maxey, Committees, 1986-1993
I-2-63	David Maxey, Board Meetings, 1984-1989
I-2-64	David Maxey, Board meetings, 1990-1993
I-2-65	David Maxey, Miscellaneous Meetings, 1986-1992
I-2-66	David Maxey, Committee Meetings and Meeting with Susan Stitt 1988-1993
I-2-67	David Maxey, Subject Files, 1985-1990
I-2-68	David Maxey, Subject Files, 1991-1993 (1)
I-2-69	David Maxey, Subject Files, 1991-1993 (2)
I-2-70	David Maxey, Trustee notebooks, 1991-1992
I-2-71	David Maxey, Miscellaneous papers, 1992-1993
I-2-72	Board Books, 1991-1995
I-2-73	Board Books, 1995-1997/98
I-2-74	Board Books, 1998-1999
I-2-75	Albert Cook Myers <b>RESTRICTED</b>
I-2-76	HSP War Services Committee, Correspondence, 1918-1919
I-2-77	HSP War Services Committee, Letters to Members and Contributors, 1918-1919
I-2-78	HSP War Services Committee, Publicity, 1918-1919
I-2-79	HSP War Services Committee, Cash books, Deposits, Donations
I-2-80	HSP War Services Committee, Expenditures, 1918-1919
I-2-81	HSP War Services Committee, Bills and Receipts, 1918-1919
I-2-82	HSP War Services Committee, Committees, 1918-1919
I-2-83	HSP War Services Committee, Miscellaneous, 1918-1919
I-2-84	HSP War Services Committee, Reception Cards (1), 1918
I-2-85	HSP War Services Committee, Reception Cards (2), 1918
I-2-86	HSP War Services Committee, Reception Cards (3), 1918
I-2-87	HSP War Services Committee, Reception Cards (4), 1918
I-2-88	HSP War Services Committee, Reception Cards (5), 1919
I-2-89	HSP War Services Committee, Reception Cards (6), 1919
I-2-90	HSP War Services Committee, Reception Cards (7), 1919

Box #	Description
I-2-91	HSP War Services Committee, Reception Cards (8), 1919
I-2-92	HSP War Services Committee, Reception Cards (9), 1919

**Record Group: Historical Society of Pennsylvania**  
**Series 3. Executive**

**Box List**

Box #	Description
I-3-1	Directors Reports, 1941-1974
I-3-2	Directors Reports, Duplicates
I-3-3	Julian Boyd, Reports, 1934-1937
I-3-4	Julian Boyd, Subject Files, A- Carson History (1)
I-3-5	Julian Boyd, Subject Files, Carson History (2)- La
I-3-6	Julian Boyd, Subject Files, Le- Minutes (1939)
I-3-7	Julian Boyd, Subject Files, Minutes (1940)- P
I-3-8	Julian Boyd, Subject Files, R-Z
I-3-9	R.N. Williams, 2 <sup>nd</sup> , Correspondence, 1949-1965
I-3-10	R.N. Williams, 2 <sup>nd</sup> , Subject Files, A-Fa
I-3-11	R.N. Williams, 2 <sup>nd</sup> , Subject Files, Fa- Me
I-3-12	R.N. Williams, 2 <sup>nd</sup> , Subject Files, Mi- P
I-3-13	R.N. Williams, 2 <sup>nd</sup> , Subject Files, Q-W
I-3-14	Henry Cadwalader, John Kilbourne
I-3-15	Nicholas Wainwright, Subject Files, A-Ca
I-3-16	Nicholas Wainwright, Subject Files, Ci- Eichholtz (1)
I-3-17	Nicholas Wainwright, Subject Files, Eichholtz (2)- G
I-3-18	Nicholas Wainwright, Subject Files, H- Callender Irvine
I-3-19	Nicholas Wainwright, Subject Files, Irvine Story- Na
I-3-20	Nicholas Wainwright, Subject Files, Ne- Notes (Ha)
I-3-21	Nicholas Wainwright, Subject Files, Notes (Ni)- W
I-3-22	James Mooney, Correspondence, 1981, 1982 A-C
I-3-23	James Mooney, Correspondence, 1982 D-Z
I-3-24	James Mooney, Correspondence, 1983 A-Pe
I-3-25	James Mooney, Correspondence, 1983 Pf-Z, Memos to Staff
I-3-26	James Mooney, Correspondence, Board Related
I-3-27	James Mooney, Subject Files, A-B
I-3-28	James Mooney, Subject Files, C- Conservation Center 1980
I-3-29	James Mooney, Subject Files, Conservation Center 1981- Exhibits: Map Show
I-3-30	James Mooney, Subject Files, Exhibits: Misc- Exhibits: Virtue, Vice and the American Way
I-3-31	James Mooney, Subject Files, Fisher Diary- GPCA 1977
I-3-32	James Mooney, Subject Files, GPCA 1978- GPCA 1980 (1)

<b>Box #</b>	<b>Description</b>
I-3-33	James Mooney, Subject Files, GPCA 1980 (2)- GPCA 1983
I-3-34	James Mooney, Subject Files, GPCA 1984- IRLA 1974
I-3-35	James Mooney, Subject Files, IRLA 1975- IRLA 1983
I-3-36	James Mooney, Subject Files, Frank Johnson Memorial- Li
I-3-37	James Mooney, Subject Files, Lo- Mem
I-3-38	James Mooney, Subject Files, Mer- Mu
I-3-39	James Mooney, Subject Files, NHPRC- Penn
I-3-40	James Mooney, Subject Files, Penn- Philadelphia
I-3-41	James Mooney, Subject Files, Philadelphia- Sm
I-3-42	James Mooney, Subject Files, So- Wa
I-3-43	James Mooney, Subject Files, We-X
I-3-44	Peter Parker, Correspondence, 1984, 1985 A-C
I-3-45	Peter Parker, Correspondence, 1985 D-Z
I-3-46	Peter Parker, Correspondence, 1986, 1987 A-I
I-3-47	Peter Parker, Correspondence, 1987 J-Z, 1988, 1989
I-3-48	Peter Parker, Subject Files, A
I-3-49	Peter Parker, Subject Files, B-CI
I-3-50	Peter Parker, Subject Files, Co- De
I-3-51	Peter Parker, Subject Files, Di- Exhibits: FPP 1988
I-3-52	Peter Parker, Subject Files, Exhibits: FPP 1988/89- Exhibits: Legacies of Genius Correspondence 1986
I-3-53	Peter Parker, Subject Files, Exhibits: Legacies of Genius Correspondence 1987- Planning
I-3-54	Peter Parker, Subject Files, Exhibits: A More Perfect Union- Fe
I-3-55	Peter Parker, Subject Files, Fo- IRLA 1985
I-3-56	Peter Parker, Subject Files, IRLA 1986- Max
I-3-57	Peter Parker, Subject Files, Me- National Constitution Center 1988
I-3-58	Peter Parker, Subject Files, National Constitution Center 1989- Penn
I-3-59	Peter Parker, Subject Files, Pennsylvania Abolition Society- Pennsylvania Newspaper Project (2)
I-3-60	Peter Parker, Subject Files, Pennsylvania Newspaper Project (3)- Print Club
I-3-61	Peter Parker, Subject Files, Pu-W
I-3-62	Susan Stitt, Correspondence, 1990- August 1991
I-3-63	Susan Stitt, Correspondence, Sept 1991- Mar 1992
I-3-64	Susan Stitt, Correspondence, Apr 1992- Dec 1992
I-3-65	Susan Stitt, Correspondence, Jan 1993- Aug 1993
I-3-66	Susan Stitt, Correspondence, Sept 1993- July 1994
I-3-67	Susan Stitt, Correspondence, Aug 1994- Sept 1995
I-3-68	Susan Stitt, Correspondence, Oct 1995- Dec 1997
I-3-69	Susan Stitt, Subject Files, A- Am
I-3-70	Susan Stitt, Subject Files, An- BDEPL (2)
I-3-71	Susan Stitt, Subject Files, BDEPL (3)- Cir
I-3-72	Susan Stitt, Subject Files, Cit- Coll

<b>Box #</b>	<b>Description</b>
I-3-73	Susan Stitt, Subject Files, Coll- F
I-3-74	Susan Stitt, Subject Files, G- GSP 1991
I-3-75	Susan Stitt, Subject Files, GSP 1992- Gsp 1995
I-3-76	Susan Stitt, Subject Files, GSP 1996- IRLA 1993
I-3-77	Susan Stitt, Subject Files, IRLA 1994- Mag
I-3-78	Susan Stitt, Subject Files, Man- Mid
I-3-79	Susan Stitt, Subject Files, Mo- OCLC
I-3-80	Susan Stitt, Subject Files, Of- Pac
I-3-81	Susan Stitt, Subject Files, Pat- Penn
I-3-82	Susan Stitt, Subject Files, Per- Se
I-3-83	Susan Stitt, Subject Files, Sm- U
I-3-84	Susan Stitt, Subject Files, VSBA- VSBA 1996
I-3-85	Susan Stitt, Subject Files, VSBA 1997 (1)- Y
I-3-86	Susan Stitt, History Center, Strategic Planning (1)
I-3-87	Susan Stitt, History Center, Strategic Planning (2)
I-3-88	Susan Stitt, History Center, Committees
I-3-89	Susan Stitt, History Center, Museum Affiliates 1992-1994/5
I-3-90	Susan Stitt, History Center, Museum Affiliates 1995-1998
I-3-91	Susan Stitt, History Center, Reports and Proposals (1)
I-3-92	Susan Stitt, History Center, Reports and Proposals (2)
I-3-93	Susan Stitt, History Center, Publicity (1)
I-3-94	Susan Stitt, History Center, Publicity (2)
I-3-95	Susan Stitt, History Issues Forum 1, 1994
I-3-96	Susan Stitt, History Issues Forum 2 and 3, 1994
I-3-97	Susan Stitt, Meetings, 1990- April 1993
I-3-98	Susan Stitt, Meetings, June 1993- August 1996
I-3-99	Susan Stitt, Meetings, 1996- 1998
I-3-100	Susan Stitt, Project BEST (1)
I-3-101	Susan Stitt, Project BEST (2)
I-3-102	Susan Stitt, Project BEST (3)
I-3-103	Susan Stitt, Board Relations (1)
I-3-104	Susan Stitt, Board Relations (2)
I-3-105	Susan Stitt, Miscellaneous, Date Books 1991-1999
I-3-106	Susan Stitt, Miscellaneous, Steno Pads, Telephone Message Books 1993- 1997, n.d.

**Record Group: Historical Society of Pennsylvania**  
**Series 4. General Correspondence**

**Box List**

<b>Box #</b>	<b>Description</b>
I-4-1	General Correspondence 1824-1854

<b>Box #</b>	<b>Description</b>
I-4-2	General Correspondence 1854 Penn Dinner-1869
I-4-3	General Correspondence 1870-1878 E
I-4-4	General Correspondence 1878 E-1879
I-4-5	General Correspondence 1880-1881 C
I-4-6	General Correspondence 1881 D-Z, 1882 A-C
I-4-7	General Correspondence 1882 D-Z, 1883 A-B
I-4-8	General Correspondence 1883 C-Z
I-4-9	General Correspondence 1884, 1885 A-C
I-4-10	General Correspondence 1885 D-Z
I-4-11	General Correspondence 1886 A-P
I-4-12	General Correspondence 1886 P-Z, 1887 A-F
I-4-13	General Correspondence 1887 G-V
I-4-14	General Correspondence 1887 W-Z, 1888 A-F
I-4-15	General Correspondence 1888 G-P
I-4-16	General Correspondence 1888 P-Z, 1889 A-C
I-4-17	General Correspondence 1889 C-S
I-4-18	General Correspondence 1889 S-Z, 1890 A-L
I-4-19	General Correspondence 1890 L-Z, 1891 A-B
I-4-20	General Correspondence 1891 C-K
I-4-21	General Correspondence 1891 L-V
I-4-22	General Correspondence 1891 W-Z, 1892 H
I-4-23	General Correspondence 1892 H-S
I-4-24	General Correspondence 1892 S-Z, 1893 A-D
I-4-25	General Correspondence 1893 E-M
I-4-26	General Correspondence 1893 N-W
I-4-27	General Correspondence 1893 W-Z, 1894 A-D
I-4-28	General Correspondence 1894 E-L
I-4-29	General Correspondence 1894 M-S
I-4-30	General Correspondence 1894 S-Z, 1895 A-B
I-4-31	General Correspondence 1895 B-H
I-4-32	General Correspondence 1895 H-P
I-4-33	General Correspondence 1895 P-Z
I-4-34	General Correspondence 1896 A-H
I-4-35	General Correspondence 1896 H-N
I-4-36	General Correspondence 1896 O-V
I-4-37	General Correspondence 1896 W-Z, 1897 A-D
I-4-38	General Correspondence 1897 E-M
I-4-39	General Correspondence 1897 M-T
I-4-40	General Correspondence 1897 U-Z, 1898 A-H
I-4-41	General Correspondence 1898 H-S
I-4-42	General Correspondence 1898 S-Z, 1899 A-H
I-4-43	General Correspondence 1899 H-S
I-4-44	General Correspondence 1899 S-Z
I-4-45	General Correspondence 1900 A-L



<b>Box #</b>	<b>Description</b>
I-4-46	General Correspondence 1900 M-Z, 1901 A-G
I-4-47	General Correspondence 1901 H -Z (v)
I-4-48	General Correspondence 1901-1916 Outgoing letters – letter pressbook
I-4-49	General Correspondence 1902 A-O
I-4-50	General Correspondence 1902 P-Z, 1903 A-D
I-4-51	General Correspondence 1903 E-R
I-4-52	General Correspondence 1903 S-Z(y), 1904 A-E
I-4-53	General Correspondence 1904 F-Pa
I-4-54	General Correspondence 1904 Pe-Z, 1905 A-BI
I-4-55	General Correspondence 1905 Bo-L
I-4-56	General Correspondence 1905 M-Z
I-4-57	General Correspondence 1906 A-H
I-4-58	General Correspondence 1906 I-Q
I-4-59	General Correspondence 1906 R-Z
I-4-60	General Correspondence 1907 A-G
I-4-61	General Correspondence 1907 H-O
I-4-62	General Correspondence 1907 P-Z
I-4-63	General Correspondence 1908 A-H
I-4-64	General Correspondence 1908 I-Pe
I-4-65	General Correspondence 1908 Ph-Z
I-4-66	General Correspondence 1909 A-K
I-4-67	General Correspondence 1909 L-SI
I-4-68	General Correspondence 1909 Sm-Z, 1910 A-Bo
I-4-69	General Correspondence 1910 Br-D
I-4-70	General Correspondence 1910 E-I
I-4-71	General Correspondence 1910 J-M
I-4-72	General Correspondence 1910 M-R
I-4-73	General Correspondence 1910 R-T
I-4-74	General Correspondence 1910 U-Z, 1911 A-B
I-4-75	General Correspondence 1911 C-K
I-4-76	General Correspondence 1911 L-R
I-4-77	General Correspondence 1911 S-Z, 1912 A-B
I-4-78	General Correspondence 1912 C-L
I-4-79	General Correspondence 1912 L-S
I-4-80	General Correspondence 1912 T-Z, 1913 B-E
I-4-81	General Correspondence 1913 F-M
I-4-82	General Correspondence 1913 N-Z (no T)
I-4-83	General Correspondence 1914 A-H
I-4-84	General Correspondence 1914 I-R
I-4-85	General Correspondence 1914 S-Z, 1915 A-B
I-4-86	General Correspondence 1915 C-L
I-4-87	General Correspondence 1915 M-Z
I-4-88	General Correspondence 1916 A-H
I-4-89	General Correspondence 1916 H-R

<b>Box #</b>	<b>Description</b>
I-4-90	General Correspondence 1916 S-Z, 1917 A-C
I-4-91	General Correspondence 1917 D-O
I-4-92	General Correspondence 1917 P-Z, 1918 A-B
I-4-93	General Correspondence 1918 C-N
I-4-94	General Correspondence 1918 O-Z, 1919 A-D
I-4-95	General Correspondence 1919 E-Z
I-4-96	General Correspondence 1920 A-N
I-4-97	General Correspondence 1920 O-Z, 1921 A-D
I-4-98	General Correspondence 1921 E-L
I-4-99	General Correspondence 1921 M-Z
I-4-100	General Correspondence 1922 A-L
I-4-101	General Correspondence 1922 M-Z
I-4-102	General Correspondence 1923 A-Q
I-4-103	General Correspondence 1923 R-Z, 1924 A-B
I-4-104	General Correspondence 1924 C-H
I-4-105	General Correspondence 1924 I-P
I-4-106	General Correspondence 1924 Q-Z, 1925 A
I-4-107	General Correspondence 1925 B-F
I-4-108	General Correspondence 1925 G-M
I-4-109	General Correspondence 1925 M-S
I-4-110	General Correspondence 1925 S-Z, Penn-Gaskell Rec.
I-4-111	General Correspondence 1925 Penn-Gaskell Rec., 1926 A
I-4-112	General Correspondence 1926 B-D
I-4-113	General Correspondence 1926 E-K
I-4-114	General Correspondence 1926 L-P
I-4-115	General Correspondence 1926 R-V
I-4-116	General Correspondence 1926 W-Z, 1927 A-C
I-4-117	General Correspondence 1927 C-G
I-4-118	General Correspondence 1927 H-L
I-4-119	General Correspondence 1927 M-R
I-4-120	General Correspondence 1927 S-Z
I-4-121	General Correspondence 1928 A-C
I-4-122	General Correspondence 1928 D-H
I-4-123	General Correspondence 1928 H-L
I-4-124	General Correspondence 1928 L-N
I-4-125	General Correspondence 1928 O-S
I-4-126	General Correspondence 1928 S-Z
I-4-127	General Correspondence 1929 A-C
I-4-128	General Correspondence 1929 C-E
I-4-129	General Correspondence 1929 E-H
I-4-130	General Correspondence 1929 H-L
I-4-131	General Correspondence 1929 L-M
I-4-132	General Correspondence 1929 M-P
I-4-133	General Correspondence 1929 P-S

