DESCRIPTION:

Correspondence, manuscripts, and records relating to the career of Mary E. Richmond, (1861-1928), pioneer social worker, author and educator. The papers cover Miss Richmond's social work career in Baltimore, Philadelphia, and New York, where she served as Director of the Charity Organization Department of the Russell Sage Foundation. Her efforts were directed toward the reorganization and introduction of new methods, including the case method.

Miss Richmond was the author of Social Diagnosis, Marriage and the State, Friendly Visiting Among the Poor, and Child Marriages.

See the register for list containing the calendar of the collection.
PART I: MARY E. RICHMOND ARCHIVE

8 Boxes, 151 Folders, covering the Pre-professional, Baltimore, and Philadelphia Periods,
1861 - 1900
With Index to Letters
MARY E. RICHMOND ARCHIVE

Chronology of Mary E. Richmond

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1861</td>
<td>Born in Belleville, Illinois</td>
</tr>
<tr>
<td>1878</td>
<td>Graduated from Eastern Female High School, Baltimore, Maryland</td>
</tr>
<tr>
<td>1878</td>
<td>Went to New York and Brooklyn to live and work</td>
</tr>
<tr>
<td>1880</td>
<td>Returned to Baltimore to work for W.L. Stork &amp; Company, fine stationers and engravers</td>
</tr>
<tr>
<td>1888</td>
<td>Became bookkeeper and general office assistant for the Altamont Hotel</td>
</tr>
<tr>
<td>1889</td>
<td>Became assistant treasurer of the Baltimore Charity Organization Society</td>
</tr>
<tr>
<td>1891</td>
<td>Promoted to general secretary of the Baltimore COS</td>
</tr>
<tr>
<td>1899</td>
<td>Publication of <em>Friendly Visiting Among the Poor</em></td>
</tr>
<tr>
<td>1900</td>
<td>Became general Secretary of the Philadelphia Society for Organizing Charity</td>
</tr>
<tr>
<td>1905</td>
<td>Became editor of the Field Department of Charities and the Commons</td>
</tr>
<tr>
<td>1907</td>
<td>Publication of <em>The Good Neighbor in the Modern City</em></td>
</tr>
<tr>
<td>1909</td>
<td>Became director of the Charity Organization Department, Russell Sage Foundation, New York</td>
</tr>
<tr>
<td>1917</td>
<td>Publication of <em>Social Diagnosis</em></td>
</tr>
<tr>
<td>1922</td>
<td>Publication of <em>What is Social Case Work?</em></td>
</tr>
<tr>
<td>1925</td>
<td>Publication of <em>Child Marriages</em></td>
</tr>
<tr>
<td>1925</td>
<td>Although still director of COD, becomes inactive at office and works at home</td>
</tr>
<tr>
<td>1928</td>
<td>Died in New York City; buried in Baltimore</td>
</tr>
<tr>
<td>1929</td>
<td>Marriage and the State published posthumously</td>
</tr>
</tbody>
</table>
MARY E. RICHMOND PAPERS

DESCRIPTION

Letters, Writings, Personal Effects, 1861-1889
Letters, Writings, Personal Effects, 1861-1889
Letters and related materials, Baltimore period, 1889-1900
Writings and personal effects, Baltimore period, 1889-1901
Letters and related materials, Philadelphia period, 1900-1909
Writings and official SOC publications, Philadelphia period, 1900-1909
Letters, etc., relating to Field Department of Charities and the Commons, Philadelphia period, 1900-1909
General Correspondence, New York period, 1909-1915
General Correspondence, New York Period, 1910-1922
General Correspondence, New York period, 1923-1928
Correspondence with friends and Colleagues, New York period, 1909-1928
Letters, etc., re Social Diagnosis
Manuscript of Social Diagnosis
Manuscript of Social Diagnosis
Working Files of Social Diagnosis
Working Files of Social Diagnosis
Case Records, analyses, criticism and discussions of Social Diagnosis
Letters re Social Work Series and Marriage Studies, New York period
Letters re Teaching Interests, New York Period
Materials re Charity Organization Institutes, thru 1915
Materials re Charity Organization Institutes, 1916
Materials re Charity Organization Institutes, 1917
Materials re Charity Organization Institutes, 1918
Materials re Institute of Family Social Work, 1919
Materials re Institute of Family Social Work, 1920
Materials re Institute of Family Social Work, 1921
Materials re Institute of Family Social Work, 1922
Materials re Institute of Family Social Work, 1925-1928, and re Supervisors' Conferences, 1914-1923
Materials re Training for Social Work
Correspondence and Materials re Case Records and Recording, and the Case Criticism Service
Supplementary Material re Case Records and Recording
Letters and Writings Widows' Pensions
Supplementary Material Widows' Pensions
Correspondence and Material re Unemployment Crises
Correspondence and Material re American Red Cross
Correspondence and Materials re the National Conference
Correspondence and Materials re the American Association
Correspondence and Materials re Committee on Professional Organization
Correspondence and Materials re Committee and Advisory Work
**DESCRIPTION**

- Correspondence and Materials re Miscellaneous Subjects,
- Personal materials, final sickness and death
- Speeches, addresses and lectures
- Notes for SAL; Articles, reviews and unpublished writings
- Department reports prepared by M.F.R. for the Russell Sage Foundation
- Personal effects; Miscellaneous, Colcord and Mann biographical material

**GENERAL CORRESPONDENCE, 1909-1928: Joanna C. Colcord**
- Correspondence as Director of COD, post 1930

**CONVERSATION**

<table>
<thead>
<tr>
<th>Box/Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Correspondence, 1909-1928: Joanna C. Colcord</td>
</tr>
<tr>
<td>2</td>
<td>Fred S. Hall Correspondence re Exchange</td>
</tr>
<tr>
<td>3</td>
<td>Fred S. Hall Correspondence re Finance</td>
</tr>
<tr>
<td>4</td>
<td>Fred S. Hall Correspondence re Office Methods</td>
</tr>
<tr>
<td>5</td>
<td>Fred S. Hall Correspondence re Statistics</td>
</tr>
<tr>
<td>6</td>
<td>Correspondence and other material re Transportation Code and Committee, 1919-1928 and Settlement Laws</td>
</tr>
<tr>
<td>7</td>
<td>Correspondence and other material re special projects</td>
</tr>
<tr>
<td>8</td>
<td>M.F. Byington and J.C. Colcord</td>
</tr>
<tr>
<td>9</td>
<td>Staff Reports COD, 1911-1927; Field Reports FDCC and COD, 1909-1911</td>
</tr>
<tr>
<td>10</td>
<td>Field Reports FDCC and COD, 1911-1919</td>
</tr>
<tr>
<td>11</td>
<td>Field Reports and Communication, 1919-1928</td>
</tr>
<tr>
<td>12</td>
<td>Financial Statements, 1909-1928 and Published Sales Records of the COD, 1913-1929</td>
</tr>
<tr>
<td>13</td>
<td>COD Subject Files: Almshouses - Clothing Appeal</td>
</tr>
<tr>
<td>14</td>
<td>COD Subject Files: Community Council - Friendly Visits</td>
</tr>
<tr>
<td>16</td>
<td>COD Subject Files: Intake - Nursing (Public Health)</td>
</tr>
<tr>
<td>17</td>
<td>COD Subject Files: Occupational Disease - Public Welfare, Boards of</td>
</tr>
<tr>
<td>18</td>
<td>COD Subject Files: Quotation - Schools of Philanthropy</td>
</tr>
<tr>
<td>19</td>
<td>COD Subject Files: Special Insurance - Tuberculosis</td>
</tr>
<tr>
<td>20</td>
<td>COD Subject Files: Vagrancy and Begging - Work Rooms for Women</td>
</tr>
</tbody>
</table>