<b>Box #</b>	<b>Description</b>
I-4-134	General Correspondence 1929 S-W
I-4-135	General Correspondence 1929 W-1930 B
I-4-136	General Correspondence 1930 B-C
I-4-137	General Correspondence 1930 C-F
I-4-138	General Correspondence 1930 F-H
I-4-139	General Correspondence 1930 H-K
I-4-140	General Correspondence 1930 K-M
I-4-141	General Correspondence 1930 M-P
I-4-142	General Correspondence 1930 P-S
I-4-143	General Correspondence 1930 S-T
I-4-144	General Correspondence 1930 T-A
I-4-145	General Correspondence 1931 A-C
I-4-146	General Correspondence 1931 C-E
I-4-147	General Correspondence 1931 F-H
I-4-148	General Correspondence 1931 H-L
I-4-149	General Correspondence 1931 L-M
I-4-150	General Correspondence 1931 M-R
I-4-151	General Correspondence 1931 R-T
I-4-152	General Correspondence 1931 T-1932 A
I-4-153	General Correspondence 1932 B-C
I-4-154	General Correspondence 1932 C-F
I-4-155	General Correspondence 1932 F-H
I-4-156	General Correspondence 1932 H-K
I-4-157	General Correspondence 1932 K-M
I-4-158	General Correspondence 1932 M-R
I-4-159	General Correspondence 1932 R-T
I-4-160	General Correspondence 1932 T-1933 A
I-4-161	General Correspondence 1933 A-C
I-4-162	General Correspondence 1933 C-E
I-4-163	General Correspondence 1933 F-G
I-4-164	General Correspondence 1933 G-K
I-4-165	General Correspondence 1933 K-M
I-4-166	General Correspondence 1933 M-P
I-4-167	General Correspondence 1933 R-S
I-4-168	General Correspondence 1933 S-Z
I-4-169	General Correspondence 1934 A-B
I-4-170	General Correspondence 1934 B-D
I-4-171	General Correspondence 1934 D-G
I-4-172	General Correspondence 1934 G-J
I-4-173	General Correspondence 1934 K-M
I-4-174	General Correspondence 1934 M-P
I-4-175	General Correspondence 1934 P-S
I-4-176	General Correspondence 1934 S-T
I-4-177	General Correspondence 1934 U-1935 A

<b>Box #</b>	<b>Description</b>
I-4-178	General Correspondence 1935 A-B
I-4-179	General Correspondence 1935 B-C
I-4-180	General Correspondence 1935 C-E
I-4-181	General Correspondence 1935 F-G
I-4-182	General Correspondence 1935 G-H
I-4-183	General Correspondence 1935 H-L
I-4-184	General Correspondence 1935 L-M
I-4-185	General Correspondence 1935 M-P
I-4-186	General Correspondence 1935 P-R
I-4-187	General Correspondence 1935 S-T
I-4-188	General Correspondence 1935 T-W
I-4-189	General Correspondence 1935 Y-1936 B
I-4-190	General Correspondence 1936 B-C
I-4-191	General Correspondence 1936 D-G
I-4-192	General Correspondence 1936 G-H
I-4-193	General Correspondence 1936 H-L
I-4-194	General Correspondence 1936 L-M
I-4-195	General Correspondence 1936 N-R
I-4-196	General Correspondence 1936 R-S
I-4-197	General Correspondence 1936 T- 1937 A
I-4-198	General Correspondence 1937 A-B
I-4-199	General Correspondence 1937 B-D
I-4-200	General Correspondence 1937 D-G
I-4-201	General Correspondence 1937 G-I
I-4-202	General Correspondence 1937 J-M
I-4-203	General Correspondence 1937 M-P
I-4-204	General Correspondence 1937 P-S
I-4-205	General Correspondence 1937 S-W
I-4-206	General Correspondence 1937 W- 1938 A
I-4-207	General Correspondence 1938 A-B
I-4-208	General Correspondence 1938 B-C
I-4-209	General Correspondence 1938 D-F
I-4-210	General Correspondence 1938 G-H
I-4-211	General Correspondence 1938 I-L
I-4-212	General Correspondence 1938 M-N
I-4-213	General Correspondence 1938 O-R
I-4-214	General Correspondence 1938 R-S
I-4-215	General Correspondence 1938 S-W
I-4-216	General Correspondence 1938 W-Z, 1939 A-B
I-4-217	General Correspondence 1939 B-C
I-4-218	General Correspondence 1939 C-E
I-4-219	General Correspondence 1939 E-F
I-4-220	General Correspondence 1939 G-H
I-4-221	General Correspondence 1939 H-K

<b>Box #</b>	<b>Description</b>
I-4-222	General Correspondence 1939 L-M
I-4-223	General Correspondence 1939 M-P
I-4-224	General Correspondence 1939 P-S
I-4-225	General Correspondence 1939 S
I-4-226	General Correspondence 1939 T-W
I-4-227	General Correspondence 1939 W-Z*, 1940 A-H
I-4-228	General Correspondence 1940 G-Y, 1941 A-M
I-4-229	General Correspondence 1941 P-Y, 1942, 1943 A-H
I-4-230	General Correspondence 1943 I-W, 1944 A-M
I-4-231	General Correspondence 1944 M-Y, 1945 A-F
I-4-232	General Correspondence 1945 G-W, 1946, 1947 A
I-4-234	General Correspondence 1947 B-D
I-4-235	General Correspondence 1947 E-H
I-4-236	General Correspondence 1947 I-M
I-4-237	General Correspondence 1947 N-S
I-4-238	General Correspondence 1947 W- 1948 B
I-4-239	General Correspondence 1948 C-F
I-4-240	General Correspondence 1948 F-J
I-4-241	General Correspondence 1948 J-M
I-4-242	General Correspondence 1948 M-P
I-4-243	General Correspondence 1948 Q-T
I-4-244	General Correspondence 1948 U-Z, 1949 A
I-4-245	General Correspondence 1949 B-D
I-4-246	General Correspondence 1949 D-H
I-4-247	General Correspondence 1949 H-M
I-4-248	General Correspondence 1949 M-P
I-4-249	General Correspondence 1949 R-V
I-4-250	General Correspondence 1949W-Z, 1950 A-C
I-4-251	General Correspondence 1950 C-H
I-4-252	General Correspondence 1950 H-M
I-4-253	General Correspondence 1950 N-S
I-4-254	General Correspondence 1950 S-Z
I-4-255	General Correspondence 1951 A-D
I-4-256	General Correspondence 1951 D-K
I-4-257	General Correspondence 1951 L-P
I-4-258	General Correspondence 1951 P-U
I-4-259	General Correspondence 1951 V-Z, 1952 A-B
I-4-260	General Correspondence 1952 C-H
I-4-261	General Correspondence 1952 H-M
I-4-262	General Correspondence 1952 M-S
I-4-263	General Correspondence 1952 S-Z
I-4-264	General Correspondence 1953 A-E
I-4-265	General Correspondence 1953 F-M
I-4-266	General Correspondence 1953 M-S

<b>Box #</b>	<b>Description</b>
I-4-267	General Correspondence 1953 S- 1954 M
I-4-268	General Correspondence 1954 N- 1955 A-E
I-4-269	General Correspondence 1955 F-Y
I-4-270	General Correspondence 1956 A-Z
I-4-271	General Correspondence 1957 A-M
I-4-272	General Correspondence 1957 M-Z
I-4-273	General Correspondence 1958 A-N
I-4-274	General Correspondence 1958 O- 1959 A
I-4-275	General Correspondence 1959 B-Q
I-4-276	General Correspondence 1959 R- 1960 G
I-4-277	General Correspondence 1960 H-S
I-4-278	General Correspondence 1960 S- 1961 H
I-4-279	General Correspondence 1961 H-S
I-4-280	General Correspondence 1961 T- 1962 J
I-4-281	General Correspondence 1962 K- 1963 B
I-4-282	General Correspondence 1963 B-N
I-4-283	General Correspondence 1963 O- 1964 C
I-4-284	General Correspondence 1964 D-S
I-4-285	General Correspondence 1964 T- 1965 C
I-4-286	General Correspondence 1965 C-G
I-4-287	General Correspondence 1965 H-M
I-4-288	General Correspondence 1965 M-R
I-4-289	General Correspondence 1965 S-Z
I-4-290	General Correspondence 1966 A-C
I-4-291	General Correspondence 1966 D-H
I-4-292	General Correspondence 1966 I-M
I-4-293	General Correspondence 1966 M-R
I-4-294	General Correspondence 1966 R-V
I-4-295	General Correspondence 1966 W- 1967 B
I-4-296	General Correspondence 1967 C-F
I-4-297	General Correspondence 1967 G-L
I-4-298	General Correspondence 1967 M-R
I-4-299	General Correspondence 1967 R-W
I-4-300	General Correspondence 1967 W- 1968 C
I-4-301	General Correspondence 1968 C-H
I-4-302	General Correspondence 1968 H-M
I-4-303	General Correspondence 1968 M-S
I-4-304	General Correspondence 1968 S-Z
I-4-305	General Correspondence 1969 A-B
I-4-306	General Correspondence 1969 C-E
I-4-307	General Correspondence 1969 F-H
I-4-308	General Correspondence 1969 H-L
I-4-309	General Correspondence 1969 L-M
I-4-310	General Correspondence 1969 M-P

<b>Box #</b>	<b>Description</b>
I-4-311	General Correspondence 1969 P-S
I-4-312	General Correspondence 1969 T-Z
I-4-313	General Correspondence 1970 A-C
I-4-314	General Correspondence 1970 C-G
I-4-315	General Correspondence 1970 G-J
I-4-316	General Correspondence 1970 K-M
I-4-317	General Correspondence 1970 M-S
I-4-318	General Correspondence 1970 S-Z
I-4-319	General Correspondence 1971 A-B
I-4-320	General Correspondence 1971 C-F
I-4-321	General Correspondence 1971 F-I
I-4-322	General Correspondence 1971 J-M
I-4-323	General Correspondence 1971 M-P
I-4-324	General Correspondence 1971 Q-S
I-4-325	General Correspondence 1971 S-Z
I-4-326	General Correspondence 1972 A-B
I-4-327	General Correspondence 1972 B-F
I-4-328	General Correspondence 1972 F-H
I-4-329	General Correspondence 1972 I-M
I-4-330	General Correspondence 1972 M-P
I-4-331	General Correspondence 1972 P-S
I-4-332	General Correspondence 1972 S-Z
I-4-333	General Correspondence 1973 A-C
I-4-334	General Correspondence 1973 D-H
I-4-335	General Correspondence 1973 I-M
I-4-336	General Correspondence 1973 M
I-4-337	General Correspondence 1973 N-Q
I-4-338	General Correspondence 1973 R-S
I-4-339	General Correspondence 1973 T-Z
I-4-340	General Correspondence 1974 A
I-4-341	General Correspondence 1974 B
I-4-342	General Correspondence 1974 C-D
I-4-343	General Correspondence 1974 E-G
I-4-344	General Correspondence 1974 Genealogical-H
I-4-345	General Correspondence 1974 I-L
I-4-346	General Correspondence 1974 L-M
I-4-347	General Correspondence 1974 N-Pe
I-4-348	General Correspondence 1974 Pf-Sc
I-4-349	General Correspondence 1974 Sd-T
I-4-350	General Correspondence 1974 U-Z
I-4-351	General Correspondence 1975 A-G
I-4-352	General Correspondence 1975 G-M
I-4-353	General Correspondence 1975 M-R
I-4-354	General Correspondence 1975 S-Z

<b>Box #</b>	<b>Description</b>
I-4-355	General Correspondence 1976 A-B
I-4-356	General Correspondence 1976 B-D
I-4-357	General Correspondence 1976 D-G
I-4-358	General Correspondence 1976 G-J
I-4-359	General Correspondence 1976 K-M
I-4-360	General Correspondence 1976 M-N
I-4-361	General Correspondence 1976 N-Q
I-4-362	General Correspondence 1976 R-S
I-4-363	General Correspondence 1976 S-W
I-4-364	General Correspondence 1976 W-Z
I-4-365	General Correspondence 1977 Applicants A-K to Be-Ben
I-4-366	General Correspondence 1977 B-C
I-4-367	General Correspondence 1977 D-G
I-4-368	General Correspondence 1977 G-J
I-4-369	General Correspondence 1977 J-L
I-4-370	General Correspondence 1977 M-N
I-4-371	General Correspondence 1977 N-R
I-4-372	General Correspondence 1977 R-S
I-4-373	General Correspondence 1977 S-W
I-4-374	General Correspondence 1977 W-Z
I-4-375	General Correspondence 1978 A-B
I-4-376	General Correspondence 1978 B-D
I-4-377	General Correspondence 1978 E-H
I-4-378	General Correspondence 1978 H-L
I-4-379	General Correspondence 1978 L-M
I-4-380	General Correspondence 1978 M-Q
I-4-381	General Correspondence 1978 R-S
I-4-382	General Correspondence 1978 S-V
I-4-383	General Correspondence 1978 W-Z
I-4-384	General Correspondence 1979 A-B
I-4-385	General Correspondence 1979 B-C
I-4-386	General Correspondence 1979 D-F
I-4-387	General Correspondence 1979 G-H
I-4-388	General Correspondence 1979 I-L
I-4-389	General Correspondence 1979 M-N
I-4-390	General Correspondence 1979 N-R
I-4-391	General Correspondence 1979 R-S
I-4-392	General Correspondence 1979 S-W
I-4-393	General Correspondence 1979 W-Z
I-4-394	General Correspondence 1980 A-B
I-4-395	General Correspondence 1980 B-C
I-4-396	General Correspondence 1980 C-F
I-4-397	General Correspondence 1980 G-H
I-4-398	General Correspondence 1980 I-L



<b>Box #</b>	<b>Description</b>
I-4-399	General Correspondence 1980 M-O
I-4-400	General Correspondence 1980 P-S
I-4-401	General Correspondence 1980 S-U
I-4-402	General Correspondence 1980 V-Z
I-4-403	General Correspondence 1982 A-C
I-4-404	General Correspondence 1982 D-G
I-4-405	General Correspondence 1982 H-K
I-4-406	General Correspondence 1982 L-N
I-4-407	General Correspondence 1982 O-S
I-4-408	General Correspondence 1982 S-Z
I-4-409	General Correspondence 1983 A-K
I-4-410	General Correspondence 1983 L-Z
I-4-411	General Correspondence 1984 A-H
I-4-412	General Correspondence 1984 I-P
I-4-413	General Correspondence 1984 R-Z
I-4-414	General Correspondence, Early and undated correspondence
I-4-415	General Correspondence, Miscellaneous/assorted items, and bills and receipts
I-4-416	General Correspondence, Photographs

**Record Group: Historical Society of Pennsylvania**  
**Series 5. Library**

<b>Box #</b>	<b>Description</b>
I-5-1	Library Classification System, Deposits and related correspondence c.1850-1920
I-5-2	Library Deposit Book, 1887-1945 (volume)
I-5-3	Circulated Books, 1848-1862 (volume)
I-5-4	Register of Franklin Pamphlets on loan to LCP (volume)
I-5-5	Shelf List-Catalogue (volume)
I-5-6	Shelf List (volume)
I-5-7	Shelf List (volume)
I-5-8	Shelf List (volume)
I-5-9	Shelf List (volume)
I-5-10	Shelf List (volume)
I-5-11	Shelf List (volume)
I-5-12	Shelf List (volume)
I-5-13	Shelf List (volume)
I-5-14	Shelf List (volume)
I-5-15	Shelf List (volume)
I-5-16	Shelf List (volume)
I-5-17	Shelf List (volume)
I-5-18	Books Sent to Binders, 1892-1902 (volume)
I-5-19	Library Subject Card File, A-D

<b>Box #</b>	<b>Description</b>
I-5-20	Library Subject Card File, E-H
I-5-21	Library Subject Card File, I-M
I-5-22	Library Subject Card File, N-Z
I-5-23	Library Subject Card File, People
I-5-24	Ray Sutcliffe, Correspondence A-M, 1947-1961
I-5-25	Ray Sutcliffe, Correspondence N-Z, 1946-1961
	John Platt, Correspondence A-B, 1968-1982
I-5-26	John Platt, Correspondence C-J, 1961-1982
I-5-27	John Platt, Correspondence K-R, 1959-1982
I-5-28	John Platt, Correspondence S-Z, 1963-1982
I-5-29	John Platt, Subject Files A-G
I-5-30	John Platt, Subject Files H-T
I-5-31	Nancy Halli, Correspondence, 1981-1990, Subject Files A-Bi
I-5-32	Nancy Halli, Subject Files Bo-L
I-5-33	Nancy Halli, Subject Files L-W
I-5-34	David Fraser, Correspondence, Subject Files A-C
I-5-35	David Fraser, Subject Files C-I
I-5-36	David Fraser, Subject Files I-L
I-5-37	David Fraser, Subject Files M-V
I-5-38	Dan Rolph, Correspondence 1985-1992
	Tom Kemp, Correspondence 1989-1991
I-5-39	Tom Kemp, Subject Files A-F
I-5-40	Tom Kemp, Subject Files F-G
I-5-41	Tom Kemp, Subject Files G-M
I-5-42	Tom Kemp, Subject Files N-W
I-5-43	Janice Dockery, Correspondence, Subject Files
I-5-44	Patti Cossard, Correspondence, Subject Files A-C
I-5-45	Patti Cossard, Subject Files C-M
I-5-46	Patti Cossard, Subject Files M-U
	Jan McNeill, Correspondence
I-5-47	Jan McNeill, Subject Files
	Lee Arnold, Correspondence
I-5-48	Lee Arnold, Correspondence, Grants
I-5-49	Lee Arnold, Grants, Subject Files A-C
I-5-50	Lee Arnold, Subject Files Co-S
I-5-51	Ernest Spofford, Diary/Calendar 1908 (volume)
I-5-52	Ernest Spofford, Diary/Calendar 1909 (volume)
I-5-53	Ernest Spofford, Diary/Calendar 1910 (volume)
I-5-54	Ernest Spofford, Diary/Calendar 1911 (volume)
I-5-55	Ernest Spofford, Diary/Calendar 1912 (volume)
I-5-56	Ernest Spofford, Diary/Calendar 1914 (volume)
I-5-57	Ernest Spofford, Address Book
I-5-58	Cataloging Department A-E
I-5-59	Cataloging Department G-S
I-5-60	Franklin Institute Serials Project (1)
I-5-61	Franklin Institute Serials Project (2)