**PART II, RICHMOND CASE RECORDS - NEW YORK**

- Paket 1-2
- Paket 3-4
- Paket 5-6
- Paket 7
- Paket 8-9
- Paket 10
- Paket 11
- Paket 12

*There are in fact PTII: Box 24A-244*
Genealogical documents, as follows:
Ellen M. Harris' record of Richmond, Harris, and Westcott marriages, births, and deaths, n.d.
Family Record pages from 1821 New Testament [kept by Mehitable Harris?]
Photostat copy of MER's Family Tree as recorded in Family Bible dated 1746 (Original property of William C. Harris, in possession of Miss Gordon Hamilton, 1930)
Family Tree copied from Family Bibles by Joanna C. Colcord in 1929

Letters showing relations between MER and Mrs. Laura Richmond Hooper, her step-mother, as follows:
  Letter to MER from Mrs. Hooper, Sep 13, 1901
  Three letters to MER from M. L. White, Baltimore CAS case worker, about Hooper family affairs, dated Sep 30, Oct 8, and Oct 11, 1901

Childhood keepsake: Religious card with note on verso to MER from Sister Relagia Boyd, her aunt on her father's side, n.d.

Letters showing relations between MER and Ellen M. Harris, her aunt, as follows:
  Copies of six letters from MER to Aunt Ellen, 1870-1872
  Two letters to MER from Aunt Ellen, Apr 17, 1908 and Jul 7, 1915

Letters and other materials showing relations between MER and Ellen M. Harris, her aunt, as follows:
  Doctor's receipt and letters to MER from Ellen M. Harris and others concerning Aunt Ellen's final illness and death, 1919
  Correspondence between MER and Mary Eleanor Shafer concerning Aunt Ellen's bequests, 1919

Letters showing relations between MER and Elizabeth (Lizzie) and Mary Richmond, her aunts, arranged chronologically from Jul 18, 1913 to Dec 19, 1920
Letters showing relations between MER and Elizabeth (Lizzie) and Mary Richmond, her aunts, arranged chronologically from Jan 5, 1922 to Dec 16, 1925
MER's childhood copy book, presented to her by her "teacher,"
G. Perez, Jan 20, 1872

Copy of Eastern Female High School Twenty-sixth Annual Com-
mencement program, Thursday, Jun 27, 1878; accompanied by
1930 statement by Ruth Mann about the commencement and corres-
respondence between Joanna Colcord and the Principal of Eastern
High School, 1930

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

Seven programs of the DeValin Literature Club meetings, as
follows:
- November - January 1882-3
- February - May 1882
- October - January 1883-4
- February - May 1884
- Mrs. Browning Evening, May 30, 1884
- October - January 1884-5
- October - January 1885-6

MER essay, "Books and Reading," written for presentation to
the DeValin Literature Club, Oct 20, 1882; a.m.s., 39 p

MER essay, "Washington Irving," written for presentation to
the DeValin Literature Club, Mar 19, 1883: a.m.s., 36 p,
and 31 half-page typescript

MER essay, "Milton," written for presentation to the DeValin
Literature Club, Dec 14, 1883 (Contained in notebook headed
"DeValin Literature Club Essays, Vol I: Contents, Dante,
Miss Jennie Taylor, read Nov 17, 1882; and Milton, Miss Rich-
mond, read Dec 14, 1883." The Milton essay is in MER's holo-
graph. Also 45 half-page typescript)
Pre-professional Period, 1861-1889: MER Archive

Folders 15-21: Letters, Writings, and Personal Effects


17. MER essay, "The Baron, the Page, and the Minstrel," written for presentation to the DeValin Literature Club, Nov 2, 1885: a.m.s., 33 p, and 29 half-page typescript.


20. Scrapbook of newspaper and magazine clippings bearing MER's autograph, 1883-1887. The first clipping is an article by Miss Richmond on "Juvenile Literature" from the Lutheran Home, 1883. Three other newspaper clippings are dated 1881 and 1885. Most of the clippings deal with Rev. Charles R. Weld's sermons at the First Independent Christ Church, but only two are dated: 1884 and 1885.

Folded in front are a Stork & Co. Society Bulletin for 1883 and three sets of MER holograph notes.


Folded in front are five undated poems in MER's holograph, as follows:
"Crinan Weather"
"The Alphabet"
"Team Play"
"Sheepfolds"
"Small blame to the worlds that want you"

22. Typescript copies of two letters to MER from Fred W. Werner, member of the Unitarian Church Shakespeare Class, dated Jun 30, 1888 (accompanied by "Presentation") and Dec 23, 1889.
Photostats of two letters concerning the Baltimore Charity Organization Society position of assistant treasurer, as follows:

- J. F. Martenet to Charles J. Bonaparte, Feb 24, 1888, being the letter of resignation of MER's predecessor
- Jesse F. Hampton to Special Committee, Baltimore Charity Organization Society, Dec 15, 1888, being a letter of application for the position of assistant treasurer. Pasted on this letter is the advertisement from the Dec 1888 Evening Sun which MER answered.

Miscellaneous biographical data relating to MER's Pre-professional Period, collected by Ruth Mann and Joanna Colcord, 1928-31
Part I

Box 3

Baltimore Period, 1889-1900 -- MER Archive

Folders 25-50: Letters and related materials*

25 General letters to and from MER, mostly of an official or professional nature, as follows:
   Francis R. Peabody to MER, Nov 17, 1890
   MER to Charles J. Bonaparte, Feb 21, 1891
   MER to the Daughters of Israel, May 1891

26 General letters to MER, mostly of an official or professional nature, arranged chronologically for 1894

27 General letters to and from MER, mostly of an official or professional nature, arranged chronologically for 1895

28 General letters to and from MER, mostly of an official or professional nature, arranged chronologically for 1896

29 General letters to and from MER, mostly of an official or professional nature, arranged chronologically for 1897 and 1898

30 General letters to and from MER, mostly of an official or professional nature, arranged chronologically for 1899

31 General letters to and from MER, mostly of an official or professional nature, arranged chronologically for 1900

32 Undated or partially dated notes and letters to and from MER, mostly of an official or professional nature

33 Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically from Apr to Dec, 1892

34 Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically for 1893

35 Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically for 1894

36 Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically for 1895

37 Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically for 1896

38 Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically from Jan 1, 1897 to Aug 2, 1899

* The records of the Baltimore Charity Organization Society were destroyed in a fire in 1919 and the official file of letters and organizational documents and papers is very incomplete.
Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically for 1900

Miscellaneous materials relating to the Zilpha Drew Smith-Mary Richmond friendship during this period, as follows:
- ZDS diary of Colorado vacation, 1892
- MER note with photograph to ZDS, Sep 22, 1894
- Other letters to or from ZDS: 1892, 1894, 1900