<b>Box #</b>	<b>Description</b>
I-5-62	Retroconversion Project (1)
I-5-63	Retroconversion Project (2)
I-5-64	Mellon Survey Project 2000-2002 (1)
I-5-65	Mellon Survey Project 2000-2002 (2)
I-5-66	Visitor Registration Book, 1867-1872 (volume)
I-5-67	Visitor Registration Book, 1872- 1883 (volume)
I-5-68	Non-Member Registration, 1946-1948 (volume)
I-5-69	Non-Member Registration, 1948-1949 (volume)
I-5-70	Visitor Registration Book for Kirkland Library and Rare Book Room, 1949-1964
I-5-71	Registration Logs, 1964-1967
I-5-72	Registration Logs, 1966-1968
I-5-73	Registration Logs, 1968-1971
I-5-74	Registration Logs, 1986, 1988-1989
I-5-75	Registration Logs, 1994
I-5-76	Registration Logs, Members, 1968-1969
I-5-77	Registration Logs, Members, 1970 1972
I-5-78	Registration Logs, Members, 1973-1975
I-5-79	Registration Logs, 1968-1971
I-5-80	Registration Logs, 1972-1975
I-5-81	Registration Logs, 1976-1980
I-5-82	Registration Logs, Non-Members, 1972-1974, 1976-1978
I-5-83	Registration Logs, Non-Members, 1972-1975, 1977-1979
I-5-84	Registration Logs, Non-Members, 1996
I-5-85	Registration Logs, Non-Members, 1997-1998
I-5-86	Registration Logs, Non-Members, 1999
I-5-87	Miscellaneous Logs
I-5-88	Visitor Registration Cards, 1995, A-F
I-5-89	Visitor Registration Cards, 1995, G-Moo
I-5-90	Visitor Registration Cards, 1995, Mor-V
I-5-91	Visitor Registration Cards, 1995, W-Z and 1996, A-D
I-5-92	Visitor Registration Cards, 1996, E-L
I-5-93	Visitor Registration Cards, 1996, M-Sm
I-5-94	Visitor Registration Cards, 1996, Sm-Z
I-5-95	Visitor Registration Cards, 1998, A-H
I-5-96	Visitor Registration Cards, 1998, I-S
I-5-97	Visitor Registration Cards, 1998, T-Z
I-5-98	Visitor Registration Cards, 1999-2000, A-E
I-5-99	Visitor Registration Cards, 2001-2002, A-H
I-5-100	Visitor Registration Cards, 2001-2002, I-T
I-5-101	Visitor Registration Cards, 2001-2002, U-Z

**Record Group: Historical Society of Pennsylvania**  
**Series 6. Rights and Reproductions**

<b>Box #</b>	<b>Description</b>
I-6-1	Rights and Reproductions – Correspondence 1954-1962
I-6-2	Rights and Reproductions – Correspondence 1964
I-6-3	Rights and Reproductions – Correspondence 1964 A-Z; 1965 A-C
I-6-4	Rights and Reproductions – Correspondence 1965 D-O
I-6-5	Rights and Reproductions – Correspondence 1965 P-Z; 1966 A-B
I-6-6	Rights and Reproductions – Correspondence 1966 C-M
I-6-7	Rights and Reproductions – Correspondence 1966 M-Z
I-6-8	Rights and Reproductions – Correspondence 1967 A-E
I-6-9	Rights and Reproductions – Correspondence 1967 F-M
I-6-10	Rights and Reproductions – Correspondence 1967 N-S
I-6-11	Rights and Reproductions – Correspondence 1967 T-Z
I-6-12	Rights and Reproductions – Correspondence 1968 A-F
I-6-13	Rights and Reproductions – Correspondence 1968 G-N
I-6-14	Rights and Reproductions – Correspondence 1968 O-Z
I-6-15	Rights and Reproductions – Correspondence 1969 1:4
I-6-16	Rights and Reproductions – Correspondence 1969 2:4
I-6-17	Rights and Reproductions – Correspondence 1969 3:4
I-6-18	Rights and Reproductions – Correspondence 1969 4:4
I-6-19	Rights and Reproductions – Correspondence 1970 1:3
I-6-20	Rights and Reproductions – Correspondence 1970 2:3
I-6-21	Rights and Reproductions – Correspondence 1970 3:3
I-6-22	Rights and Reproductions – Correspondence 1971 1:2
I-6-23	Rights and Reproductions – Correspondence 1971 2:2
I-6-24	Rights and Reproductions – Correspondence 1972
I-6-25	Rights and Reproductions – Correspondence 1972
I-6-26	Rights and Reproductions – Correspondence 1973 A-J
I-6-27	Rights and Reproductions – Correspondence 1973 K-M
I-6-28	Rights and Reproductions – Photo orders 1939-1966 A
I-6-29	Rights and Reproductions – Photo orders 1939-1966 B
I-6-30	Rights and Reproductions – Photo orders 1939-1966 B-C
I-6-31	Rights and Reproductions – Photo orders 1939-1966 C-D
I-6-32	Rights and Reproductions – Photo orders 1939-1966 D-F
I-6-33	Rights and Reproductions – Photo orders 1939-1966 F-G
I-6-34	Rights and Reproductions – Photo orders 1939-1966 G-H
I-6-35	Rights and Reproductions – Photo orders 1939-1966 H
I-6-36	Rights and Reproductions – Photo orders 1939-1966 H-K
I-6-37	Rights and Reproductions – Photo orders 1939-1966 K-L
I-6-38	Rights and Reproductions – Photo orders 1939-1966 L-M
I-6-39	Rights and Reproductions – Photo orders 1939-1966 M-N
I-6-40	Rights and Reproductions – Photo orders 1939-1966 O-P
I-6-41	Rights and Reproductions – Photo orders 1939-1966 P-R
I-6-42	Rights and Reproductions – Photo orders 1939-1966 R-S
I-6-43	Rights and Reproductions – Photo orders 1939-1966 S
I-6-44	Rights and Reproductions – Photo orders 1939-1966 T-U
I-6-45	Rights and Reproductions – Photo orders 1939-1966 V-W

<b>Box #</b>	<b>Description</b>
I-6-46	Rights and Reproductions – Photo orders 1939-1966 W-Z; No charge and voided orders 1962-1964
I-6-47	Rights and Reproductions – Photo orders 1967-1969 A-E
I-6-48	Rights and Reproductions – Photo orders 1967-1969 F-M
I-6-49	Rights and Reproductions – Photo orders 1967-1969 M-S
I-6-50	Rights and Reproductions – Photo orders 1967-1969 T-Z; 1970-1972 A-C
I-6-51	Rights and Reproductions – Photo orders 1970-1972 C-H
I-6-52	Rights and Reproductions – Photo orders 1970-1972 I-P
I-6-53	Rights and Reproductions – Photo orders 1970-1972 P-Z
I-6-54	Rights and Reproductions – Photo orders 1973
I-6-55	Rights and Reproductions – Photo orders 1974
I-6-56	Rights and Reproductions – Photo orders 1975
I-6-57	Rights and Reproductions – Photo orders 1976
I-6-58	Rights and Reproductions – Photo orders 1977-1978
I-6-59	Rights and Reproductions – Photo orders 1978-1979
I-6-60	Rights and Reproductions – Photo orders 1980-1981
I-6-61	Rights and Reproductions – Photo orders 1981-1983; Incl. 1982 folder of “issues” related to permissions
I-6-62	Rights and Reproductions – Photo orders and permissions 1981, 1982 A-C
I-6-63	Rights and Reproductions – Photo orders and permissions 1982 D-M
I-6-64	Rights and Reproductions – Photo orders and permissions 1982 N-Z
I-6-65	Rights and Reproductions – Photo orders and permissions 1983
I-6-66	Rights and Reproductions – Photo orders and permissions 1983-1984
I-6-67	Rights and Reproductions – Photo orders and permissions 1984, 1985
I-6-68	Rights and Reproductions – Photo orders and permissions 1986 A-L
I-6-69	Rights and Reproductions – Photo orders and permissions 1986 M-S
I-6-70	Rights and Reproductions – Photo orders and permissions 1986 T-Z, unidentified (possibly duplicates)
I-6-71	Rights and Reproductions – Permission to publish contracts 1986, permission to publish and photo orders 1987
I-6-72	Rights and Reproductions – Photo orders and permissions 1987 A-K
I-6-73	Rights and Reproductions – Photo orders and permissions 1987 L-S
I-6-74	Rights and Reproductions – Photo orders and permissions 1987 T-Z & in- house requests
I-6-75	Rights and Reproductions – Permission to publish contracts 1987, 1988
I-6-76	Rights and Reproductions – Photo orders and permissions 1988 A-L
I-6-77	Rights and Reproductions – Photo orders and permissions 1988 M-Z, & from Scherer’s office
I-6-78	Rights and Reproductions – Photo orders and permissions 1989 A-Z
I-6-79	Rights and Reproductions – Photo orders and permissions 1989 T-Z & unsorted
I-6-80	Rights and Reproductions – Photo orders and permissions 1989 July-December
I-6-81	Rights and Reproductions – Photo orders and permissions 1990 1:5

<b>Box #</b>	<b>Description</b>
I-6-82	Rights and Reproductions – Photo orders and permissions 1990 2:5
I-6-83	Rights and Reproductions – Photo orders and permissions 1990 3:5
I-6-84	Rights and Reproductions – Photo orders and permissions 1990 4:5
I-6-85	Rights and Reproductions – Photo orders and permissions 1990 5:5
I-6-86	Rights and Reproductions – Photo orders and permissions 1991 A-G
I-6-87	Rights and Reproductions – Photo orders and permissions 1991 H-Z January –June
I-6-88	Rights and Reproductions – Photo orders and permissions 1991 M-Z July-December
I-6-89	Rights and Reproductions – Photo orders and permissions 1991
I-6-90	Rights and Reproductions – Photo orders and permissions 1992 A-Z
I-6-91	Rights and Reproductions – Photo orders and permissions 1992, 1993 F-K
I-6-92	Rights and Reproductions – Photo orders and permissions 1992, 1993
I-6-93	Rights and Reproductions – Photo orders and permissions 1993
I-6-94	Rights and Reproductions – Photo orders and permissions 1994 A-R
I-6-95	Rights and Reproductions – Photo orders and permissions 1994 S-Z
I-6-96	Rights and Reproductions – Photo orders and permissions 1994-1995
I-6-97	Rights and Reproductions – Photo orders and permissions 1995 A-F
I-6-98	Rights and Reproductions – Photo orders and permissions 1995 G-M
I-6-99	Rights and Reproductions – Photo orders and permissions 1995 N-Z
I-6-100	Rights and Reproductions – Photo orders and permissions 1995, 1996 incl. photo reproduction customer survey
I-6-101	Rights and Reproductions – Photo orders and permissions, research requests 1995-1996
I-6-102	Rights and Reproductions – Photo orders and permissions 1996 A-Z
I-6-103	Rights and Reproductions – Photo orders and permissions 1996 A-K
I-6-104	Rights and Reproductions – Photo orders and permissions 1996
I-6-105	Rights and Reproductions – Photo orders and permissions 1996
I-6-106	Rights and Reproductions – Photo orders and permissions 1996-1997
I-6-107	Rights and Reproductions – Photo orders and permissions 1997
I-6-108	Rights and Reproductions – Photo orders and permissions 1997-1998
I-6-109	Rights and Reproductions – Photo orders and permissions 1998
I-6-110	Rights and Reproductions – Photo orders and permissions 1998
I-6-111	Rights and Reproductions – Photo orders and permissions 1998 March-December
I-6-112	Rights and Reproductions – Photo orders and permissions 1999 A-Q
I-6-113	Rights and Reproductions – Photo orders and permissions 1999 R-Z, 2000
I-6-114	Rights and Reproductions – Miscellaneous

**Record Group: Historical Society of Pennsylvania**  
**Series 7. Accessions**

<b>Box/Volume #</b>	<b>Description</b>	<b>Originally stored with:</b>
I-7-1	Accessions – HSP Gift Correspondence, three volumes with an index (disbound), 1842-1934 (Box 1)	Library
I-7-2	Accessions – HSP Gift Correspondence, three volumes with an index (disbound), 1842-1934 (Box 2)	Library
I-7-3	Accessions – Gift Acknowledgements, 1929, 1951-1961	Gen'l Correspondence
I-7-4	Accessions – Gift Acknowledgements, 1961-1964	Gen'l Correspondence
I-7-5	Accessions – Gift Acknowledgements, 1964-1966	Gen'l Correspondence
I-7-6	Accessions – Gift Acknowledgements, 1967-1968	Gen'l Correspondence
I-7-7	Accessions – Gift Acknowledgements, 1969-1970	Gen'l Correspondence
I-7-8	Accessions – Gift Acknowledgements, 1971-1973, 1983	Gen'l Correspondence (1971-73); Library (1983)
I-7-9	Accessions – Gift Acknowledgements, 1993-1996	Library
I-7-10	Accessions – Gift Acknowledgements, 1996-1998	Library
I-7-11	Accessions – Gift Acknowledgements, 1999-2000	Library
I-7-12	Accessions – Correspondence on Accessions and Deaccessions, 1954-1956	Gen'l Correspondence
I-7-13	Accessions – Book Acquisitions, 1967, 1981-1989	Library
I-7-14	Accessions – Book Acquisitions, 1993-1995	Library
I-7-15	Accessions – Book Acquisitions, 1995-1997, “Acquisition of the Dreer, Gratz, & Etting Collections.”	Library
I-7-16	Accessions – Bequests, 1892, 1900-1979, 1986	Library
I-7-17	Accessions – Copies of Accession Records, 1986-1990, and Copies of Deeds of Gift, 1984-1994	Library
I-7-18	Accessions – Miscellaneous Accession Lists, 1977-1993	Library
I-7-19	Accessions – Donations of Philadelphia Bulletin, 1982-1993, and Miscellaneous Correspondence/Papers on Accessions, 1939-1992, n.d.	Library

<b>Box/Volume #</b>	<b>Description</b>	<b>Originally stored with:</b>
I-7-20	Accessions – Shipping receipts for items deaccessioned/discarded by HSP, 1955-1968	Library
I-7-21	Accessions – [Artifact Accessions Card File, 1850-1950s], Alpha. by Donor, D-M [A-C is missing]	Library
I-7-22	Accessions – [Artifact Accessions Card File, 1850-1950s], Alpha. by Donor, M-Z	Library
I-7-23	Accessions – Library, Manuscripts, and Museum Accessions Card File, Alpha. by Donor, A-C, 1940s-1960s	Library
I-7-24	Accessions – Library, Manuscripts, and Museum Accessions Card File, Alpha. by Donor, D-J, 1940s-1960s	Library
I-7-25	Accessions – Library, Manuscripts, and Museum Accessions Card File, Alpha. by Donor, K-M, 1940s-1960s	Library
I-7-26	Accessions – Library, Manuscripts, and Museum Accessions Card File, Alpha. by Donor, N-S, 1940s-1960s	Library
I-7-27	Accessions – Library, Manuscripts, and Museum Accessions Card File, Alpha. by Donor, T-Z, 1940s-1960s, and Chronological, March 1945-Oct. 1946	Library
I-7-28	Accessions – Library, Manuscripts, and Museum Accessions Card File, Chronological, Nov. 1946-1950	Library
I-7-29	Accessions – Library, Manuscripts, and Museum Accessions Card File, Chronological, 1951-1955	Library
I-7-30	Accessions – Library, Manuscripts, and Museum Accessions Card File, Chronological, 1956-Feb. 1959 and Gilpin Library	Library
I-7-31	Accessions – Accession Book - Library, Manuscripts, and Museum, 1959-1960 (volume)	Library
I-7-32	Accessions – Accession Book - Library, Manuscripts, and Museum, 1960-1962 (volume)	Library
I-7-33	Accessions – Accession Book - Library, Manuscripts, and Museum, 1963-1964 (disbound volume)	Library
I-7-34	Accessions – Manuscripts Dept. Accession Books, 2 vols., 1905-1926	Manuscripts Dept.
I-7-35	Accessions – Manuscripts Dept. Accession Books, 3 vols., 1927-1934	Manuscripts Dept.
I-7-36	Accessions – Manuscripts Dept. Accession	Manuscripts Dept.