Copy of form letter sent out by MER Apr 25, 1895, asking for information needed to prepare a paper on "The Treatment of the Families of Idle and Intemperate Men" (presented at the National Conference, New Haven, 1895, under title of "Married Vagabonds"), and the responses to her questions, arranged chronologically for Apr 1895

Continuation of responses to MER's form letter of Apr 25, 1895, arranged chronologically for May 1895

Letters and other materials from the Macmillan Company concerning publication and sales of Friendly Visiting Among the Poor (New York, 1899), as follows:
- Contract, Nov 16, 1898
- Four letters from Macmillan Company to MER, Nov 15, 1898-Feb 21, 1899
- Yearly statements of sales, 1898-1911

Letters to MER in response to publication of Friendly Visiting Among the Poor (New York, 1899), arranged chronologically from Jan 31 to Apr 26, 1899; also typescript copy of discussion at Agents' Meeting, Boston, Jun 29, 1899, on review in Manchester Guardian

Letters relating to Helen B. Pendleton, Baltimore Charity Organization Society worker and friend of MER, as follows:
- Two letters from MER to Miss Pendleton, Mar 11, 1898 and Jun 27, n.y.
- Extracts from Miss Pendleton's letters to her family during MER's Baltimore Period: Oct 1, 1896; Jan 23, 1898; and two with n.d.
- Letter from John M. Glenn to Miss Pendleton, Nov 30, 1901
- Letter from Miss Pendleton to Muriel Pumphrey about MER materials from this period, Sep 27, 1954

Two printed case records from the London Charity Organization Society, sent out as specimens of case work by C. S. Loch, Apr 1899. Accompanied by note in unidentified handwriting that MER had no idea what a case record could be until she saw the London COS samples.
Letters and other materials relating to the Baltimore-Philadelphia transition, as follows:

Eleven letters from H. LaBarre Jayne to MER, Jan 31-Apr 7, 1900, about offer of General Secretary position at the Philadelphia Society for Organizing Charity.

Letter from MER to Mr. Jayne, Mar 18, 1900

Two enclosures relating to the Philadelphia SOC, n.d.

Three press clippings from Philadelphia newspapers, 1900

MER's holograph draft letter of resignation from the Baltimore Charity Organization Society to Charles Bonaparte, Mar 12, 1900, and carbon of typescript statement of acceptance and recognition of service from the Society's Board of Managers, n.d.

Letters and notes from Baltimore and other persons relating to MER's leaving Baltimore, arranged chronologically from Mar 2 to May 22, 1900

Letters and notes from Philadelphia and other persons relating to MER's coming to Philadelphia, arranged chronologically from Feb 14 to May 14, 1900
Baltimore Period, 1889-1900 — MER Archive

Folders 51-71: Writings and Personal Effects


52 Holograph draft of "The Profession and Practice of Begging," an address delivered at the East Baltimore Business Men's Association, Apr 23, 1891; also typescript copy

53 "Criticism and Reform in Charity," a lecture delivered before the Social Science Club of the Woman's College, Baltimore, Jan 17, 1896 (Printed in The Charities Review, Vol V, no. 4, Feb 1896, p 169-181)

54 Separate reprint of "The Training of Charity Workers," paper read at a meeting of the Civic Club, Philadelphia, Mar 19, 1897 (two copies)


56 Holograph draft of "The Relation of our District Work to Church Charity Work," n.p., n.d. [1898 or 1899?], 16 p; accompanied by Edward T. Devine letter, Oct 5, 1916, and MER's reply, Oct 11, 1916, relating to this manuscript

57 Miscellaneous notes and outlines for speeches, addresses, and lectures, 1896-1900

58 Some Facts about Child-Beggars, 4-page leaflet prepared by MER and issued by the Baltimore Charity Organization Society (No. 32, Mar 1894). Also Syllabus for "Class for the Study of Charitable Work in the Homes of the Poor," conducted by MER Feb and Mar [n.y.], 4-page leaflet

59 Typescript copies of "To Every Baltimore Clergyman" and "Our Relation to the Churches," editorials written by MER for the Baltimore Charities Record, Oct 1899

60 Typescript notebook containing unpublished manual, "The Work of a District Agent. Instructions and Suggestions compiled for the Charity Organization Society of Baltimore by its General Secretary, Mary E. Richmond," Baltimore, May 1, 1900, 72 p; accompanied by 1920 correspondence between Jeffrey Brackett and MER referring to this manuscript
Holograph draft of "Friendly Visiting," an article written for The Commons but not published, n.d. (Published in The Long View as "The Settlement and Friendly Visiting" and dated there as ca. 1899.)

Page proofs of "What is Charity Organization?" an article written for Charities Review, Jan 1900

Two typescript copies of "In Hospital," an article written for American Journal of Nursing, Oct 1, 1901

Six poems written by MER, 1889-1903, as follows:

"Dualism," Jul 17, 1889 (typescript copy)
"Love, a masking came to me," Nov 23, 1889 (typescript copy)
"Breezy Weather," Aug 1891 (photostat of holograph signed "M.E.R.")
"Recognition," Oct 1891 (photostat of holograph signed "M.E.R.")
"Three steps across the threshold and then turn," Colorado Springs, Jul 4, 1892 (photostat of MER holograph and typescript copy)
"A sturdy Yorkshire mite of four or five," Jul 17-Dec 1, 1903 (typescript copy)

Accompanied by three letters relating to the poems, as follows:
Ruth Mann to Ada Arens Morawetz, Feb 3, 1931
Ada Arens Morawetz to Ruth Mann, Feb 4, 1931 (incomplete)
Louisa Eyre to Ruth Mann, Mar 2, 1931

"Dualism," (a,ms.s.) with photo of MER as a child & related letters

Three sets of miscellaneous MER holograph notes, as follows:

"Clouds," Sep 1892
"Myrtle Club Grieg Programme, Jun 8/94"
"Guesses at Symphcmy Programmes," Nov 1896-Jan 1897

Typescript copy of "A Plea for Poetry," written by MER for the Myrtle Club, Jul 1893

Diary for 1897, autographed "M. E. Richmond." Diary pages are spotty and contain note of reading references or engagements. Cash Account pages in back are fully kept.

Diary for 1898, autographed "M. E. Richmond." Diary pages are spotty and contain note of reading references. Cash Account pages in back are fully kept. MER's National Conference membership card for 1898 inserted in back pocket.

MER diary for 1900. Diary pages are spotty and mostly contain note of reading references or engagements. Cash Account pages in back are fully kept.
Materials relating to Jane Addams, as follows:

Article by Miss Addams, "The Subtle Problems of Charity," clipped from the Jan 1899 Atlantic and saved by MER
MER holograph draft letter to Jane Addams, n.p., n.d.

Miscellaneous biographical data relating to MER's Baltimore Period, collected by Ruth Mann and Joanna Colcord, 1928-31

See also Filing Cabinet and Bookcase for materials from this period, as follows:

At end of collection:

Two scrapbooks of newspaper and magazine clippings and other printed materials which reflect Miss Richmond's career and interests while at the Baltimore Charity Organization Society. These scrapbooks were kept by Anna M. Arens; the first contains items dated from Feb 15, 1888 to Nov 14, 1896, and the second from Nov 13, 1896 to Oct 27, 1901. A third scrapbook is described under the Philadelphia Period.
Philadelphia Period, 1900-1909 — MER Archive

Folders 72-89: Letters and related materials

72 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1900

73 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1901

74 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1902

75 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1903

76 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1904

77 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1905

78 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1906

79 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1907

80 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1908

81 General letters of an official or professional nature to and from MER as General Secretary of the Philadelphia Society for Organizing Charity, arranged chronologically for 1909
Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically from Dec 9, 1900 to Apr 11, 1901

Letters of a personal nature from Zilpha Drew Smith to MER, arranged chronologically from Apr 22, 1905 to Aug 3, 1909

Letters of a personal nature from Julia R. Rogers of Baltimore to MER, arranged chronologically from Nov 14, 1900 to Jan 17, 1904

Letters of a personal nature from Julia R. Rogers of Baltimore to MER, arranged chronologically from Nov 6, 1905 to Feb 1, 1908

Letters of a personal nature to MER from various persons, arranged chronologically from Sep 25, 1902 to Nov 12, 1909

Letters of a personal nature from MER to Constance Biddle of Philadelphia, arranged chronologically from Jul 21, 1907 to Aug 29, 1909

Letters and other materials relating to MER's trip to England and Scotland in 1903, as follows:
   James Campbell letter to [Margaret] Horn, Jul 7, 1903
   Margaret Horn letter to MER, Jul 8, 1903
   Margaret Horn postcard to MER, Jul 20, 1903
   E. J. Holdane[?] letter to MER, [Jul 21, 1903]
   Margaret Horn letter to MER, Jul 27, 1903
   Calling cards for Miss Richmond and Miss Foss
   MER diary for 1903, containing entries from Jun 25 to Aug 5, a few addresses and memoranda, and folded in the back, a list of hotels and addresses with a dried flower pressed in

Letters and other materials relating to Anna Justice, Philadelphia SOC volunteer worker, as follows:
   Anna Justice to MER, May 1 and Jun 15, 1907
   Henry Justice (Anna's father) to MER, Nov 16 and Dec 20, 1907
   Funeral Sermon, Jul 25, 1907
   Anna Hinchman's poem, n.d.
   "A Friend Indeed," remembrance by Mary L. Walsh, n.d.
Part I

Box 6 Philadelphia Period, 1900-1909 — MER Archive

Files 90-111: Letters and related materials; also official SOC publications

90 Letters to MER enclosing statistics of district committees of charity organization societies in seven cities, together with Miss Richmond's summary, Jun 1901

91 Copy of form letter sent out by MER Mar 9, 1901, asking for case records from other societies to be used in preparation of a book of Lectures to Charity Workers, and the responses to her request, arranged chronologically from Mar 12 to Jun 10, 1901. Accompanied by two sets of MER notes outlining the projected book.

92 Copy of form letter sent out by MER to Philadelphia volunteers Apr 10, 1907, asking for accounts of their experiences to be used in preparation of an SOC leaflet on friendly visiting, and the responses to her request, arranged chronologically from Apr 11 to May 5, 1907. Accompanied by typescript copies of Excerpts from Philadelphia friendly visitors' letters; Statement by Henry H. Bonnell; and "Concerning the Difficulty of Beginning" by H.W. Cadbury, May 1, 1907

93 Copy of form letter sent out by MER to other societies Apr 15, 1907, requesting names and addresses of volunteers to supply accounts of their experiences as friendly visitors, and the responses to her request, arranged chronologically from Apr 16 to Apr 29, 1907

94 Copy of form letter sent out by MER to volunteers from other societies Apr 23, 1907, asking for accounts of their experiences to be used in preparation of an SOC leaflet and speech on friendly visiting, and the responses to her request, arranged chronologically from Apr 23 to Apr 30, 1907

95 Continuation of responses from volunteers of other societies to MER's form letter of Apr 23, 1907, arranged chronologically from May 1 to May 15, 1907; also five undated letters

96 Letters relating to The Good Neighbor in the Modern City (Philadelphia, 1907), as follows:
   MER's request for advice on a chapter sent to six recipients Oct 4, 1907, and their responses, Oct 1907
   Edward T. Devine letter to MER, Oct 13, 1907, commenting on her manuscript

97 Letters and other materials from the Lippincott Company concerning publication and sales details for The Good Neighbor in the Modern City (Philadelphia, 1907), as follows:
   Contract, Oct 1907, and statements of royalties, 1908-35
   Letters concerning sales figures, 1908-31
   Publication announcement and reviews, 1907
Letters to MER in response to publication of The Good Neighbor in the Modern City (Philadelphia, 1907), arranged chronologically from Nov 22, 1907 to Jul 4, 1908.

Letter, telegram, and press clippings relating to MER's new position as Director of the Charity Organization Department, Russell Sage Foundation, as follows:
  Letter from John M. Glenn to MER, Feb 10, 1909
  Telegram from John M. Glenn to MER, Apr 16, 1909
  Press clippings announcing appointment, Apr 20-May 1, 1909

Letters and notes from Philadelphia and other persons relating to MER's leaving Philadelphia, arranged chronologically from Mar 16 to Nov 23, 1909.

Letters and notes from New York and other persons relating to MER's coming to New York, arranged chronologically from Mar 18 to Sep 26, 1909.

Three Annual Reports of the Board of Directors of the Philadelphia Society for Organizing Charity, prepared before MER became General Secretary: Feb 1898, Feb 1899, and Feb 1900.

Twenty-third Annual Report of the Philadelphia Society for Organizing Charity for the year ending Dec 31, 1901, prepared by MER and her staff.

Twenty-fourth Annual Report of the Philadelphia Society for Organizing Charity for the year ending Dec 31, 1902, prepared by MER and her staff.

Twenty-fifth Annual Report of the Philadelphia Society for Organizing Charity for the year ending Dec 31, 1903, prepared by MER and her staff.

Cities within the City: Six Short Studies, being the Twenty-sixth Annual Report of the Philadelphia Society for Organizing Charity for the year ending Aug 31, 1904, prepared by MER and her staff.

Twenty-seventh Annual Report of the Philadelphia Society for Organizing Charity for the year ending Aug 31, 1905, prepared by MER and her staff.

What is the Truth about Relief?, being the Twenty-eighth Annual Report of the Philadelphia Society for Organizing Charity for the year ending Aug 31, 1906, prepared by MER and her staff.

On Working Together, being the Twenty-ninth Annual Report of the Philadelphia Society for Organizing Charity for the year ending Aug 31, 1907, prepared by MER and her staff; also reprint without tables, lists, etc.
A Red Letter Year in Philadelphia Charity, being a reprint of the Thirtieth Annual Report of the Philadelphia Society for Organizing Charity for the year ending Aug 31, 1908, prepared by MER and her staff.

The Ninth Milestone, being the Thirty-first Annual Report of the Philadelphia Society for Organizing Charity for the year ending Aug 31, 1909, prepared by MER and her staff.