<b>Box/Volume #</b>	<b>Description</b>	<b>Originally stored with:</b>
	Books, 2 vols., 1934-1939	
I-7-37	Accessions – Manuscripts Dept. Accessions Card File, ca. 1939-1949, A-D	Manuscripts Dept.
I-7-38	Accessions – Manuscripts Dept. Accessions Card File, ca. 1939-1949, Dreer Fund, E-I	Manuscripts Dept.
I-7-39	Accessions – Manuscripts Dept. Accessions Card File, ca. 1939-1949, J-N	Manuscripts Dept.
I-7-40	Accessions – Manuscripts Dept. Accessions Card File, ca. 1939-1949, O-S	Manuscripts Dept.
I-7-41	Accessions – Manuscripts Dept. Accessions Card File, ca. 1939-1949, T-Z, Deposits	Manuscripts Dept.
I-7-42	Accessions – Manuscripts Dept. Accessions Card File, Nos. 1-1907, 1939-1947	Manuscripts Dept.
I-7-43	Accessions – Manuscripts Dept. Accessions Card File, Nos. 1908-2272, 1947-1949	Manuscripts Dept.
I-7-44	Accessions – [Assorted Accessions, Card File], 1966-1987	Manuscripts Dept.
I-7-45	Accessions – Library Accession Book No. 1, 1825-1862	Library
I-7-46	Accessions – Library Accession Book No. 1A, 1863-1866	Library
I-7-47	Accessions – Library Accession Book No. 2, 1866-1879	Library
I-7-48	Accessions – Library Accession Book No. 3, 1872-1876	Library
I-7-49	Accessions – Library Accession Book No. 4, 1876-1881	Library
I-7-50	Accessions – Library Accession Book No. 5, 1881-1886	Library
I-7-51	Accessions – Library Accession Book No. 6, 1886-1895	Library
I-7-52	Accessions – Library Accession Book No. 7, 1896-1901	Library
I-7-53	Accessions – Library Accession Book No. 8, 1901-1905	Library
I-7-54	Accessions – Library Accession Book No. 9, Oct. 1905-Oct. 1908	Library
I-7-55	Accessions – Library Accession Book No. 10, Oct. 1908-July 1911	Library
I-7-56	Accessions – Library Accession Book No. 11, 1911-1914	Library
I-7-57	Accessions – Library Accession Book No. 12,	Library

Box/Volume #	Description	Originally stored with:
	Mar. 1914-Nov. 1916	
I-7-58	Accessions – Library Accession Book No. 13, Nov. 1916-Nov. 1919	Library
I-7-59	Accessions – Library Accession Book No. 14, Nov. 1919-1922	Library
I-7-60	Accessions – Library Accession Book No. 15, Dec. 1922-Nov. 1927	Library
I-7-61	Accessions – Library Accession Book No. 16, 1927-1931	Library
I-7-62	Accessions – Library Accession Book No. 17, 1931-1934	Library
I-7-63	Accessions – Library Accession Book No. 18, Jan. 1935-May 1938	Library
I-7-64	Accessions – Library Accession Book No. 19, June 1938-Oct. 1941	Library
I-7-65	Accessions – Library Accession Book No. 20, Nov. 1941-Dec. 1944	Library
I-7-66	Accessions – [Library Accession Register?], 1873-1874	Library
I-7-67	Accessions – Gilpin Accessions Book, 1881-1898	Library
I-7-68	Accessions – Gilpin Accessions Book, 1890-1957	Library
I-7-69	Accessions – Four spines of library accession books no's. 11, 12, 16, & unidentified	Library

**Record Group: Historical Society of Pennsylvania  
Series 8. Manuscripts Department**

Box #	Description
I-8-1	MSS Dept. – Correspondence, 1960-1985 A-R
I-8-2	MSS Dept. – Correspondence, 1985 S-Z – 1990 A-B
I-8-3	MSS Dept. – Correspondence, 1990 C-O
I-8-4	MSS Dept. – Correspondence, 1990 P-Z, Linda Stanley & Maria Hall
I-8-5	MSS Dept. – Correspondence, 1991 A-Hi
I-8-6	MSS Dept. – Correspondence, 1991 Ho-V
I-8-7	MSS Dept. – Correspondence, 1991 W-Z, Linda Stanley & Maria Hall; and 1992 A-D
I-8-8	MSS Dept. – Correspondence, 1992 E-P
I-8-9	MSS Dept. – Correspondence, 1992 R-Z, Linda Stanley; 1993 Linda Stanley
I-8-10	MSS Dept. – Correspondence, 1993 Linda Stanley cont'd; 1994 A-Z, Linda Stanley; 1995 Linda Stanley; staff post card collection

<b>Box #</b>	<b>Description</b>
I-8-11	MSS Dept. – Correspondence, Staff post card collection
I-8-12	MSS Dept. – Projects, Mellon graphics project. 1987-1991
I-8-13	MSS Dept. – Projects, War dept. microfilm project. 1995-1996
I-8-14	MSS Dept. – Projects, Philadelphia historical digital image library project (PHDIL); and Coxe mining papers processing project
I-8-15	MSS Dept. – Projects, Coxe mining papers processing project; and Cadwalader family papers processing project
I-8-16	MSS Dept. – Projects, Cadwalader family papers processing project; and Common agenda
I-8-17	MSS Dept. – Projects, Common agenda; and Guide to the manuscript collections project
I-8-18	MSS Dept. – Projects, Guide to the manuscript collections project
I-8-19	MSS Dept. – Projects, PACSCL Name authority file A-G
I-8-20	MSS Dept. – Projects, PACSCL Name authority file H-R
I-8-21	MSS Dept. – Projects, PACSCL Name authority file R-Z
I-8-22 (vol.)	MSS Dept. – Other volumes, “1974-1981 log of manuscripts requested”
I-8-23 (vol.)	MSS Dept. – Other volumes, “1982-1985 log of manuscripts requested”
I-8-24 (vol.)	MSS Dept. – Other volumes, “1984 log of reference work”
I-8-25 (vol.)	MSS Dept. – Registrations, Reading room register, 1954-1959
I-8-26 (vol.)	MSS Dept. – Registrations, Reading room register, 1959-1963
I-8-27 (vol.)	MSS Dept. – Registrations, Reading room register, 1963-1966
I-8-28 (vol.)	MSS Dept. – Registrations, Reading room register, non member (box of three volumes), 1940-1943
I-8-29 (vol.)	MSS Dept. – Registrations, Reading room register, non member (box of two volumes), 1943-1945
I-8-30 (vol.)	MSS Dept. – Registrations, Reading room register, non member, 1949-1951
I-8-31 (vol.)	MSS Dept. – Registrations, Reading room register, non member, 1951-1953
I-8-32 (vol.)	MSS Dept. – Registrations, Reading room register (box of three volumes), 1940-1954
I-8-33 (vol.)	MSS Dept. – Registrations, Reading room register, 1953-1956
I-8-34 (vol.)	MSS Dept. – Registrations, Reading room register, 1956-1957
I-8-35 (vol.)	MSS Dept. – Registrations, Reading room register, 1957-1958
I-8-36 (vol.)	MSS Dept. – Registrations, Reading room register, 1958-1959
I-8-37 (vol.)	MSS Dept. – Registrations, Reading room register, 1959-1960
I-8-38 (vol.)	MSS Dept. – Registrations, Reading room register, 1960-1961
I-8-39 (vol.)	MSS Dept. – Registrations, Reading room register, 1961
I-8-40 (vol.)	MSS Dept. – Registrations, Reading room register, 1961-1962
I-8-41 (vol.)	MSS Dept. – Registrations, Reading room register, 1962-1963
I-8-42 (vol.)	MSS Dept. – Registrations, Reading room register, 1963
I-8-43	MSS Dept. – Registration log, 1967, Nov. 1975-Jan. 1977
I-8-44	MSS Dept. – Registrations, 1985, 1990
I-8-45	MSS Dept. – Registrations, 1991, 1992 A-C
I-8-46	MSS Dept. – Registrations, 1992 D-Z, 1993 A-G
I-8-47	MSS Dept. – Registrations, 1993 H-Z, 1994 A-G

<b>Box #</b>	<b>Description</b>
I-8-48	MSS Dept. – Registrations, 1994 H-Z, 1995 A-Z
I-8-49	MSS Dept. – Linda Stanley
I-8-50	MSS Dept. – Linda Stanley
I-8-51	MSS Dept. – Linda Stanley
I-8-52	MSS Dept. – Linda Stanley
I-8-53	MSS Dept. – Linda Stanley
I-8-54	MSS Dept. – Linda Stanley
I-8-55	MSS Dept. – Subject files, Budget/finance, staff meetings, professional organizations
I-8-56	MSS Dept. – Subject files, Reports/statistics 1971-1998
I-8-57	MSS Dept. – Subject files, Collection procedure manuals & instructions, donors/cultivation, exhibits
I-8-58	MSS Dept. – Subject files, Surveys& inventories & collection processing
I-8-59	MSS Dept. – Subject files, Collection processing, grants, cataloging
I-8-60	MSS Dept. – Subject files, Cataloging, misc.
I-8-61	MSS Dept. – Subject files, Misc.
I-8-62	MSS Dept. – Multimedia, [microfilm]
I-8-63	MSS Dept. – Multimedia, floppy discs, Guide to Manuscript collections backup file.

**Record Group: Historical Society of Pennsylvania**

**Series 9. Museum**

<b>Box #</b>	<b>Description</b>
I-9-1	Museum – Subject Files (Budget, Grants)
I-9-2	Museum – Subject Files (Grants, Conservation Grants, Conservation)
I-9-3	Museum – Subject Files (Conservation, Committees)
I-9-4	Museum – Subject Files (Committees, Long Range Planning, Correspondence)
I-9-5	Museum – Subject Files (Correspondence)
I-9-6	Museum – Subject Files (Reports, Exhibit Related, NAGPRA)
I-9-7	Museum – Subject Files (Miscellaneous)
I-9-8	Museum – Subject Files (Miscellaneous)
I-9-9	Museum – Subject Files (Miscellaneous)
I-9-10	Museum – Subject Files (Miscellaneous, Photographs)
I-9-11	Museum – Exhibits, A-Childhood
I-9-12	Museum – Exhibits, China-Common
I-9-13	Museum – Exhibits, Common Ground
I-9-14	Museum – Exhibits, Common Ground
I-9-15	Museum – Exhibits, Common Ground
I-9-16	Museum – Exhibits, Common Ground
I-9-17	Museum – Exhibits, Common-Crossroads
I-9-18	Museum – Exhibits, Crossroads-Family
I-9-19	Museum – Exhibits, Finding Philadelphia's Past (F.P.P.), Exhibit Notebook
I-9-20	Museum – Exhibits, F.P.P., Exhibit Notebook

<b>Box #</b>	<b>Description</b>
I-9-21	Museum – Exhibits, F.P.P., Exhibit Notebook
I-9-22	Museum – Exhibits, F.P.P., Exhibit Notebook, Rotation Notebook
I-9-23	Museum – Exhibits, F.P.P., Rotation Notebook, Exhibit Overview, Labels
I-9-24	Museum – Exhibits, F.P.P., Exhibit Script Revisions
I-9-25	Museum – Exhibits, F.P.P., Exhibit Script Revisions
I-9-26	Museum – Exhibits, F.P.P., Exhibit Script Revisions, Lists, Removal Sheets, Research Notes
I-9-27	Museum – Exhibits, F.P.P., Research Notes
I-9-28	Museum – Exhibits, F.P.P., Research Notes, Audiovisual Content
I-9-29	Museum – Exhibits, F.P.P., Audiovisual Content
I-9-30	Museum – Exhibits, F.P.P., Audiovisual Content, Publications
I-9-31	Museum – Exhibits, F.P.P., Publications
I-9-32	Museum – Exhibits, F.P.P., Publications, <i>PMHB</i> Issue, Exhibit Design
I-9-33	Museum – Exhibits, F.P.P., Exhibit Design, Conservation
I-9-34	Museum – Exhibits, F.P.P., Conservation
I-9-35	Museum – Exhibits, F.P.P., Conservation
I-9-36	Museum – Exhibits, F.P.P., Conservation, Grants/Budget
I-9-37	Museum – Exhibits, F.P.P., Grants/Budget
I-9-38	Museum – Exhibits, F.P.P., Events, Marketing, Public Relations
I-9-39	Museum – Exhibits, F.P.P., Events, Marketing, Public Relations, Subject Files
I-9-40	Museum – Exhibits, F.P.P., Subject Files
I-9-41	Museum – Exhibits, F.P.P., Multimedia
I-9-42	Museum – Exhibits, F.P.P., Subject Files (cont'd), Photographs
I-9-43	Museum – Exhibits, Forging-Gallery
I-9-44	Museum – Exhibits, George Washington
I-9-45	Museum – Exhibits, George Washington-Germantown
I-9-46	Museum – Exhibits, Hidden-John Neagle
I-9-47	Museum – Exhibits, John Neagle
I-9-48	Museum – Exhibits, John Neagle-Landscapes
I-9-49	Museum – Exhibits, Larder-Law Day
I-9-50	Museum – Exhibits, Legacies-Making
I-9-51	Museum – Exhibits, Making-Medical
I-9-52	Museum – Exhibits, More-Negro
I-9-53	Museum – Exhibits, Negro-Onstage
I-9-54	Museum – Exhibits, P.E.-Philadelphia
I-9-55	Museum – Exhibits, Philadelphia-Prints
I-9-56	Museum – Exhibits, Prints-Rembrandt
I-9-57	Museum – Exhibits, Rembrandt-Rising
I-9-58	Museum – Exhibits, Rising-Unknown
I-9-59	Museum – Exhibits, Views-Women
I-9-60	Museum – Exhibits, Women-Women's Week
I-9-61	Museum – Loans, "Items Returned from Loans" Card File, 1970s-1980s

<b>Box #</b>	<b>Description</b>
I-9-62	Museum – Loans, 1889-1974/75
I-9-63	Museum – Loans, 1974/75-1976
I-9-64	Museum – Loans, 1976-1977
I-9-65	Museum – Loans, 1977-1979
I-9-66	Museum – Loans, 1980-1981
I-9-67	Museum – Loans, 1981-1982
I-9-68	Museum – Loans, 1982-1983
I-9-69	Museum – Loans, 1983-1984
I-9-70	Museum – Loans, 1984-1985
I-9-71	Museum – Loans, 1985-1986
I-9-72	Museum – Loans, 1986-1987
I-9-73	Museum – Loans, 1987
I-9-74	Museum – Loans, 1987-1988
I-9-75	Museum – Loans, 1988
I-9-76	Museum – Loans, 1989
I-9-77	Museum – Loans, 1989-1990
I-9-78	Museum – Loans, 1990-1991
I-9-79	Museum – Loans, 1991-1992
I-9-80	Museum – Loans, 1993-1994
I-9-81	Museum – Loans, 1995-1998
I-9-82	Museum – Loans, 1999-2001
I-9-83	Museum – Loans, Loan Correspondence, 1954-1973
I-9-84	Museum – Loans, Miscellaneous Loan Papers, [1966-1995]
I-9-85	Museum – Deaccessions (Policies, 1991-2000; Legal Papers, 1997-1998)
I-9-86	Museum – Deaccessions (Legal Papers, 1997-1998; Copley)
I-9-87	Museum – Deaccessions (Copley, Forrest)
I-9-88	Museum – Deaccessions (Forrest, Monticello)
I-9-89	Museum – Deaccessions (Monticello)
I-9-90	Museum – Deaccessions (Monticello)
I-9-91	Museum – PHIDO (General Project Planning, ca. 1994-1998)
I-9-92	Museum – PHIDO (Database Software/Hardware, ca. 1995-1999)
I-9-93	Museum – PHIDO (Database Software/Hardware; Miscellaneous, ca. 1995-1999)
I-9-94	Museum – PHIDO (Multimedia – System Backups and Software)
I-9-95	Museum – Collections Surveys and Inventories, 1984-1996
I-9-96	Museum – Collections Surveys and Inventories, 1997
I-9-97	Museum – Collections Committees, 1984-1989
I-9-98	Museum – Collections Committees, 1988-1993; Collections Policies, 1979-1984/85
I-9-99	Museum – Collections Committees, Collections Policies, 1984/85-1987
I-9-100	Museum – Collections Committees, Collections Policies, 1987-1994
I-9-101	Museum – Collections Committees, Collections Policies, 1994-1998, n.d.

<b>Box #</b>	<b>Description</b>
I-9-102	Museum – Collections Committees, Art and Artifacts Committee, ca. 1998-1999
I-9-103 (vol.)	Museum – Visitors Registers, 1946-1955
I-9-104 (vol.)	Museum – Visitors Registers, May-June 1976
I-9-105 (vol.)	Museum – Visitors Registers, June 1976
I-9-106 (vol.)	Museum – Visitors Registers, June-July 1976
I-9-107 (vol.)	Museum – Visitors Registers, July-August 1976
I-9-108 (vol.)	Museum – Visitors Registers, August 1976
I-9-109 (vol.)	Museum – Visitors Registers, August-September 1976
I-9-110 (vol.)	Museum – Visitors Registers, September-October 1976
I-9-111 (vol.)	Museum – Visitors Registers, October-November 1976
I-9-112 (vol.)	Museum – Visitors Registers, October-November 1976
I-9-113 (vol.)	Museum – Visitors Registers, November-December 1976
I-9-114 (vol.)	Museum – Visitors Registers, December 1976
I-9-115 (vol.)	Museum – Visitors Registers, December 1976
I-9-116 (vol.)	Museum – Visitors Registers, December 31, 1976
I-9-117 (vol.)	Museum – Visitors Registers, October 1978-February 1980
I-9-118 (vol.)	Museum – Visitors Registers, September 1985-July 1992
I-9-119	Museum – Visitors Registers, 1996
I-9-120	Museum – Visitors Registers, 1997

**Record Group: Historical Society of Pennsylvania**  
**Series 10. Conservation**

<b>Box #</b>	<b>Description</b>
I-10-1	Conservation – 1979-2001
I-10-2	Conservation – Examination reports 1984
I-10-3	Conservation – Washington Chair conservation project
I-10-4	Conservation – Work log 1986-1988
I-10-5	Conservation – Work log 1987
I-10-6	Conservation – Work log 1988
I-10-7	Conservation – Repair slips 1972-1976 & 1979-1983; index of names for conservation work, supplies, etc.
I-10-8	Conservation – Repair slips 1970s-1990s

**Record Group: Historical Society of Pennsylvania**  
**Series 11. Art and Artifacts (dead files)**

<b>Box #</b>	<b>Description</b>
I-11-1	Art & Artifacts Dead Files – structures, bedding, floor coverings, furniture
I-11-2	Art & Artifacts Dead Files – chairs, chests & case pieces
I-11-3	Art & Artifacts Dead Files – chests & case pieces, desks, mirrors, tables