Twelve SOC leaflets and pamphlets prepared by MER and her staff for publicity purposes, as follows:

- Short Stories with a Moral, [1902]
- More Short Stories, [1904]
- The News Letter for May, 1904
- Stop-cock Stories, [1905]
- Sixty-five Queries, Dec 1905
- A New Year Letter, Jan 1, 1906
- Differences, Mar 1906
- The Friendly Visitor, [Nov 1907]
- 13 Widows, 8 Deserted Wives, 10 Sick, 8 Incurables, 12 Aged, [1907]
- Eight Steps in a Plan for Seeing People Through, [1907?]
- Two Weeks in a District Office of the S.O.C., n.d.
- General Suggestions to those who Visit the Poor, n.d.

Two miscellaneous items prepared for the SOC by Miss Richmond and her staff, as follows:

- Civil Service Examination for position of special clerk, Department of Charities, Philadelphia, 1906
- Report of the Committee on the Special Case System of Relief to the Board of Directors, Philadelphia SOC, Nov 19, 1906

Part I

Philadelphia Period, 1900-1909 -- MER Archive

Folders 115-135: Writings and Personal Effects

115 Separate reprint of "Charitable Co-operation," an address delivered at the National Conference meeting [in Boston?], 1901

116 Typescript draft of "Some Recent Lessons in the Relief of Distress," an address delivered at the Cuban Conference, Mar 1902. Also reprint titled "First Principles in the Relief of Distress" (in the Field Department Charities and the Commons for Jun 1906) and typescript extract titled "Relief and Administration Expenses," Jan 15, 1913

117 Holograph draft of "The Retail Method of Reform," an address delivered before the Ethical Culture Society, Apr 16, 1905; also reprint from International Journal of Ethics, Jun 1906, p 171-179

118 Typescript of untitled address to students of the New York School of Philanthropy, 1905

119 Typescript of "Investigation as a Help and Protection to the Poor," given as Lecture 1 of an Extension Course at the Boston School for Social Workers, Jan 23, 1906

120 Typescript of "Industrial Conditions and the Charity Worker," a speech read before the Industrial Exhibit, Dec 10, 1906

121 Separate reprint of "Friendly Visiting," an address delivered before the 34th National Conference in Minneapolis, Jun 19, 1907

122 Typescript of untitled speech for Trades Union Night at the Tuberculosis Exhibit, Feb 27, 1909


124 Notes and outlines for lectures to students at the New York School of Philanthropy, 1901-1908; accompanied by printed matter

125 Notes and outlines for lectures to students at the University of Pennsylvania, 1907; accompanied by Syllabus for Preliminary Course in Social Work inaugurated at the University of Pennsylvania, Apr 16-Jun 1, 1906

126 Miscellaneous notes, outlines, clippings, and fragments for speeches to small groups, 1900-1908


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

Typescript draft of five chapters of a book on Social Work in Families begun by MER in 1905 and later incorporated in Social Diagnosis, as follows:
- Part II, Chapter I, The Place of Material Relief; also revision titled The Third Stage
- Part II, Chapter II, Sources of Material Relief; also revised version
- Part II, Chapter III, The Basis of Fact
- Part II, Chapter IV, Methods of Investigation
- Part II, Chapter V, Methods of Investigation (continued)

Letters and notes from Zilpha Drew Smith to MER containing comments and suggestions on the five chapters of MER's book on Social Work in Families: Feb 7, Sep 11, Sep 15, and Sep 22, 1905; the first two letters are accompanied by detailed notes

Holograph draft of "Preliminary Study of 112 Records in which the SPCC and SOC Appear for the Year 1908," 26 p, with 4 typescript tally sheets; accompanied by MER's memorandum of May 1, 1909, and correspondence with William H.A. Mills, Jul 21 and 22, 1909, relating to this study

Two periodical articles of a general nature clipped and saved by MER, as follows:
- "Imagination in Business" by Lorin F. Deland (in Atlantic Monthly, Apr 1909, p 433-447)

2 folders of Miscellaneous biographical data relating to MER's Philadelphia period, collected by Ruth Mann and Joanna Colcord, 1928-31
Part I

Box 8

Philadelphia Period, 1900-1909 -- MER Archive

Folders 136-151: Letters and other materials relating to the Field Department of Charities and the Commons, 1905-1909

136

Letters relating to the Field Department of Charities and the Commons for 1905, as follows:

Arthur and Paul Kellogg to MER, Oct 12-Dec 27, 1905
Edwin H. Solenberger to MER, Sep 28, 1905
Francis H. McLean to MER, Dec 7, 1905

137

Letters relating to the Field Department of Charities and the Commons for 1906, as follows:

Arthur Kellogg to MER, Feb 17-May 24, 1906
Paul Kellogg to MER, Jan 15-Dec 19, 1906
MER to Paul Kellogg, Apr 2 and Nov 2, 1906
A.W. Gutridge to MER, Oct 29, 1906
MER to A.W. Gutridge, Nov 2, 1906

138

Letters relating to the Field Department of Charities and the Commons for 1906, as follows:

Francis H. McLean to MER, Nov 10-Dec 19, 1906
W.H. McClain to the Editor of Charities, Jan 18, 1906
Louise J. Speed to Edward T. Devine, Oct 29, 1906
Alice L. Higgins to [Louise J. Speed?], [Nov 23, 1906?]

139

Letters relating to the Field Department of Charities and the Commons for 1907, as follows:

Arthur Kellogg to MER, Mar 23-Dec 30, 1907
Paul Kellogg to MER, Feb 1-Oct 3, 1907
MER to Paul Kellogg, Oct 2, 1907
James Buchanan to Arthur Kellogg, Jan 5, 1907

140

Letters relating to the Field Department of Charities and the Commons for 1907, as follows:

Various persons to Francis H. McLean, Jan 10-Jan 31, 1907
Francis H. McLean to MER, Feb 25-Dec 13, 1907

141

Letters relating to the Field Department of Charities and the Commons for 1907, as follows:

MER form letter sent out to cooperating societies Apr 6, 1907, and their responses, Apr 8-May 29, 1907
Correspondence between MER and various persons concerning Sage Foundation support, Mar 3-Sep 7, 1907

142

Letters relating to the Field Department of Charities and the Commons for 1907, as follows:

Miscellaneous letters from cooperating societies to MER, Jan 9-Dec 4, 1907
MER form letter sent out to cooperating societies Nov 29, 1907
MER to C.S. Loch, Mar 16, 1907
Alice L. Higgins to MER, Jun 25, 1907, with enclosure
Frank J. Bruno to Edward T. Devine, Feb 6, 1907
Letters and other materials relating to the Field Department of Charities and the Commons for 1908, as follows:

- Francis H. McLean to MER, Feb 1-Nov 27, 1908
- MER to Francis H. McLean, Mar 19, Jul 9, Dec 18, 1908
- John M. Glenn to Francis H. McLean, Jan 22, 1908
- Minutes of Field Department Committee meetings: May 2, May 9, May 12, and May 13, 1908

Letters relating to the Field Department of Charities and the Commons for 1908, as follows:

- Arthur Kellogg to MER, Jan 6-Jan 29, 1908
- Cooperating societies to MER, May 1-Oct 22, 1908
- MER to J. William Magruder, Jul 1, 1908
- Miscellaneous letters to MER from various persons, Mar 9-Dec 25, 1908
- MER to John M. Glenn, Mar 8, 1908
- MER to Ernest P. Bicknell, Dec 11, 1908
- John M. Glenn to Paul Kellogg, Jan 3, 1908

Letters relating to the Field Department of Charities and the Commons for 1909, as follows:

- Francis H. McLean to MER, Jan 3-Aug 10, 1909
- MER to Francis H. McLean, Feb 9, 1909
- Correspondence between MER and various persons concerning Mr. McLean, Mar 17-Jun 7, 1909
- Mary Willcox Glenn to Francis H. McLean, Feb 6, 1909
- Francis H. McLean to Porter R. Lee, Aug 27 and Dec 1, 1909

Letters and other materials relating to the Field Department of Charities and the Commons for 1909, as follows:

- MER to Margaret F. Byington, Jan 21-Sep 3, 1909
- MER to J.W. Magruder, Jan 22, 1909
- MER to Richard Cabot, Feb 25, 1909
- MER to Rev. H. B. MacCauley, Mar 21, 1909
- Kate M. McLane to MER, Apr 29, 1909
- Amy Hewes to MER, May 21, 1909, and MER to Amy Hewes, May 26, 1909
- S.M. Lindsay to MER, Sep 1, 1909
- Annual Report by the Chairman [MER] of the Field Department of the Charities Publication Committee for the year ending Oct 1, 1909

Form letter sent out by MER as Chairman of the Field Department of Charities and the Commons Jan 13, 1908, requesting an exchange of letters and memoranda on the subject of unemployment, and the responses to her request, arranged chronologically from Jan 17, 1908 to Feb 10, 1909

Confidential Bulletins from Philadelphia to the Exchange Branch of the Field Department of Charities and the Commons, written by MER on the subject of unemployment from Jan 18, 1908 to Jan 1, 1909
Scrapbook containing copies of Emergency Winter Letters written to the Field Department of Charities and the Commons on the subject of unemployment, 1907-1908

Questionnaires devised by MER for use by the Field Department of Charities and the Commons, as follows:
- Questions concerning the work of charitable societies
- Facts to be asked of new society
- Investigation and Analysis of Relief Work, made for the Pittsburgh survey

Miscellaneous materials issued by the Publication Committee of the Field Department of Charities and the Commons, as follows:
- Mimeographed Bulletins No. 10 and No. 11, Jul and Aug, 1908
- Printed Bulletin, Vol II, no. 7, Apr 1909
- The Real Story of a Real Family, pamphlet issued by the Committee on Case Records, n.d.
PART II: MARY E. RICHMOND ARCHIVE

37 Boxes, 641 Folders, covering the
New York Period,
1909 - 1928
Part II
Box 1


Folders 1-24: Chronological file of general letters, 1909-1915

1. General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1909

2. General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1910

3. General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1910

4. General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1910

5. General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Aug, 1911

6. General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Sep-Dec, 1911

7. General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1911

8. General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1911

9. General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Jun, 1912

10. General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jul-Dec, 1912

11. General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1912
General letters of an official or professional nature addressed
to MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for 1912

General letters of an official or professional nature to and
from MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for Jan-Jun,
1913

General letters of an official or professional nature to and
from MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for Jul-Dec,
1913

General letters of an official or professional nature written
by MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for 1913

General letters of an official or professional nature addressed
to MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for 1913

General letters of an official or professional nature to and
from MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for Jan-Oct,
1914

General letters of an official or professional nature to and
from MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for Oct-Dec, 1914

General letters of an official or professional nature written
by MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for 1914

General letters of an official or professional nature addressed
to MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for 1914

General letters of an official or professional nature to and
from MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for Jan-Jun,
1915

General letters of an official or professional nature addressed
to MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for Jul-Dec,
1915

General letters of an official or professional nature written
by MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for 1915

General letters of an official or professional nature addressed
to MER as Director of the Charity Organization Department,
Russell Sage Foundation, arranged chronologically for 1915
Part II
Box 2

New York Period, 1909-1928 -- MER Archive

Folders 25-50: Chronological file of general letters, 1916-1922

25 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Jun, 1916

26 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jul-Dec, 1916

27 General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1916

28 General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1916

29 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1917

30 General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1917

31 General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1917

32 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Aug, 1918

33 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Sep-Dec, 1918

34 General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1918

35 General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1918
General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1919

General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1919

General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1919

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Jun, 1920

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jul-Dec, 1920

General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1920

General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1920

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-May, 1921

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jun-Dec, 1921

General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1921

General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1921

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Aug, 1922
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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<tr>
<td>48</td>
<td>General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Sep-Dec, 1922</td>
</tr>
<tr>
<td>49</td>
<td>General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1922</td>
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<tr>
<td>50</td>
<td>General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1922</td>
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</tbody>
</table>
New York Period, 1909-1928 — MER Archive

Folders 51-75: Chronological file of general letters, 1923-1928

51 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Sep, 1923

52 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Oct-Dec, 1923

53 General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1923

54 General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1923

55 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Mar, 1924

56 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Apr-Jun, 1924

57 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Sep-Dec, 1924

58 General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1924

59 General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1924

60 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-May, 1925

61 General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jul-Dec, 1925
General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1925

General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1925

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Jul, 1926

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Sep-Dec, 1926

General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1926

General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1926

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Jan-Sep, 1927

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for Oct-Dec, 1927

General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1927

General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1927

General letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1928

General letters of an official or professional nature written by MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1928

General letters of an official or professional nature addressed to MER as Director of the Charity Organization Department, Russell Sage Foundation, arranged chronologically for 1928

Undated or partially dated general letters of an official or professional nature to and from MER as Director of the Charity Organization Department, Russell Sage Foundation
New York Period, 1909-1928 — MER Archive

Folders 76-103: Letters to and from friends and colleagues

Personal and professional letters from Gertrude Vaile to MER, arranged chronologically from Sep 25, 1912 to Dec 26, 1915

Personal and professional letters from Gertrude Vaile to MER, arranged chronologically from Feb 7, 1916 to Aug 21, 1917

Personal and professional letters from Gertrude Vaile to MER, arranged chronologically from Jan 28 to Dec 26, 1918

Personal and professional letters from Gertrude Vaile to MER, arranged chronologically from Jan 23, 1919 to Jun 27, 1920

Personal and professional letters from Gertrude Vaile to MER, arranged chronologically from Jul 31, 1922 to Sep 27, 1926

Personal and professional letters from MER to Gertrude Vaile, arranged chronologically from Oct 1, 1912 to Dec 18, 1925

Other letters in the Gertrude Vaile file, as follows:
Partial letter from Gertrude Vaile to MER, n.d.
Porter Lee to Gertrude Vaile, Sep 27, 1916, and Miss Vaile's response, May 30, 1917

Personal and professional letters from Alice Higgins Lothrop to MER, arranged chronologically from Jun 16, 1910 to Apr 18, 1913

Personal and professional letters from Alice Higgins Lothrop to MER, arranged chronologically from Jan 28, 1915 to May 6, 1920

Personal and professional letters from Alice Higgins Lothrop to MER, undated or partially dated

Other Alice Higgins Lothrop letters referred to MER, arranged chronologically from Dec 23, 1909 to Jan 7, 1916

Personal and professional letters from MER to Alice Higgins Lothrop, arranged chronologically from Mar 13, 1911 to Feb 25, 1920

Correspondence between MER and others concerning a memorial issue of The Family dedicated to Alice Higgins Lothrop, 1920-1921

Personal and professional letters from MER to Joanna C. Colcord, arranged chronologically from Christmas 1915 to Aug 14, 1921

Personal and professional letters from MER to Joanna C. Colcord, arranged chronologically from Dec 8, 1924 to Jun 3, 1928
Personal and professional letters from Joanna C. Colcord to MER, arranged chronologically from Jul 1, 1920 to Jul 10, 1923.