<b>Box #</b>	<b>Description</b>
I-11-4	Art & Artifacts Dead Files – tables, household accessories, ceramics, textiles, lighting & temperature control devices, personal artifacts & adornments
I-11-5	Art & Artifacts Dead Files – Adornments, children’s clothes, footwear
I-11-6	Art & Artifacts Dead Files – headwear, menswear, blouses, coats & jackets
I-11-7	Art & Artifacts Dead Files – dresses, wedding dresses, night clothes, shirts, sweaters, t-shirts, other clothes, underwear
I-11-8	Art & Artifacts Dead Files – accessories, buttons, cufflinks, shoe buckles, personal gear
I-11-9	Art & Artifacts Dead Files – personal gear, canes, canteens, fans, handkerchiefs, hat boxes, parasols, pockets
I-11-10	Art & Artifacts Dead Files – snuff boxes, spectacles, wallets, toilet articles
I-11-11	Art & Artifacts Dead Files – tools & equipment
I-11-12	Art & Artifacts Dead Files – tools & equipment
I-11-13	Art & Artifacts Dead Files – tools & equipment
I-11-14	Art & Artifacts Dead Files – tools & equipment
I-11-15	Art & Artifacts Dead Files – tools & equipment
I-11-16	Art & Artifacts Dead Files – tools & equipment
I-11-17	Art & Artifacts Dead Files – tools & equipment
I-11-18	Art & Artifacts Dead Files – tools & equipment, distribution & transportation, communication artifacts
I-11-19	Art & Artifacts Dead Files – communication artifacts
I-11-20	Art & Artifacts Dead Files – communication artifacts, art, ceremonial artifacts
I-11-21	Art & Artifacts Dead Files – ceremonial artifacts, documentary artifacts
I-11-22	Art & Artifacts Dead Files – documentary artifacts
I-11-23	Art & Artifacts Dead Files – documentary artifacts
I-11-24	Art & Artifacts Dead Files – documentary artifacts
I-11-25	Art & Artifacts Dead Files – documentary artifacts
I-11-26	Art & Artifacts Dead Files – documentary artifacts
I-11-27	Art & Artifacts Dead Files – documentary artifacts, exchange medium, personal symbol
I-11-28	Art & Artifacts Dead Files – personal symbol
I-11-29	Art & Artifacts Dead Files – personal symbol, military symbol-political
I-11-30	Art & Artifacts Dead Files – personal symbol-political, games, sports equipment
I-11-31	Art & Artifacts Dead Files – toys, dolls
I-11-32	Art & Artifacts Dead Files – dolls, artifact remnant, function unknown, multi-purpose artifact, non artifact/natural history
I-11-33	Art & Artifacts Dead Files – Painting accessions, 1998.11-1989.52
I-11-34	Art & Artifacts Dead Files – Painting accessions, 1988.4-1984.1
I-11-35	Art & Artifacts Dead Files – Painting accessions, 1984.28-1970.7
I-11-36	Art & Artifacts Dead Files – Painting accessions, 1969.9-1953.1



Box #	Description
I-11-37	Art & Artifacts Dead Files – Painting accessions, 1953.3-1941.4
I-11-38	Art & Artifacts Dead Files – Painting accessions, 1941.5-1934.4
I-11-39	Art & Artifacts Dead Files – Painting accessions, 1933-1925.1
I-11-40	Art & Artifacts Dead Files – Painting accessions, 1925.2-2.1922
I-11-41	Art & Artifacts Dead Files – Painting accessions, 1922.3-1913.4
I-11-42	Art & Artifacts Dead Files – Painting accessions, 2.1912-1.1906
I-11-43	Art & Artifacts Dead Files – Painting accessions, 4.1906-1904.1
I-11-44	Art & Artifacts Dead Files – Painting accessions, 2.1904-1900.14
I-11-45	Art & Artifacts Dead Files – Painting accessions, 1.1899-5.1891
I-11-46	Art & Artifacts Dead Files – Painting accessions, 6.1891-1887.7
I-11-47	Art & Artifacts Dead Files – Painting accessions, 1886.1-1877.2
I-11-48	Art & Artifacts Dead Files – Painting accessions, 1877.3-1857.1
I-11-49	Art & Artifacts Dead Files – Painting accessions, 1856.1-1833.1
I-11-50	Art & Artifacts Dead Files – Painting accessions, 1000.1-1000.2097
I-11-51	Art & Artifacts Dead Files – misc. painting accessions
I-11-52	Art & Artifacts Dead Files – location card file [1985-2001]: painting/decorative arts
I-11-53	Art & Artifacts Dead Files – location card file [1985-2001]: painting/decorative arts
I-11-54	Art & Artifacts Dead Files – location card file [1985-2001]: painting/decorative arts
I-11-55	Art & Artifacts Dead Files – original object card file used before 1984, “4 <sup>th</sup> floor bin list”
I-11-56	Art & Artifacts Dead Files – object card files
I-11-57	Art & Artifacts Dead Files – object card files
I-11-58	Art & Artifacts Dead Files – object card files
I-11-59	Art & Artifacts Dead Files – object files: large collections, offered items, donations offered but not given
I-11-60	Art & Artifacts Dead Files – object files: donations, loans
I-11-61	Art & Artifacts Dead Files – object files: loans, appraisals, information on objects by theme, missing/lost/destroyed
I-11-62	Art & Artifacts Dead Files – object files: lost/missing or stolen
I-11-63	Art & Artifacts Dead Files – Deaccessions, renewable loans
I-11-64	Art & Artifacts Dead Files – renewable loans, annotated copy of “paintings & miniatures at the Historical Society of Pennsylvania,” accession books 1824-1992

**Record Group: Historical Society of Pennsylvania**  
**Series 12. Education & Interpretation**

Box #	Description
I-12-1	Education & Interpretation – Correspondence
I-12-2	Education & Interpretation – Correspondence
I-12-3	Education & Interpretation – Correspondence

Box #	Description
I-12-4	Education & Interpretation – Correspondence
I-12-5	Education & Interpretation – Student Programming – Lesson Plans
I-12-6	Education & Interpretation – Student Programming – Lesson Plans
I-12-7	Education & Interpretation – Student Programming – Newspapers in Education
I-12-8	Education & Interpretation – Student Programming – PATH Grants
I-12-9	Education & Interpretation – Student Programming – Summer Camp
I-12-10	Education & Interpretation – Student Programming – Miscellaneous Programs
I-12-11	Education & Interpretation – Adult Programming – Partners with the Past, Genealogy, Baseball
I-12-12	Education & Interpretation – Adult Programming – Philadelphia reform symposiums
I-12-13	Education & Interpretation – Adult Programming – Miscellaneous programs
I-12-14	Education & Interpretation – Subject Files
I-12-15	Education & Interpretation – Subject Files
I-12-16	Education & Interpretation – Subject Files
I-12-17	Education & Interpretation – Photographs – Student Programming – Summer Camp
I-12-18	Education & Interpretation – Photographs – Adult Programming; Subject Files
I-12-19	Education & Interpretation – Multimedia – Summer Camp, PATH, Lucretia Mott, Women’s history
I-12-20	Education & Interpretation – Multimedia – History Hotline tapes
I-12-21	Education & Interpretation – Multimedia – History Hotline tapes
I-12-22	Education & Interpretation – Multimedia – Symposiums, Forums, News Clips, 1988-1995

**Record Group: Historical Society of Pennsylvania**

**Series 13. Publications (unprocessed)**

*In addition to the following box list there is a complete run of the Pennsylvania Magazine of History and Biography, and copies of other HSP publications.*

Box #	Description
I-13-1	Publications – Annual reports; 5 year report; staff newsletters; “celebrating the councilors” brochures
I-13-2	Publications – Pennsylvania Correspondent 1980-2000
I-13-3	Publications – Legacies 2001-2005
I-13-4	Publications – Various-refer to box label
I-13-5	Publications – Various-refer to box label
I-13-6	Publications – Various-refer to box label

**Record Group: Historical Society of Pennsylvania**

**Series 14. Development**

*Please note that the subseries Fundraising and Special events are not numbered in one chronological run. The Fundraising containers are numbered I-14-1, I-14-2, I-14-3, etc. and the Special events containers are numbered I-14-1a, I-14-2a, I-14-3a, etc. This was done to account for future accessions to the series. There is no box list for the unprocessed, surveyed materials.*

<b>Box #</b>	<b>Description</b>
I-14-1	Development – Fundraising – Government – Institute of Museum Services (IMS)
I-14-2	Development – Fundraising – Government – Institute of Museum Services (IMS)
I-14-3	Development – Fundraising – Government – Institute of Museum Services (IMS)
I-14-4	Development – Fundraising – Government – Institute of Museum Services (IMS); National Archives and Records Administration (NARA); and National Endowment for the Arts (NEA)
I-14-5	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-6	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-7	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-8	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-9	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-10	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-11	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-12	Development – Fundraising – Government – National Endowment for the Humanities (NEH)
I-14-13	Development – Fundraising – Government – National Endowment for the Humanities (NEH) – PHIDO
I-14-14	Development – Fundraising – Government – National Historical Publications and Records Commission (NHPRC); Pennsylvania, Commonwealth; Pennsylvania Council on the Arts (PCA)
I-14-15	Development – Fundraising – Government -- Pennsylvania Council on the Arts (PCA)
I-14-16	Development – Fundraising – Government -- Pennsylvania Council on the Arts (PCA); Pennsylvania Dept. of Education; Pennsylvania Dept. of State, Bureau of Charitable Organizations
I-14-17	Development – Fundraising – Government – Pennsylvania Dept. of State, Bureau of Charitable Organizations; Pennsylvania General Assembly, House of Representatives; Pennsylvania Humanities Council

<b>Box #</b>	<b>Description</b>
	(PHC); Pennsylvania Historical and Museum Commission (PHMC)
I-14-18	Development – Fundraising – Government -- Pennsylvania Historical and Museum Commission (PHMC)
I-14-19	Development – Fundraising – Government -- Pennsylvania Historical and Museum Commission (PHMC) – Philadelphia, City of
I-14-20	Development – Fundraising – Government – Philadelphia, City of – United States
I-14-21	Development – Fundraising – Corporate – A-G
I-14-22	Development – Fundraising – Corporate – G-M
I-14-23	Development – Fundraising – Corporate – N-R
I-14-24	Development – Fundraising – Corporate – S-Z
I-14-25	Development – Fundraising – Individual Donors – A-H
I-14-26	Development – Fundraising – Individual Donors – I-N
I-14-27	Development – Fundraising – Individual Donors – O-Z
I-14-28	Development – Fundraising – Individual Donors – A-I
I-14-29	Development – Fundraising – Individual Donors – J-R
I-14-30	Development – Fundraising – Individual Donors – S-Z
I-14-31	Development – Fundraising – Annual Giving – 1980-1987
I-14-32	Development – Fundraising – Annual Giving – 1987-1992
I-14-33	Development – Fundraising – Annual Giving – 1992-1994
I-14-34	Development – Fundraising – Annual Giving – 1994-1996
I-14-35	Development – Fundraising – Annual Giving – 1996
I-14-36	Development – Fundraising – Annual Giving – 1996-2001
I-14-37	Development – Fundraising – Annual Giving – 1992 (Original donation pledge envelopes)
I-14-38	Development – Fundraising – Capital Campaign – Heritage Fund – 1984-1989
I-14-39	Development – Fundraising – Capital Campaign – Heritage Fund – 1988-1990; 1978-1980 (Start of General Capital Campaign files)
I-14-40	Development – Fundraising – Capital Campaign – 1981-1992
I-14-41	Development – Fundraising – Capital Campaign – 1992-1994
I-14-42	Development – Fundraising – Capital Campaign – 1994-1996
I-14-43	Development – Fundraising – Capital Campaign – 1996
I-14-44	Development – Fundraising – Capital Campaign – 1996-1997
I-14-45	Development – Fundraising – Capital Campaign – 1997-1998
I-14-46	Development – Fundraising – Capital Campaign – 1998-2002
I-14-47	Development – Fundraising – Foundations – Alexis-Andrew
I-14-48	Development – Fundraising – Foundations – Andrew-Christian
I-14-49	Development – Fundraising – Foundations – Claneil-Frank
I-14-50	Development – Fundraising – Foundations – Gannet-Ludwick
I-14-51	Development – Fundraising – Foundations – McLean-PEW
I-14-52	Development – Fundraising – Foundations – PEW
I-14-53	Development – Fundraising – Foundations – PEW
I-14-54	Development – Fundraising – Foundations – PEW-Religious
I-14-55	Development – Fundraising – Foundations – Rittenhouse-William

<b>Box #</b>	<b>Description</b>
I-14-56	Development – Fundraising – Foundations – William-Yarway
I-14-57	Development – Fundraising – Miscellaneous – 1976-1987
I-14-58	Development – Fundraising – Miscellaneous – 1987-1992
I-14-59	Development – Fundraising – Miscellaneous – 1992-1998, n.d.
I-14-1a	Development – Special Events – 1940-1942
I-14-2a	Development – Special Events – 1976-1987
I-14-3a	Development – Special Events – 1988-1990
I-14-4a	Development – Special Events – 1990-1992
I-14-5a	Development – Special Events – 1993-2000
I-14-6a	Development – Special Events – 2000-2001
I-14-7a	Development – Special Events – 2001-2002
I-14-8a	Development – Special Events – 160 <sup>th</sup> Anniversary; 175 <sup>th</sup> Anniversary
I-14-9a	Development – Special Events – 175 <sup>th</sup> Anniversary
I-14-10a	Development – Special Events – 175 <sup>th</sup> Anniversary
I-14-11a	Development – Special Events – 175 <sup>th</sup> Anniversary
I-14-12a	Development – Special Events – Annual Dinners; Annual Meetings; Chairman's Dinner
I-14-13a	Development – Special Events – Chairman's Dinner
I-14-14a	Development – Special Events – Councilors' Event; President's Dinner
I-14-15a	Development – Special Events – President's Dinner; Staff Events
I-14-16a	Development – Special Events – MULTIMEDIA – Chairman's luncheon, Jim Leher's remarks, 2001
I-14-17a	Development – Special Events – Invitations – HSP dinner at the American Academy of Music, 1887
I-14-18a	Development – Special Events – Invitations – Cards of Admission for (Daughters of the American Revolution (DAR) reception, 1909
I-14-19a	Development – Special Events – Invitations – 1830-1910
I-14-20a	Development – Special Events – Invitations – 1916-1955
I-14-21a	Development – Special Events – Invitations – 1956-1969
I-14-22a	Development – Special Events – Invitations – 1970s-1990s
I-14-23a(vol.)	Development – Special Events – Events planning book and invitations lists, 1910-1917
I-14-24a(vol.)	Development – Special Events – The Formal Opening of the New Fireproof Building of the HSP, April 6-7, 1910
I-14-25a	Development – Special Events – Publicity – 1974-1976 (disbound scrapbook)
I-14-26a	Development – Special Events – Publicity – 1977-1950 (disbound scrapbook)
I-14-27a	Development – Special Events – Annual Meetings – 1948-1948
I-14-28a	Development – Special Events – Annual Meetings – 1949-1950
I-14-29a	Development – Special Events – HSP Centennial-1924 – Acceptances/Regrets A-O
I-14-30a	Development – Special Events – HSP Centennial-1924 –

Box #	Description
	Acceptances/Regrets P-Z; non-alphabetical responses
I-14-31a	Development – Special Events – HSP Centennial-1924 – non-alphabetical cont...; subject files
I-14-32a	Development – Special Events – HSP Centennial-1924 – subject files
I-14-33a	Development – Special Events – HSP Centennial-1924 – subject files
I-14-34a (scrapbook)	Development – Special Events – Reception for Crown Prince/Princess of Sweden, 1926 (1:3)
I-14-35a (scrapbook)	Development – Special Events – Reception for Crown Prince/Princess of Sweden, 1926 (2:3)
I-14-36a (scrapbook)	Development – Special Events – Reception for Crown Prince/Princess of Sweden, 1926 (3:3)
I-14-37a	Development – Special Events – William Penn Commemoration, 1931-1933 – Meeting minutes, finance committee, memorial
I-14-38a	Development – Special Events – William Penn Commemoration, 1931-1933 -- Correspondence
I-14-39a	Development – Special Events – Tercentenary Medal Fundraiser – 1981-1982
I-14-40a	Development – Photographs (general)

**Record Group: Historical Society of Pennsylvania**  
**Series 15. Membership**

Box #	Description
I-15-1	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 A-B
I-15-2	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 B-C
I-15-3	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 C-E
I-15-4	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 F-H
I-15-5	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 H-J
I-15-6	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 J-L
I-15-7	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 L-M
I-15-8	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 N-R
I-15-9	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 R-S
I-15-10	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 S-W

<b>Box #</b>	<b>Description</b>
I-15-11	Membership – Payment and subscription cards, annual member payment cards, 1912-1971 W-Z
I-15-12	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 A-B
I-15-13	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 C-E
I-15-14	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 F-H
I-15-15	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 H-L
I-15-16	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 L-N
I-15-17	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 O-S
I-15-18	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 S-V
I-15-19	Membership – Payment and subscription cards, annual member payment cards, 1962-1981 W-Z
I-15-20	Membership – Payment and subscription cards, alphabetical card file of members, 1967-1983 A-G
I-15-21	Membership – Payment and subscription cards, alphabetical card file of members, 1967-1983 H-R
I-15-22	Membership – Payment and subscription cards, alphabetical card file of members, 1967-1983 S-Z
I-15-23	Membership – Payment and subscription cards, annual members payment cards, monthly, 1980-1986 January-April
I-15-24	Membership – Payment and subscription cards, annual members payment cards, monthly, 1980-1986 April-August
I-15-25	Membership – Payment and subscription cards, annual members payment cards, monthly, 1980-1986 September-December
I-15-26	Membership – Payment and subscription cards, life members as of ca. 1983
I-15-27	Membership – Payment and subscription cards, deceased members as of ca. 1960
I-15-28	Membership – Payment and subscription cards, members list, 1975-1977; subscription cards for <i>PMHB</i> , 1974-1984
I-15-29	Membership – Payment and subscription cards, annual giving contribution cards, 1981-1983 1:2
I-15-30	Membership – Payment and subscription cards, annual giving contribution cards, 1981-1983 2:2
I-15-31	Membership – Payment and subscription cards, membership renewal forms, 1995-1996
I-15-32	Membership – Payment and subscription cards, annual giving cards, 1984-1986; member non-renewals, 1982-1985
I-15-33 (vol.)	Membership – Record volumes, Resident Members, ca. 1825-1876