Personal and professional letters from Zilpha Drew Smith to MER, arranged chronologically from May 5, 1917 to Aug 3, 1926.

Letters of a personal nature from MER to Zilpha Drew Smith, as follows:

"An Illustrated Epistle to Z.D.S." n.d.
"A Picture Book from Letherth," Christmas 1915
Card with photograph, Dec 21, 1917

Letters of a personal nature from Julia R. Rogers to MER, arranged chronologically from Jul 1, 1917 to Sep 6, 1928.

Letters of a personal nature from MER to Constance Biddle, arranged chronologically from Sep 5, 1917 to Dec 11, 1910.

Letters of a personal nature from MER to Constance Biddle, arranged chronologically from Jan 6, 1911 to Dec 22, 1912.

Letters of a personal nature from MER to Constance Biddle, arranged chronologically from Feb 1913(? to Oct 15, 1916.

Letters of a personal nature from MER to Constance Biddle, arranged chronologically from Aug 31, 1919 to Apr 17, 1928.

Letters of a personal nature from MER to Ruth Mann, arranged chronologically from Jul 4, 1922 to Aug 20, 1925.

Letters of a personal nature from MER to Ruth Mann, arranged chronologically from Jun 24, to Aug 20, 1925.

Letters of a personal nature from MER to Ruth Mann, arranged chronologically from Jun[?] to Sep 1, 1927.

Letters of a personal nature between MER and various correspondents, arranged chronologically from Apr 4, 1911 to Aug 2, 1928; also two undated letters.
Personal and professional letters from Joanna C. Colcord to MER, arranged chronologically from Jul 1, 1920 to Jul 10, 1923.

Personal and professional letters from Zilpha Drew Smith to MER, arranged chronologically from May 5, 1917 to Aug 3, 1926.

Letters of a personal nature from MER to Zilpha Drew Smith, arranged chronologically from Jul 4, 1922 to Aug 20, 1925.

Letters of a personal nature from MER to Ruth Mann, arranged chronologically from Jun 24 to Aug 20, 1926.

Letters of a personal nature from MER to Ruth Mann, arranged chronologically from Jun[?] to Sep 1, 1927.

Letters of a personal nature between MER and various correspondents, arranged chronologically from Apr 4, 1911 to Aug 2, 1928; also two undated letters.

Letters of a personal nature from MER to Ruth Mann, dated Jul 6 and Jul 18, 1928.
New York Period, 1909-1928 -- MER Archive

Folders 104-122: Letters and other materials relating to Social Diagnosis (Russell Sage Foundation, 1917)

Correspondence between MER and Elizabeth Richards Day concerning research and preparation of Social Diagnosis, arranged chronologically from Nov 8, 1911 to Apr 24, 1912

Correspondence between MER and Elizabeth Richards Day concerning research and preparation of Social Diagnosis, arranged chronologically from Aug 15, 1912 to Nov 7, 1916

Correspondence between MER and Agnes M. Robertson concerning research and preparation of Social Diagnosis, arranged chronologically from Jan 29-30 to Sep 20, 1912

Correspondence between MER and Ada E. Sheffield concerning research and preparation of Social Diagnosis, arranged chronologically from Dec 12, 1913 to Dec 21, 1915

Correspondence between MER and Ada E. Sheffield concerning research and preparation of Social Diagnosis, arranged chronologically from Jan 10, 1916 to Feb 16, 1917

Correspondence between MER and various persons concerning research and preparation of Social Diagnosis, arranged chronologically from Dec 28, 1909 to Dec 3, 1910

Correspondence between MER and various persons concerning research and preparation of Social Diagnosis, arranged chronologically from Jan 7 to May 31, 1911

Correspondence between MER and various persons concerning research and preparation of Social Diagnosis, arranged chronologically from Sep 11, 1911 to Dec 4, 1912

Correspondence between MER and various persons concerning research and preparation of Social Diagnosis, arranged chronologically from Feb 9, 1914 to May 27, 1916

Correspondence between MER and various persons concerning the questionnaires for Social Diagnosis, arranged chronologically from Oct 14, 1916 to Mar 10, 1917

Correspondence between MER and various persons concerning the questionnaires for Social Diagnosis, arranged chronologically from Feb 27, 1912 to Mar 15, 1917
Correspondence between MER and various persons concerning printing, publicity, and reviews of Social Diagnosis, arranged chronologically from Nov 16, 1916 to Apr 19, 1918

Letters in response to publication of Social Diagnosis, arranged chronologically from May to Oct, 1917; also undated letters and notes

Other letters referring to Social Diagnosis, arranged chronologically from Jan 30, 1918 to Apr 21, 1921

Several copies of MER's first outline for Social Diagnosis, Sep 1911, titled "First Steps in Social Service Treatment: A Text-book for Case Workers," some with criticisms

Plans and outlines for Social Diagnosis, 1911-1916

Set of mimeographed questionnaires for Social Diagnosis, revise of Jan 1914

Reviews of Social Diagnosis

Publicity, mailing lists, and sales figures for Social Diagnosis
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
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<tr>
<td>123</td>
<td>Front Matter, including quotations, Preface, and Table of Contents, for Social Diagnosis</td>
</tr>
<tr>
<td>124</td>
<td>Holograph draft and typescript of Part I, Chapter I, Beginnings, for Social Diagnosis</td>
</tr>
<tr>
<td>125</td>
<td>Holograph draft of Part I, Chapter II, The Nature and Uses of Social Evidence, for Social Diagnosis</td>
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<td>126</td>
<td>Holograph draft of Part I, Chapter III, Definitions Bearing Upon Evidence, for Social Diagnosis</td>
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<td>127</td>
<td>Holograph draft of Part I, Chapter IV, Testimonial Evidence, for Social Diagnosis</td>
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<td>128</td>
<td>Holograph draft of Part I, Chapter V, Inferences, for Social Diagnosis</td>
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<td>129</td>
<td>Holograph draft of Part II, Chapter VII, The Family Group, for Social Diagnosis</td>
</tr>
<tr>
<td>130</td>
<td>Typescript with holograph inserts of Part II, Chapter VIII, Outside Sources in General, for Social Diagnosis</td>
</tr>
<tr>
<td>131</td>
<td>Part holograph draft and part typescript of Part II, Chapter IX, Relatives as Sources, for Social Diagnosis</td>
</tr>
<tr>
<td>132</td>
<td>Holograph draft and typescript of Part II, Chapter X, Medical Sources, for Social Diagnosis</td>
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<tr>
<td>133</td>
<td>Holograph draft and incomplete typescript of Part II, Chapter XI, Schools as Sources, for Social Diagnosis</td>
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<tr>
<td>134</td>
<td>Holograph draft and typescript of Part II, Chapter XII, Employers and Other Work Sources, for Social Diagnosis</td>
</tr>
<tr>
<td>135</td>
<td>Holograph draft and typescript of Part II, Chapter XIII, Documentary Sources, for Social Diagnosis</td>
</tr>
<tr>
<td>136</td>
<td>Holograph draft and typescript of Part II, Chapter XIV, Neighborhood Sources, for Social Diagnosis</td>
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</tbody>
</table>
Holograph draft of Part II, Chapter XV, Miscellaneous Sources, for Social Diagnosis