<b>Box #</b>	<b>Description</b>
I-15-34 (vol.)	Membership – Record volumes, Non-resident Members, ca.1825-1876
I-15-35 (vol.)	Membership – Record volumes, Non-resident Members, ca.1827-1913
I-15-36 (vol.)	Membership – Record volumes, Life Members, 1824-1947
I-15-37 (vol.)	Membership – Record volumes, Members, ca. 1825-1857
I-15-38 (vol.)	Membership – Record volumes, Members, ca. 1825-1857
I-15-39 (vol.)	Membership – Record volumes, Various Papers, 1887-1889
I-15-40 (vol.)	Membership – Record volumes, Contributors, 1851-1856
I-15-41 (vol.)	Membership – Record volumes, Member Nominations, 1900-1909
I-15-42 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1967-1975
I-15-43 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1972-1974
I-15-44 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1974-1976
I-15-45 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1975-1981
I-15-46 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1976-1978
I-15-47 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1978-1980
I-15-48 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1980-1982
I-15-49 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1981-1983
I-15-50 (vol.)	Membership – Record volumes, Membership Contribution Lists, 1982-1984
I-15-51	Membership – Contributing members list 1855-1864; Membership applications, A-G, 1968-1971
I-15-52	Membership – Membership applications, H-P, 1968-1971
I-15-53	Membership – Membership applications, Q-Z, 1968-1971
I-15-54	Membership – Membership applications, A-Z, 1972
I-15-55	Membership – Membership applications, A-Z, 1973
I-15-56	Membership – Member surveys, 1983
I-15-57	Membership – Member surveys, 1987
I-15-58	Membership – Member surveys, 1987
I-15-59	Membership – Member surveys, 1987
I-15-60	Membership – Member surveys, 1990
I-15-61	Membership – Member surveys, 1990
I-15-62	Membership – Member surveys, 1995
I-15-63	Membership – Member surveys, 1995
I-15-64	Membership – Monthly information files, July-Dec., 1997
I-15-65	Membership – Monthly information files, Jan.-June, 1998
I-15-66	Membership – Monthly information files, July-Dec., 1998
I-15-67	Membership – Monthly information files, Jan.-June, 1999



Box #	Description
I-15-68	Membership – Monthly information files, July-Dec., 1999
I-15-69	Membership – Monthly information files, Jan.-June, 2000
I-15-70	Membership – Monthly information files, July-Dec., 2000
I-15-71	Membership – Monthly information files, Jan.-June, 2001
I-15-72	Membership – Monthly information files, July-Dec., 2001
I-15-73	Membership – Darthe Hauck files (correspondence, 1961-1982)
I-15-74	Membership – Darthe Hauck files (teas, 1964-1983; other events, 1970-1976)
I-15-75	Membership – Darthe Hauck files (other events, 1977-1983; genealogy exhibit, 1978)
I-15-76	Membership – Subject files (member papers, 1864-1885; “Total Member Records,” 1946-1978)
I-15-77	Membership – Subject files (member benefits, complaints, 1985-2001; new members, renewals, non-renewals, ca. 1979-1992)
I-15-78	Membership – Subject files (annual giving, billing, receipts, gift reports, 1977-1996)
I-15-79	Membership – Subject files (check requests, dues, expenses, and payments, 1981-1996)
I-15-80	Membership – Subject files, Scriptomatic Address Cards, ca. 1970s (filed by month) 1:2
I-15-81	Membership – Subject files, Scriptomatic Address Cards, ca. 1970s (filed by month) 2:2
I-15-82	Membership – Subject files, Scriptomatic Address Cards, ca. 1970s (list exchange cards, members filed by zip code)
I-15-83	Membership – Subject files, Scriptomatic Address Cards, ca. 1970s (members filed by zip code)
I-15-84	Membership – Subject files, development files, ca. 1983-2001; membership mailings, ca. 1983-1999; membership meetings, ca. 1982-1986
I-15-85	Membership – Subject files, incoming correspondence ca. 1983-1996
I-15-86	Membership – Subject files (addresses, reports, surveys, Connoisseur’s Circle, Inheritor’s Circle)
I-15-87	Membership – Subject files (general files, 1984-1996)

**Record Group: Historical Society of Pennsylvania**  
**Series 16. Public relations (unprocessed)**

*There is no box list available for this series.*

**Record Group: Historical Society of Pennsylvania**  
**Series 17. Business office (unprocessed)**

*There is no box list available for this series*

**Record Group: Historical Society of Pennsylvania**  
**Series 18. Building**

Box #	Description
I-18-1	Building – Athenaeum Building; Picture Building; Patterson Mansion
I-18-2	Building – Patterson Mansion
I-18-3	Building – Construction
I-18-4	Building – Construction
I-18-5	Building – Construction; Renovations 1910s, 1920s, 1930s
I-18-6	Building – Renovations 1940s, 1950s, 1960s, 1970s, 1980s
I-18-7	Building – Renovations 1990s
I-18-8	Building – Renovations 1990s
I-18-9	Building – Renovations 1990s
I-18-10	Building – Renovations 1990s
I-18-11	Building – Renovations 1990s
I-18-12	Building – Renovations 1990s
I-18-13	Building – Renovations 1990s
I-18-14	Building – Renovations 1990s
I-18-15	Building – Facilities
I-18-16	Building – Facilities
I-18-17	Building – Facilities
I-18-18	Building – Miscellaneous
I-18-19	Building – Miscellaneous
I-18-20 (vol.)	Building – Miscellaneous, Building committee day book, 1882
I-18-21	Building – Photographs
I-18-22	Building – Photographs (1992 – images of the building prior to renovations project) 1:2
I-18-23	Building – Photographs (1992 – images of the building prior to renovations project) 2:2
I-18-24	Building – Multimedia
I-18-25	Building – Artifacts – Electrical plates and boxes
I-18-26	Building – Artifacts – Core sample; moulding sample; imitation hard hats; button/pin
I-18-27	Building – Artifacts – Lighting fixtures, 1:2
I-18-28	Building – Artifacts – Lighting fixtures, 2:2

**Oversize list**

*Please note:*

- The folders of oversize items are described below according to their subseries or sub-subseries.
- Many folders contain more than one item. In such cases, the items are designated a, b, c, etc.
- Within the oversize drawer, the folders are not stacked in intellectual order; rather, folders are stacked in size order from largest (bottom) to smallest (top).
- Many oversize items are extremely fragile.

•The location of all material is room 410. The flat file cabinet drawers have been numbered FF0-FF15; FF0 referring to the top of the cabinet where items too big for drawers are housed and FF15 referring to the bottom drawer. Additionally there are items are housed on shelf bank 47.

Location	Description
FF3	Building – Patterson Mansion – Deeds and indentures, 1832, 1836, and 1881
FF3	Building – Patterson Mansion – Title papers: deeds and indentures, 1832-1882
FF3	Building – Patterson Mansion – a. Deed, Caro E. Cope et al to HSP, lot of ground on south side of Locust street, 5/7/1886 b. Deed, Francis Stokes, et ux to Caro E. Cope et al, lot of ground on south side of Locust street, 3/13/1883 c. Assignment of bond and mortgage, Benjamin, Comegys et al to HSP, 12 /31/1896 d. Mortgages, (3 copies), Francis Stokes et al to Robert Patterson et al, 1883
FF3	Building – Patterson Mansion – Plans a. Plan of the hall, 13 <sup>th</sup> and Locust Street, [1880s] b. [Addison Hutton, Architect], Alterations, vestibule trimmings and screen to cellar stairs, south west corner of 13 <sup>th</sup> and Locust Street, 9/18/1883
FF3	Building – Patterson Mansion – Plans – Heating system, 2 plans and estimates, 1883
FF0	Building – [Patterson Mansion] – Assorted architectural drawings by Addison Hutton, 1883
FF3	Building – Patterson Mansion – Plans – “Floor plan of 2 <sup>nd</sup> story of old building and attic of west wing,” and [other architectural drawings], 6/17/1895 – FRAGILE
FF0	Building – Construction - Architectural plans: elevations, 1905 (BC 615 H 984 (2))
FF4	Building – Construction – Architectural plans 16-20: elevations & sections, 1905 (BC 615 H 984 (2))
FF4	Building – Construction – Architectural plans 21-25: heating & basement, 1905 (BC 615 H 984 (2))
FF4	Building – Construction – Architectural plans 26-30: basement & first floor, electrical, lighting & heating, details, & men’s room, 1904-1906 (BC 615 H 984 (2))
FF4	Building – Construction – Architectural plans 31-39: 4 <sup>th</sup> floor, metal shelving, heating, 1905 (BC 615 H 984 (2))
FF4	Building – Construction – Architectural plans 40-56: 2 <sup>nd</sup> & 3 <sup>rd</sup> floors, steel cases, 1905 (BC 615 H984 (2))
FF3	Building – Construction – Plans – Misc. architectural drawings of new HSP building, 1904 (1:2) FRAGILE

Location	Description
FF3	Building – Construction – Plans – Misc. architectural drawings of new HSP building, 1904 (2:2) FRAGILE
FF3	Building – Construction – Plans – elevation details, sections, etc., 1905. FRAGILE.
FF4	Building – Construction – Plans – Misc. blueprints, 1904-1905. FRAGILE
FF5	Building – Construction – Plans – Shelving plans submitted by various companies, ca. 1905-1910. FRAGILE
FF3	Building – Construction – Plans – Drawings of light fixtures, n.d. (1:2)
FF3	Building – Construction – Plans – Drawings of light fixtures, n.d. (2:2) <sup>45</sup>
FF5	Building – Construction – Plans – Misc. architectural drawing of building structure, electrical wiring and other details, 1940 (1904?). FRAGILE
FF5	Building – Construction – Plans – Misc. architectural drawing of building floor plans, elevations etc., 1905. FRAGILE
FF5	Building – Construction – Plans – a. Typical details of cast iron jambs, trims, etc. for doors, 1905. b. Alternative for Iron Stairs, assembly room gallery in alcove, 1907
FF5	Building – Construction – Plans – Lighting plans, 1906. FRAGILE
FF0	Building – Construction – Plans – Assorted architectural drawings by Addison Hutton; Savery, Scheetz, and Savery, 1905.
FF6	Building – Renovations – 1910s – Plans – a. Philadelphia metal furniture co., plan for proposed steel cabinet, 1919. b. Snead and Co. Iron Works, plan for proposed metal museum cases, 1915
FF6	Building – Renovations – 1920s – Plans – Two blueprints for equipment, 1927
FF6	Building – Renovations – 1930s – Plans – a. James and Charles Gibson, “Changes suggested in building,” first and second floor plan, 1936 b. James and Charles Gibson, “Changes suggested in building,” first, second, and basement floor plan, 1936
FF6	Building – Renovations – 1930s – Plans – Shelves and newspaper racks submitted by various companies, 1930s (1 of 2)
FF6	Building – Renovations – 1930s – Plans – Shelves and newspaper racks submitted by various companies, 1930s (2 of 2)
FF6	Building – Renovations – 1940s – Plans – Shelving plans submitted by General Fireproofing Co., 1940s

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<sup>45</sup> Processing note: These two folders of light fixture drawings were consulted during the 1990s renovations for possible lamp designs.

<b>Location</b>	<b>Description</b>
FF6	Building – Renovations – 1940s – Plans – a. Robert Rodes McGoodwin, Addition to the library building, first floor plan, 1943 b. Robert Rodes McGoodwin, addition to the library building, first floor plan – survey of library building, 1943 c. Letter size sketch of floor plan, n.d. d. Wilkinson Equipment, plan of case arrangement on third floor, 1940 e. Full set of 1904 building plans with letter of 1940 from Zantzinger and Borie stating proposed renovations f. General Fireproofing Co. 2 <sup>nd</sup> floor furnishings, reading room desks g. General Fireproofing Co. 2 <sup>nd</sup> floor furnishings, librarians office, new partition h. General Fireproofing Co. 2 <sup>nd</sup> floor furnishings, manuscripts repair room counter i. General Fireproofing Co. Receipt
FF6	Building – Renovations – 1950s – Plans – a. Underground vault, by Grant M. Simon, p1 with raised seal b. Underground vault, by Grant M. Simon, p2 c. Underground vault, by Grant M. Simon, p1 with additional floor plan
FF6	Building – Renovations – 1950s – Plans – a. A. Ernest D'Ambly, basement plans and details, 5/25/1955 b. A. Ernest D'Ambly, basement plan, 6/25/1955
FF6	Building – Renovations – 1950s – Plans – E. Nelson Edwards, architect, alterations for exit doors and stairs, four drawings, 1959
47 (rolled)	Building – Renovations – 1970s – Plans – a. Francis, Cauffman, Witkinson & Pepper Architects and Planners, Preliminary plans, E Series, E-1 – E-6, E-11 Lighting and Power Plans [Incomplete], 1974 b. Francis, Cauffman, Witkinson & Pepper Architects and Planners, Preliminary plans, M Series, M-1 – M-5 Heating, Ventilating and Air Conditioning Plans [Incomplete], 1974
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, P Series, P-1 – P-11 Demolition Plans, Site Drawings, 1974
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, P Series, P-3 – P-6 First – Fourth Floor Plans [Incomplete], 1974
FF7	Building – Renovations – 1970s – Plans – Francis, Cauffman, Wilkinson, and Pepper, Architects and Planners, set of 22 architectural drawings with annotations, 3/12/1975
FF7	Building – Renovations – 1970s – Plans – Francis, Cauffman, Wilkinson, and Pepper, Architects and Planners, set of architectural drawings, numbers A1-A22, S1-S4, M1-M8, D1-D6, E1-E12, 3/12/1975

Location	Description
FF7	Building – Renovations – 1970s – Plans – Honeywell HVAC unit, automatic temperature controls, revisions 2 and 4, August 1975
FF7	Building – Renovations – 1970s – Plans – a. Standard building systems, two sets of architectural drawings for steel joists and access, with annotations, 6/11/1975 and 7/7/1975 b. Lucide iron works, inc., Iron Workers architectural drawing, 5/1975
FF7	Building – Renovations – 1970s – Plans – floor plans, 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, S Series, S-1 – S-4 Foundation and Framing Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, S Series, S-1 – S-4 Foundation and Framing Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans -- Francis, Cauffman, Witkinson & Pepper Architects and Planners, S Series, S-1 – S-4 Foundation and Framing Plans [Complete, Out of Order], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, S Series, S-1, S-2, S-4 Foundation and Framing Plans [Incomplete, with Annotations and Revisions re: elimination of penthouse elevator] 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, A Series, A-1 – A-22 Site Plan [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, A Series, A-1 – A-22 Site Plan [Complete, Out of Order], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, A Series, A-1 – A-22 Site Plan [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, A Series, A-2, A-4 – A-5, A-7 – A-13, A-15, A-18 – A-22, Site Plan [Incomplete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, A Series, A-2 – A-6 Site Plan [Incomplete], Annotations by R.M. Shoemaker, 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, A Series, A-3 – A-4, A-21 First and Second Floor Plans [Incomplete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, E Series: E-1 – E-12 Lighting and Power Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, E Series, E-1 – E-12 Lighting and Power Plans [Complete], 1975

Location	Description
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, E Series, E-1 – E-12 Lighting and Power Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, E Series, E-1 – E-12 Lighting and Power Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, E Series, E-1 – E-12 Lighting and Power Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, E Series, E-1 – E-12 Lighting and Power Plans [Complete, with Annotations], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, E Series, E-6 – E-12 Lighting and Power Plans [Incomplete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, M Series, M-1 – M-8 Heating, Ventilating and Air Conditioning Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans -- Francis, Cauffman, Witkinson & Pepper Architects and Planners, M Series, M-1 – M-8 Heating, Ventilating and Air Conditioning Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, M Series, M-1 – M-8 Heating, Ventilating and Air Conditioning Plans [Complete], 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, Basement and 1 <sup>st</sup> -4 <sup>th</sup> Floor Renderings, 1975
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, M Series, M-1 – M-8 Heating, Ventilating and Air Conditioning Plans [Complete], P Series, P-1 – P-6 Plumbing Plans [Complete], 1975-1976
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, P Series, P-1 – P-6 Plumbing Plans [Complete], 1976
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, P Series, P-1 – P-6 Plumbing Plans [Complete], 1976
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, P Series, P-1 – P-6 Plumbing Plans [Complete], 1976
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, P Series, P-1 – P-6 Plumbing Plans [Complete], 1976

<b>Location</b>	<b>Description</b>
47 (rolled)	Building – Renovations – 1970s – Plans – Francis, Cauffman, Witkinson & Pepper Architects and Planners, P Series, P-1 – P-6 Plumbing Plans [Complete], 1976
FF7	Building – Renovations – [1980s] – Plans – Room #2 or museum room, 1981
47 (rolled)	Building – Renovations – 1980s – Plans – Vincent Cullo Design, Renderings #1-8, Cover and specifications, Gallery 1-3, Elevations and details, 1982
FF7	Building – Renovations – 1980s – Plans – a. SPS technologies, proposed floor plan [for graphics department work/storage space], 9/25/1988 b. Entrance fence & gate by Cornell Iron Co. Inc., 1982
47 (rolled)	Building – Renovations – 1980s – Plans – Bower, Lewis, Thrower, Architects, Floor Plans, 1 <sup>st</sup> , 3 <sup>rd</sup> floors, 1988
47 (rolled)	Building – Renovations – 1980s – Plans – Bower, Lewis, Thrower, Architects, Elevation Studies, Reception Desk, 1988
47 (rolled)	Building – Renovations – 1980s – Plans – Bower, Lewis, Thrower, Architects, Partial 1 <sup>st</sup> Floor, Permanent Exhibit Entrance, Classroom, 1988
47	Building – Renovations – 1980s – Plans – Bower, Lewis, Thrower, Architects, first floor plan 1/17/1989
47 (rolled)	Building – Renovations – 1980s – Plans – Bower, Lewis, Thrower, Architects, Ground Floor Alterations, 1989
47 (rolled)	Building – Renovations – 1980s – Plans – Bower, Lewis, Thrower, Architects, Signage Proposal, 1989
47 (rolled)	Building – Renovations – 1990s – Plans – Storage Concepts, Inc., Rendering of Spacesaver System for Manuscripts and Graphics, 1995
FF8	Building – Renovations – 1990s – Plans – a. VSBA Program diagrams, 9/1/1995 b. VSBA Program diagrams, 7/31/1995 c. VSBA existing condition and proposed space plans, 6/1995 d. VSBA, 1 <sup>st</sup> and 2 <sup>nd</sup> floor plans, 1997-1998
FF8	Building – Renovations – 1990s – Plans – Hardware – 5 annotated copies with attached details for door frames types at the Historical Society, 11/3/1998
FF8	Building – Renovations – [1990s] – Photographs, [interior shots of wall damage and HVAC system], n.d.
FF8	Building – Renovations – 1990s – Plans – a. VSBA, existing conditions, 7/31/1995 b. VSBA, existing conditions and schematic design, 4/16/1997 c. VSBA, proposed space plans, 6/29/1995 d. Sketches of image elements, 1996
47 (rolled)	Building – Renovations – 1990s – Plans – Venturi, Scott Brown and Associates, Reader Services Room, 1996



<b>Location</b>	<b>Description</b>
47 (rolled)	Building – Renovations – 1990s – Plans – Venturi, Scott Brown and Associates, Exterior Building Renovation Plans, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – Venturi, Scott Brown and Associates, 1 <sup>st</sup> Floor and Ceiling Plans, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – Venturi, Scott Brown and Associates, Construction Sequencing, Furniture Relocating Plans, Construction Activity Chart, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – a. Venturi, Scott Brown and Associates, Fire Alarm System Riser Diagram, 1997 b. Venturi, Scott Brown and Associates, Power and Signal Plans, Basement, 1 <sup>st</sup> -5 <sup>th</sup> Floors, Roof, 1997 c. Venturi, Scott Brown and Associates, Electrical Symbols and Drawings List, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – Venturi, Scott Brown and Associates, Floor Plans, Basement, 1 <sup>st</sup> -5 <sup>th</sup> Floors, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – a. Venturi, Scott Brown and Associates, Floor Plans, Basement, 1 <sup>st</sup> -2 <sup>nd</sup> Floors, 1997 b. Venturi, Scott Brown and Associates, Construction Sequencing Plan, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – a. Venturi, Scott Brown and Associates, Electrical Symbols and Drawings List, 1997 b. Venturi, Scott Brown and Associates, Single Line and Riser Diagram, 1997 c. Venturi, Scott Brown and Associates, Electrical Demolition Plans, 1997 d. Venturi, Scott Brown and Associates, Lighting Plans, 1997 e. Venturi, Scott Brown and Associates, Power and Signal Plans, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – a. Venturi, Scott Brown and Associates, Electrical Symbols and Drawings List, 1997 b. Venturi, Scott Brown and Associates, Single Line and Riser Diagrams, 1997 c. Venturi, Scott Brown and Associates, Power and Signal Plans, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – Venturi, Scott Brown and Associates, Floor Plans, Basement-4 <sup>th</sup> Floors, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – a. Venturi, Scott Brown and Associates, Construction Activity Chart, 1997 b. Venturi, Scott Brown and Associates, Floor Plans, 1997
47 (rolled)	Building – Renovations – 1990s – Plans – Venturi, Scott Brown and Associates, First Floor Renderings, 1998

Location	Description
47 (rolled)	Building – Renovations – 1990s – Plans – Scheel & Sharp, Inc., Display Cases, 1998
FF8	Building – Renovations – 1990s – Plans – a. VSBA, proposed renovations to 1 <sup>st</sup> floor, n.d. b. VSBA schematic design, 3/1997 c. VSBA first floor signage plan, 5/1999 d. VSBA security systems detail, 12/19/1997 e. VSBA security systems conduit riser diagram, 12/19/1997 f. VSBA, basement level security and CCTV systems, 12/19/1997
FF8	Building – Renovations – 1990s – Plans – a. William J. Donovan, sheet metal contractor, drawing SM-5 elevations, 1998 b. William J. Donovan, Sheet Metal Contractor, Part plan ductworks, details first floor, 3/4/1998 c. William J. Donovan, sheet metal contractor, part plan ductworks, details basement, 5/16/1988 d. William J. Donovan, sheet metal contractor, part plan ductworks, 6/17/1998 e. Bower Lewis Thrower/Architect, preliminary sketch plans, 1998
FF8	Building – Renovations – 1990s – Plans – Richard Passehl, Interior Designer/Space Planner, set of plans for 3 <sup>rd</sup> floor, 1992-1993
FF8	Building – Renovations – 1990s – a. Grinnerl fire protection systems, 1 <sup>st</sup> floor bathroom plan, re sprinklers, 3/26/1998 b. Winona lighting, medium base lamp, 5/4/1998 c. Winona lighting, rejuvenation lamp and fixture, 5/28/1998 d. Security systems, basement, 1 <sup>st</sup> floor, 2 <sup>nd</sup> floor plan e. Suppression system, inc., equipment legend, 1998 (1 of 2) f. Suppression system, inc., equipment legend, 1998 (2 of 2)
FF8	Building – Renovations – 1990s – Plans a. Schematic Design, 2nd Floor, 2/24/1997 b. Schematic Design, 1st Floor, 2/24/1997 c. Schematic Design, Elevations, 2/24/1997 d. Schematic Design, Sections A & B e. Schematic Design, Sections C & D
47	Building – Renovations – 1990s – plans – a. VSBA, library company merger, proposed renovation, 1 <sup>st</sup> and 2 <sup>nd</sup> floors, 9/11/1995
47	Building – Renovations – 1990s – plans – VSBA, Proposed renovation for basement – 4 <sup>th</sup> floor, 9/11/1995
47	Building – Renovations – 1990s – plans – VSBA, North elevations, 1995
47	Building – Renovations – 1990s – plans – VSBA, sections [interior elevations], 9/11/1995

Location	Description
47	Building – Renovations – 1990s – plans – VSBA, image studies for exterior building elements, 5/19/1996
47	Building – Renovations – 1990s – plans – VSBA, sections [interior elevations], 5/4/1997
47	Building – Renovations – 1990s – plans – VSBA, 1 <sup>st</sup> floor, floor plans, 12/19/1997
47	Building – Renovations – 1990s – plans – VSBA, schematic designs, 1 <sup>st</sup> floor, 2 <sup>nd</sup> floor, exterior elevations sections A & B, and sections C & D, 2/24/1997
47	Building – Renovations – 1990s – plans – VSBA, construction documents, interior elevations and 2 <sup>nd</sup> floor, floor plans 10/15/1997
47	Building – Renovations – 1990s – plans – VSBA, VSBA sketches of reading room and catalogue room, 11/7/1997
47	Building – Renovations – 1990s – plans – VSBA, schematic design elevations, 1997
47	Building – Renovations – 1990s – plans – VSBA, schematic designs 1 <sup>st</sup> and 2 <sup>nd</sup> floors, 3/24/1997
47	Building – Renovations – 1990s – plans – VSBA, schematic design, sections A and B, sections C and D, 3/14/1997
47	Building – Renovations – 1990s – plans – VSBA, materials and colors, 6/15/1998
47	Building – Renovations – 1990s – plans – VSBA, 1 <sup>st</sup> floor, 5/4/1998
47	Building – Renovations – 1990s – plans – VSBA, reading room details, 5/4/1998
FF8	Building – Renovations – 1990s – plans – a. VSBA, schematic design and existing conditions, 4/16/97 b. VSBA, drawings of the first floor, [1996-1997]
47	Building – [Renovations, 1990's] – Plans – Sketch of Reading Room Arch, n.d.
47	[Renovations, 1990's – VSBA, title board for presentation, ca. 1995], n.d.
FF8	Building – Renovations – n.d. – plans -- Shelving plans submitted by various companies, n.d.
FF8	Building – Renovations – n.d. – plans -- Floor plan for 2 <sup>nd</sup> floor reading room, n.d.
FF8	Building – Renovations – n.d. – plans – Half scale detail of central feature on Locust St. elevation, n.d.
47 (rolled)	Building – Renovations – n.d. – Plans – Bower Lewis Thrower/Architects, Floor Plans, Basement-4 <sup>th</sup> floors, n.d.
47 (rolled)	Building – Renovations – n.d. – Plans – Richard Pessehl Interior Design Space Plans, Elevation and Furniture Plans, n.d.
FF10	Building – Facilities – plans – Elevator installation plans submitted by various companies, 1928

Location	Description
FF10	Building – Facilities – plans – a. A. Ernest D'Ambly, consultant, Air Conditioning plans, 1948 b. Elliot Lewis Company, Air conditioning equipment layout in basement, 4/12/1948 c. Elliot Lewis Company, Air Conditioning Equipment Layout in basement, revision, [8/5/1948] d. A. Ernest D'Ambly, [Preliminary Air Conditioning Plan], 5/7/1948 e. A. Ernest D'Ambly, Electrical Plan, 6/29/1948
FF10	Building – Facilities – Plans – a. York Ice Machine Company, Plan for heavy duty coil assembly and unit, 1939 b. Elliot Lewis Company, wiring diagram and controls for air conditioning unit, 1948
FF10	Building – Facilities – plans – Williard, Inc. 9 architectural drawings with annotations re duct work, 1975 CONSERVATION NEEDED
FF10	Building – Facilities – plans – Keystone Fire Protection Co., 2 sets of Plans with annotations, 6/28/1984 a. First floor vault, b. 2 <sup>nd</sup> floor vault, c. panel writing
FF10	Building – Miscellaneous – plans – a. Locust Street Subway, 12 <sup>th</sup> to 13 <sup>th</sup> Street Station, [plan], 8/20/1930 b. Plan showing stair and ventilation wells, south side of Locust street, 9/18/1931 c. [1905 plan of HSP first floor, with subway station stairs drawn in, ca. 1930] d. [1905 plan of HSP basement, with Subway station stairs drawn in, ca. 1930] e. [1905 elevation of HSP with subway station drawn in, ca. 1930] f. Locust Street Subway, underpinning for HSP building, 1931
FF10	Building – Miscellaneous— a. Deed, James F. Bell et al, trustees, to HSP for 1314 Locust Street, 12/27/1939 b. Deed, Fidelity – Philadelphia Trust Co., trustees to HSP for 1316 Locust Street, 12/19/1945
FF10	Building – Miscellaneous – a. Manuscript department floor plans for furniture rearrangement, 1966
FF10	Building – Miscellaneous – Unidentified interior elevations of museum Gallery with Edwin Forrest statue, n.d.

**Record Group: Historical Society of Pennsylvania**  
**Series 19. Affiliates**

Box #	Description
I-19-1	Affiliates – William Penn Papers Project

Box #	Description
I-19-2	Affiliates – William Penn Papers Project
I-19-3	Affiliates – William Penn Papers Project
I-19-4	Affiliates – Penn. Newspapers Project (cataloging records/LDR worksheets, ca. 1985-1987, A-E)
I-19-5	Affiliates – Penn. Newspapers Project (cataloging records/LDR worksheets, ca. 1985-1987, F-N)
I-19-6	Affiliates – Penn. Newspapers Project (cataloging records/LDR worksheets, ca. 1985-1987, N-P)
I-19-7	Affiliates – Penn. Newspapers Project (cataloging records/LDR worksheets, ca. 1985-1987, P-Z)
I-19-8	Affiliates – Penn. Newspapers Project (HSP Newspaper Holdings - arranged A-Z, ca. 1978-1990, arranged by serial number, 1987, and a general inventory)
I-19-9	Affiliates – Penn. Newspapers Project (HSP newspaper holdings - accessions and deaccessions; monthly reports 1988-1990; monthly statistics, 1986-1989; technical reports, 1986-1989; technical/cataloging manuals)
I-19-10	Affiliates – Penn. Newspapers Project (cataloging records of Pennsylvania newspapers by county, September 1984; “Pennsylvania Newspaper Directory,” 1988; Philadelphia newspapers arranged by neighborhood, college, ethnicity/language; and suburbs, 1986)
I-19-11	Affiliates – Penn. Newspapers Project (microfilming - titles on film, titles to be filmed, progress reports, MICOR Corp., correspondence, and lesson notes/plans)
I-19-12	Affiliates – Penn. Newspapers Project (miscellaneous – foundation information, financial reports, grant reports, contracts, correspondence, incomplete LDR worksheets, and OCLC records)

**Record Group: Historical Society of Pennsylvania**  
**Series 20. Miscellaneous**

*There is no box list available for this series.*

**Oversize list**

Location	Description
FF13	Membership drive banner, n.d.
FF13	Awards and certificates, multiple dates
FF13	Photographs, n.d.

**Record Group: Balch Institute for Ethnic Studies**  
**Series 1. Founding and Legal**

Box #	Description of Contents
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II-1-1	Founding/legal – Misc. files, incl. Balch family wills and institutional history
II-1-2	Founding/legal – Misc. files
II-1-3	Founding/legal – Miscellaneous files; Committee on Charitable Organizations
II-1-4	Founding/legal – Committee on Charitable Organizations
II-1-5	Founding/legal – Bylaws; Taxes
II-1-6	Founding/legal – Independence Branch Free Library Lease
II-1-7	Founding/legal – HSP/Balch Merger 1996-2001
II-1-8	Founding/legal – HSP/Balch Merger 2001-2004
II-1-9	Founding/legal – HSP/Balch Merger – Audits reports 1994-2000, Financial Statements 1985-1990, and 2000-2001, and tax form 990, 2001
II-1-10	Founding/legal – HSP/Balch Merger – Oral history project, cassette recording of John Tenhula interview and supporting records (2001_94a and b) USE RESTRICTION
II-1-11	Founding/legal – Building Sale – successful negotiations, and failed agreements
II-1-12	Founding/legal – Building Sale – failed agreements, and facilities issues.
II-1-13	Founding/legal – Building Sale – assorted topics.

**Oversize list**

Location	Description
FF14	Founding/legal – Independence branch of the Free Library. Architectural drawings, 1999

**Record Group: Balch Institute for Ethnic Studies**

**Series 2. Board of Trustees**

Box #	Description
II-2-1(vol.)	Board of Trustees – Meeting Minutes – 1971-1974
II-2-2 (vol.)	Board of Trustees – Meeting Minutes – 1974-1978
II-2-3 (vol.)	Board of Trustees – Meeting Minutes – 1978-1980
II-2-4	Board of Trustees – Meeting Minutes – 1973-1977
II-2-5	Board of Trustees – Meeting Minutes – 1977-1984
II-2-6	Board of Trustees – Meeting Minutes – 1984-1989
II-2-7	Board of Trustees – Meeting Minutes – 1990-2001; Members
II-2-8	Board of Trustees – Members USE RESTRICTION
II-2-9	Board of Trustees – Members; Advisory Committee; Academic Advisory Committee
II-2-10	Board of Trustees – Academic Committee; Award Committee; Development Committee; Entertainment Committee; Executive Committee; Finance Committee
II-2-11	Board of Trustees – Finance Committee; Gala Committee; Library

	Committee
II-2-12	Board of Trustees – Library Committee; Marketing Committee; Museum Committee
II-2-13	Board of Trustees – Museum Committee; Nominating Committee; Planning Committee
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**Record Group: Balch Institute for Ethnic Studies**

**Series 3. Administration**

<b>Box #</b>	<b>Description</b>
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II-3-2	Administration – Presidents/Directors – Howard Applegate – Correspondence; Library collection development
II-3-3	Administration – Presidents/Directors – Howard Applegate – Libraries
II-3-4	Administration – Presidents/Directors – Howard Applegate – Museums; News Media; Publishing; Societies
II-3-5	Administration – Presidents/Directors – Howard Applegate – Office files A-I
II-3-6	Administration – Presidents/Directors – Howard Applegate – Office files I-Pe
II-3-7	Administration – Presidents/Directors – Howard Applegate – Office files Ph-S
II-3-8	Administration – Presidents/Directors – Howard Applegate – Office files S-Z; William Hoglund project
II-3-9	Administration – Presidents/Directors – Howard Applegate – Index to archives, 1978
II-3-10	Administration – Presidents/Directors – Mark Stolarik – Correspondence 1979-1981
II-3-11	Administration – Presidents/Directors – Mark Stolarik – Correspondence 1981-1983
II-3-12	Administration – Presidents/Directors – Mark Stolarik – Correspondence 1983-1985
II-3-13	Administration – Presidents/Directors – Mark Stolarik – Correspondence 1986-1988
II-3-14	Administration – Presidents/Directors – Mark Stolarik – Correspondence 1988-1990; Development 1979-1982
II-3-15	Administration – Presidents/Directors – Mark Stolarik – Development 1982-1990; Education 1985-1987
II-3-16	Administration – Presidents/Directors – Mark Stolarik – Education 1988-1990; Library 1979-1985
II-3-17	Administration – Presidents/Directors – Mark Stolarik – Library 1986-

<b>Box #</b>	<b>Description</b>
	1990; Museum 1979-1983
II-3-18	Administration – Presidents/Directors – Mark Stolarik – Museum 1984-1990; Office files (alpha) A-E
II-3-19	Administration – Presidents/Directors – Mark Stolarik – Office files E
II-3-20	Administration – Presidents/Directors – Mark Stolarik – Office files I
II-3-21	Administration – Presidents/Directors – Mark Stolarik – Office files I-R
II-3-22	Administration – Presidents/Directors – Mark Stolarik – Office files R-X; Personal
II-3-23	Administration – Presidents/Directors – John Tenhula – Museum files
II-3-24	Administration – Presidents/Directors – John Tenhula – Museum files; 1989-1992
II-3-25	Administration – Presidents/Directors – John Tenhula – 1992-1994
II-3-26	Administration – Presidents/Directors – John Tenhula – 1994-1996
II-3-27	Administration – Presidents/Directors – John Tenhula – 1996
II-3-28	Administration – Presidents/Directors – John Tenhula – 1996
II-3-29	Administration – Presidents/Directors – John Tenhula – 1996
II-3-30	Administration – Presidents/Directors – John Tenhula – 1996
II-3-31	Administration – Presidents/Directors – John Tenhula – 1997
II-3-32	Administration – Presidents/Directors – John Tenhula – 1997
II-3-33	Administration – Presidents/Directors – John Tenhula – 1997
II-3-34	Administration – Presidents/Directors – John Tenhula – 1997-1998
II-3-35	Administration – Presidents/Directors – John Tenhula – 1998
II-3-36	Administration – Presidents/Directors – John Tenhula – 1998
II-3-37	Administration – Presidents/Directors – John Tenhula – 1998-1999
II-3-38	Administration – Robert Hallman
II-3-39	Administration – Annual Reports; Staff Newsletters
II-3-40	Administration – Statistics 1995-2001
II-3-41	Administration – General Correspondence 1971-1978 – Adirondak-DaSilva
II-3-42	Administration – General Correspondence 1971-1978 – Democratic-Greater
II-3-43	Administration – General Correspondence 1971-1978 – Greater-Nationalities
II-3-44	Administration – General Correspondence 1971-1978 – Nationalities-Pepper
II-3-45	Administration – General Correspondence 1971-1978 – Peterson-Rogers
II-3-46	Administration – General Correspondence 1971-1978 – Rosen-University
II-3-47	Administration – General Correspondence 1971-1978 – University-Zuberzyck
II-3-48	Administration – Other Institutions – Centers
II-3-49	Administration – Other Institutions – Centers



<b>Box #</b>	<b>Description</b>
II-3-50	Administration – Other Institutions – Colleges and Universities
II-3-51	Administration – Other Institutions – Colleges; Commissions; Conferences
II-3-52	Administration – Other Institutions – Conferences; Councils; Cultural Institutions
II-3-53	Administration – Other Institutions – Cultural Institutions; Education; General; Institutes; Libraries
II-3-54	Administration – Other Institutions – Libraries; Multimedia

**Record Group: Balch Institute for Ethnic Studies**  
**Series 4. Development**

<b>Box #</b>	<b>Description</b>
II-4-1	Development – Fundraising – Government 1:10
II-4-2	Development – Fundraising – Government 2:10
II-4-3	Development – Fundraising – Government 3:10
II-4-4	Development – Fundraising – Government 4:10
II-4-5	Development – Fundraising – Government 5:10
II-4-6	Development – Fundraising – Government 6:10
II-4-7	Development – Fundraising – Government 7:10
II-4-8	Development – Fundraising – Government 8:10
II-4-9	Development – Fundraising – Government 9:10
II-4-10	Development – Fundraising – Government 10:10
II-4-11	Development – Fundraising – Individual donors 1:5
II-4-12	Development – Fundraising – Individual donors 2:5
II-4-13	Development – Fundraising – Individual donors 3:5
II-4-14	Development – Fundraising – Individual donors 4:5
II-4-15	Development – Fundraising – Individual donors 5:5
II-4-16	Development – Fundraising – Foundations 1:5
II-4-17	Development – Fundraising – Foundations 2:5
II-4-18	Development – Fundraising – Foundations 3:5
II-4-19	Development – Fundraising – Foundations 4:5
II-4-20	Development – Fundraising – Foundations 5:5
II-4-21	Development – Fundraising – Capital Campaigns 1:2
II-4-22	Development – Fundraising – Capital Campaigns 2:2
II-4-23	Development – Fundraising – Corporate Support 1:2
II-4-24	Development – Fundraising – Corporate Support 2:2
II-4-25	Development – Fundraising – Miscellaneous
II-4-26	Development – Membership 1:3
II-4-27	Development – Membership 2:3
II-4-28	Development – Membership 3:3
II-4-29	Development – Public Relations – Publicity 1:9
II-4-30	Development – Public Relations – Publicity 2:9

<b>Box #</b>	<b>Description</b>
II-4-31	Development – Public Relations – Publicity 3:9
II-4-32	Development – Public Relations – Publicity 4:9
II-4-33	Development – Public Relations – Publicity 5:9
II-4-34	Development – Public Relations – Publicity 6:9
II-4-35	Development – Public Relations – Publicity 7:9
II-4-36	Development – Public Relations – Publicity 8:9
II-4-37	Development – Public Relations – Publicity (oversize box) 9:9
II-4-38	Development – Public Relations – Marketing 1:5
II-4-39	Development – Public Relations – Marketing 2:5
II-4-40	Development – Public Relations – Marketing 3:5
II-4-41	Development – Public Relations – Marketing 4:5
II-4-42	Development – Public Relations – Marketing 5:5
II-4-43	Development – Public Relations – Contacts 1:4
II-4-44	Development – Public Relations – Contacts 2:4
II-4-45	Development – Public Relations – Contacts 3:4
II-4-46	Development – Public Relations – Contacts (oversize box) 4:4
II-4-47	Development – Special Events and Awards (Balch award)
II-4-49	Development – Special Events and Awards (Balch award)
II-4-49	Development – Special Events and Awards (Balch award, New American award, gala)
II-4-50	Development – Special Events and Awards (Balch gala)
II-4-51	Development – Special Events and Awards (Balch gala)
II-4-52	Development – Special Events and Awards (Balch gala)
II-4-53	Development – Special Events and Awards (Balch gala)
II-4-54	Development – Special Events and Awards (Balch gala)
II-4-55	Development – Special Events and Awards (Balch gala)
II-4-56	Development – Special Events and Awards (Balch gala)
II-4-57	Development – Special Events and Awards (Balch gala)
II-4-58	Development – Special Events and Awards (Balch gala)
II-4-59	Development – Special Events and Awards (Balch gala)
II-4-60	Development – Special Events and Awards (other events)
II-4-61	Development – Financial Information
II-4-62	Development – Subject Files (1983-1990)
II-4-63	Development – Subject Files (1990-1992)
II-4-64	Development – Subject Files (1992-1998)
II-4-65	Development – Subject Files (1999-2001)
II-4-66	Development – Subject Files (n.d.)
II-4-67	Development – Photographs (Foundations, Public Relations)
II-4-68	Development – Photographs (Pub. Relations, Special Events, Subject Files, Membership)
II-4-69	Development – Multimedia (computer disks, video cassettes)
II-4-70	Development – Multimedia (audio cassettes)

**Oversize list**

Location	Description of Material
FF14	Development – Public Relations – Publicity – Advertising posters for assorted programs, 1970s-1990s, (1:2)
FF14	Development – Public Relations – Publicity – Advertising posters for assorted programs, 1970s-1990s, (2:2)
FF14	Development – Public Relations – Marketing – Balch logo designs and proofs [ca. 1970s], n.d.

**Record Group: Balch Institute for Ethnic Studies**  
**Series 5. Financial (unprocessed)**

*There is no box list for this series. Please refer to the 2003 survey to navigate the financial series.*

**Record Group: Balch Institute for Ethnic Studies**  
**Series 6. Library**

Box #	Description
II-6-1	Library – Directors’ Files, Correspondence 1972-1983
II-6-2	Library – Directors’ Files, Correspondence 1984-1989
II-6-3	Library – Directors’ Files, Correspondence 1989-1992
II-6-4	Library – Directors’ Files, Correspondence 1992-1993, n.d.; Grants
II-6-5	Library – Directors’ Files, Grants
II-6-6	Library – Directors’ Files, Grants
II-6-7	Library – Directors’ Files, Grants
II-6-8	Library – Directors’ Files, Grants
II-6-9	Library – Directors’ Files, Grants
II-6-10	Library – Directors’ Files, Subject Files A-B
II-6-11	Library – Directors’ Files, Subject Files B-E
II-6-12	Library – Directors’ Files, Subject Files F-L
II-6-13	Library – Directors’ Files, Subject Files M-P
II-6-14	Library – Directors’ Files, Subject Files P-S
II-6-15	Library – Directors’ Files, Subject Files S-T, Misc.
II-6-16	Library – Philip Mooney, Correspondence 1973-1974
II-6-17	Library – Philip Mooney, Solicitations; Subjects A-P
II-6-18	Library – Philip Mooney, Subjects P-Y; Sandy VanDoren 1990s-2000s
II-6-19	Library – Correspondence, Inquiries and Solicitations 1:3
II-6-20	Library – Correspondence, Inquiries and Solicitations 2:3
II-6-21	Library – Correspondence, Inquiries and Solicitations 3:3
II-6-22	Library – Correspondence, 1972-1979
II-6-23	Library – Correspondence, 1978-1999
II-6-24	Library – Correspondence, 1999-2002

II-6-25	Library – Research Inquiries 1:4
II-6-26	Library – Research Inquiries 2:4
II-6-27	Library – Research Inquiries 3:4
II-6-28	Library – Research Inquiries 4:4
II-6-29	Library – Projects, AREA 1:5
II-6-30	Library – Projects, AREA 2:5
II-6-31	Library – Projects, AREA 3:5
II-6-32	Library – Projects, AREA 4:5
II-6-33	Library – Projects, AREA 5:5, Chinatown Oral History Project, DelREAP 1:6
II-6-34	Library – Projects, DelREAP 2:6
II-6-35	Library – Projects, DelREAP 3:6
II-6-36	Library – Projects, DelREAP 4:6
II-6-37	Library – Projects, DelREAP 5:6
II-6-38	Library – Projects, DelREAP 6:6, Ethnic Images Project, Newspaper Microfilming Project 1:5
II-6-39	Library – Projects, Newspaper Microfilming Project 2:5
II-6-40	Library – Projects, Newspaper Microfilming Project 3:5
II-6-41	Library – Projects, Newspaper Microfilming Project 4:5
II-6-42	Library – Projects, Newspaper Microfilming Project 5:5, Photo Conservation Project, SEARAC
II-6-43	Library – Programs 1970-1985
II-6-44	Library – Programs 1986-1994
II-6-45	Library – Programs 1994-1995
II-6-46	Library – Programs 1994-1995; Publications, Guide to Manuscript Collections, Is There a Dream For Today?
II-6-47	Library – Publications, Is There a Dream For Today?
II-6-48	Library – Publications, Is There a Dream For Today?
II-6-49	Library – Publications, Is There a Dream For Today?
II-6-50	Library – Publications, Is There a Dream For Today?
II-6-51	Library – Publications, Is There a Dream For Today?, Civil Rights and Social Wrongs
II-6-52	Library – Publications, Civil Rights and Social Wrongs
II-6-53	Library – Publications, Civil Rights and Social Wrongs, purchases (of Balch publications); Reading Lists
II-6-54	Library – Reading Lists
II-6-55	Library – Reading Lists
II-6-56	Library – Reading Lists
II-6-57	Library – Reading Lists
II-6-58	Library – Reading Lists
II-6-59	Library – Reading Lists, incl. printers mechanicals
II-6-60	Library – --RESTRICTED-- Grants A-L
II-6-61	Library – --RESTRICTED-- Grants L-N
II-6-62	Library – --RESTRICTED-- Grants N
II-6-63	Library – --RESTRICTED-- Grants N-P

II-6-64	Library – --RESTRICTED-- Grants P-R
II-6-65	Library – --RESTRICTED-- Grants R-T
II-6-66	Library – --RESTRICTED-- Grants T-W
II-6-67	Library – --RESTRICTED-- Grants W, Misc., I & R Dept.
II-6-68	Library – Ethnic Files
II-6-69	Library – Ethnic Files
II-6-70	Library – Ethnic Files
II-6-71	Library – Cultural Organizations
II-6-72	Library – Cultural Organizations; Accessions & Acquisitions, purchase info. 1972
II-6-73	Library – Accessions & Acquisitions, purchase info. 1972
II-6-74	Library – Accessions & Acquisitions, purchase info. 1972-1973
II-6-75	Library – Accessions & Acquisitions, purchase info. 1973-1974
II-6-76	Library – Accessions & Acquisitions, purchase info. 1974, A-U
II-6-77	Library – Accessions & Acquisitions, purchase info. W, monographs 1978-1980
II-6-78	Library – Accessions & Acquisitions, purchase info. monographs 1981-1982
II-6-79	Library – Accessions & Acquisitions, purchase info. monographs 1983-1984
II-6-80	Library – Accessions & Acquisitions, purchase info. monographs 1984-1986
II-6-81	Library – Accessions & Acquisitions, purchase info. monographs 1986-1988
II-6-82	Library – Accessions & Acquisitions, purchase info. monographs 1988, Arndt collection
II-6-83	Library – Accessions & Acquisitions, purchase info. Black-Valentino
II-6-84	Library – Accessions & Acquisitions, purchase info. 1979-1983, 1998, Book Accessions 1971-1988
II-6-85	Library – Accessions & Acquisitions, Book accessions 1989-1992, Gift forms
II-6-86	Library – Accessions & Acquisitions, Gift forms
II-6-87	Library – Accessions & Acquisitions, Gift forms, Subscriptions
II-6-88	Library – Accessions & Acquisitions, Subscriptions
II-6-89	Library – Accessions & Acquisitions, Subscriptions, Correspondence
II-6-90	Library – Accessions & Acquisitions, Correspondence, Field Reports, Supplies & Services
II-6-91	Library – Accessions & Acquisitions, Supplies & Services
II-6-92	Library – Accessions & Acquisitions, Supplies & Services
II-6-93	Library – Accessions & Acquisitions, Misc.
II-6-94	Library – Collections
II-6-95	Library – Collections
II-6-96	Library – Collections

II-6-97	Library – Collections; Rights & Reproductions
II-6-98	Library – Rights & Reproductions
II-6-99	Library – Rights & Reproductions; Registration 1975-1979
II-6-100	Library – Registration 1980-1984
II-6-101	Library – Registration 1985-1986
II-6-102	Library – Registration 1987-1996
II-6-103	Library – Registration 1999-2001
II-6-104	Library – Registration Guest book 1979-2000
II-6-105	Library – Interlibrary loans 1979-1985, 1995
II-6-106	Library – Interlibrary loans 1985-1989
II-6-107	Library – Interlibrary loans 1989-1999
II-6-108	Library – Subject Files A
II-6-109	Library – Subject Files A
II-6-110	Library – Subject Files A-C
II-6-111	Library – Subject Files C
II-6-112	Library – Subject Files C-E
II-6-113	Library – Subject Files E
II-6-114	Library – Subject Files E-F
II-6-115	Library – Subject Files F-M
II-6-116	Library – Subject Files M-P
II-6-117	Library – Subject Files P
II-6-118	Library – Subject Files P-R
II-6-119	Library – Subject Files R
II-6-120	Library – Subject Files R
II-6-121	Library – Subject Files R
II-6-122	Library – Subject Files R-S
II-6-123	Library – Subject Files S-T
II-6-124	Library – Subject Files T-U, Misc.
II-6-125	Library – Subject Files Misc.; Library Committee 1974-1993
II-6-126	Library – Library Committee 1994-1996; MSS Dept. Administration
II-6-127	Library – MSS Dept. Administration, Exhibits, Projects
II-6-128	Library – MSS Dept. Projects, Cataloging
II-6-129	Library – MSS Dept. Cataloging
II-6-130	Library – MSS Dept. Cataloging
II-6-131	Library – MSS Dept. General
II-6-132	Library – MSS Dept. General; I & R Dept. Administration
II-6-133	Library – I & R Dept. Administration, Board, Budget
II-6-134	Library – I & R Dept. Budget
II-6-135	Library – I & R Dept. Research fellow, Research analyst reports
II-6-136	Library – I & R Dept. Research analyst reports
II-6-137	Library – Relocation coordination 1999-2002
II-6-138	Library – Relocation coordination 1999-2002
II-6-139	Library – Photographs
II-6-140	Library – Multi media 1:2

II-6-141	Library – Multi media 2:2
II-6-142	Library – RESTRICTED

**Oversize list**

Location	Description
FF14	Library – Photograph, Copy print, unidentified man on a horse, n.d.
FF14	Library – Photograph, Copy print, unidentified group in meeting, n.d.

**Record Group: Balch Institute for Ethnic Studies  
Series 7. Museum**

*There is no box list for this series. Please refer to the 2003 survey to navigate to museum series.*

**Record Group: Balch Institute for Ethnic Studies  
Series 8. Education/Programming (unprocessed)**

*There is no box list for this series. Please refer to the 2003 survey to navigate the Education/programming series.*

**Record Group: Balch Institute for Ethnic Studies  
Series 9. Balch Institute Press**

Box #	Description
II-9-1	Balch Institute Press – Abstracts-Synopsis, Manuscripts A
II-9-2	Balch Institute Press – Manuscripts A-F
II-9-3	Balch Institute Press – Manuscripts F-H
II-9-4	Balch Institute Press – Manuscripts H-N
II-9-5	Balch Institute Press – Manuscripts N-P
II-9-6	Balch Institute Press – Manuscripts P-S
II-9-7	Balch Institute Press – Manuscripts S-V
II-9-8	Balch Institute Press – Manuscripts V-Unidentified author
II-9-9	Balch Institute Press – Manuscripts Unidentified author, Office files 1982-1987
II-9-10	Balch Institute Press – Manuscripts Office Files 1988-1990
II-9-11	Balch Institute Press – Manuscripts 1990-1991, n.d.

**Record Group: Balch Institute for Ethnic Studies  
Series 10. Newsletters**

**Box List**

Box #	Description
II-10-1	Newsletters 1979-2001

II-10-2	Newsletters – Preparations – 1989-2001
II-10-3	Newsletters – Photographs

**Oversize list**

<b>Location</b>	<b>Description</b>
FF 14	[Newletters – New Dimensions] – Unidentified photographs [The Peopling of Pennsylvania], n.d. 1:2
FF 14	[Newletters – New Dimensions] – Unidentified photographs [The Peopling of Pennsylvania], n.d. 2:2

**Record Group: Balch Institute for Ethnic Studies**  
**Series 11. Building (unprocessed)**

*There is no box list for series 11. Please refer to the 2003 survey to navigate the building series*

**Record Group: Balch Institute for Ethnic Studies**  
**Series 12. Affiliates (unprocessed)**

*There is no box list for the “Affiliates” series.*

**Record Group: Balch Institute for Ethnic Studies**  
**Series 13. Other (unprocessed)**

*Please refer to the 2003 survey to navigate the “Other” series.*