Holograph draft of Part II, Chapter XVI, Social Agencies as Sources, for Social Diagnosis

Holograph draft of Part II, Chapter XVII, Letters, Telephone Messages, Etc., for Social Diagnosis

Holograph draft of Part II, Chapter XVIII, Comparison and Interpretation, is missing*

Holograph draft of Part II, Chapter XIX, The Underlying Philosophy, for Social Diagnosis

Holograph draft of Part III, Chapter XX, Social Disabilities and the Questionnaire Plan of Presentation, for Social Diagnosis [MER's revised questionnaire on Any Family is missing]

Holograph draft of Part III, Chapter XXI, The Immigrant Family, with revised questionnaire, for Social Diagnosis

Holograph draft of Part III, Chapter XXII, Desertion and Widowhood, with revised questionnaires, for Social Diagnosis

Holograph draft of Part III, Chapter XXIII, The Neglected Child, with revised questionnaire, for Social Diagnosis

Holograph draft of Part III, Chapter XXIV, The Unmarried Mother, with revised questionnaire, for Social Diagnosis

Holograph draft of Part III, Chapter XXV, The Blind, with Lucy Wright's questionnaire, for Social Diagnosis

Holograph draft of Part III, Chapter XXVI, The Homeless Man -- The Inebriate, with revised questionnaires, for Social Diagnosis

Holograph draft of Part III, Chapter XXVII, The Insane -- The Feeble-Minded, with revised questionnaires, for Social Diagnosis

Holograph draft of Part III, Chapter XXVIII, Supervision and Review, with revised questionnaire, for Social Diagnosis

Appendices, incomplete drafts for First Interviews and Bibliography sections of Social Diagnosis

Holograph draft and typescript headed "Chapter XVIII, Case Worker and Client," discarded from final text of Social Diagnosis

Holograph drafts of galley corrections and other manuscript additions for Social Diagnosis

Unidentified manuscript fragments for Social Diagnosis
Part II
Box 8

New York Period, 1909-1928 — MEA Archive

Folders 154-173: Working Files for Social Diagnosis
(Russell Sage Foundation, 1917)

154
Working File for Social Diagnosis headed "First Interview, General"

155-156
2 folders of Working Files for Social Diagnosis headed "Analysis
of First Interview"

157-159
3 folders of Working Files for Social Diagnosis headed "Outside
Sources of Information"

160-161
2 folders of Working Files for Social Diagnosis containing forms
headed "Sources of Information Used as a Basis of Treatment"

162
Working File for Social Diagnosis headed "Relatives"

163
Working File for Social Diagnosis headed "Medical Agencies"

164
Working File for Social Diagnosis headed "Medical Outlines"

165
Working File for Social Diagnosis headed "Feeble-Minded"

166
Working File for Social Diagnosis headed "Shifting of Emphasis"

167
Working File for Social Diagnosis headed "Measures of Efficiency"

168
Working File for Social Diagnosis headed "Recording"

169
Working File for Social Diagnosis headed "Probation"

170
Working File for Social Diagnosis containing materials on Letter-
Writing

171
Working File for Social Diagnosis containing materials for
Definitions and Bibliography

172
Working File for Social Diagnosis containing abstracts of
Montessori's "Pedagogical Anthropology" and Healy & Fernald's
"Tests for Practical Mental Classification"

173
Other Materials found in unmarked working files for Social Diagnosis

Part II
Box 9

Folders 174-192: Working Files for Social Diagnosis
(Russell Sage Foundation, 1917), continued

174
Working File for Social Diagnosis containing class exercise on
What is True of Everybody, New York School of Philanthropy, 1909

175
Working File for Social Diagnosis containing class exercise on
What is True of Everybody, Charity Organization Institute, 1911
Working File for Social Diagnosis containing class exercise on What is True of Everybody, Charity Organization Institute, 1912

Working File for Social Diagnosis containing class exercise on What is True of Everybody, Charity Organization Institute, 1913

Working File for Social Diagnosis containing class exercise on What is True of Everybody, Charity Organization Institute, 1914

Working File for Social Diagnosis containing miscellaneous materials for the questionnaires

Working File for Social Diagnosis containing Margaret Byington's outlines for the questionnaires

Working File for Social Diagnosis containing questionnaires on Any Family

Working File for Social Diagnosis containing questionnaire on the Immigrant Family

Working File for Social Diagnosis containing questionnaires on the Polish Family

Working File for Social Diagnosis containing questionnaires on the Italian Family

Working File for Social Diagnosis containing questionnaires on Desertion

Working File for Social Diagnosis containing questionnaires on Widows with Children

Working File for Social Diagnosis containing questionnaire on the Unmarried Mother

Working File for Social Diagnosis containing questionnaires on A Blind Person

Working File for Social Diagnosis containing questionnaires on the Homeless Man

Working File for Social Diagnosis containing questionnaires on Inebriety

Working File for Social Diagnosis containing questionnaires on Insanity

Working File for Social Diagnosis containing questionnaires on the Feeble-Minded Child

Not in Folders: Case records, summaries, analyses, criticisms, and discussions used in preparation of Social Diagnosis (Russell Sage Foundation, 1917); see also wrapped bundles of case records in file cabinet.

Folders 193-218: Letters and other materials relating to the Social Work Series and to Marriage Studies

Correspondence between M.E.R. and various persons concerning plans for the Social Work Series, arranged chronologically from Apr 28 to Sep 30, 1917

Correspondence relating to J.B. Deacon's Disasters and the American Red Cross in Disaster Relief (Social Work Series publication, 1918), arranged chronologically from Jul 3, 1917 to Jan 16, 1918; also Table of Contents, Introduction, and reviews

Correspondence relating to Florence Nesbitt's Household Management (Social Work Series publication, 1918), arranged chronologically from Jun 2, 1917 to Apr 1, 1918; also reviews

Correspondence relating to Joanna C. Colcord's Broken Homes (Social Work Series publication, 1919), arranged chronologically from Dec 26, 1917 to May 22, 1919; also reviews and sales figures

Correspondence relating to Ada E. Sheffield's The Social Case History (Social Work Series publication, 1920), arranged chronologically from Apr 3, 1916 to Nov 25, 1918

Correspondence relating to Ada E. Sheffield's The Social Case History (Social Work Series publication, 1920), arranged chronologically from Feb 3, 1919 to Dec 3, 1920

Correspondence concerning research and preparation of M.E.R.'s What is Social Case Work? (Social Work Series publication, 1922), arranged chronologically from Feb 4, 1921 to Mar 20, 1922

Letters in response to publication of What is Social Case Work? (Social Work Series publication, 1922), arranged chronologically from Feb 14 to Jun 17, 1922; also undated letters

Correspondence concerning Dutch and French translations of What is Social Case Work? (Social Work Series publication, 1922), arranged chronologically from Oct 11, 1923 to Jan 14, 1927

Reviews, announcements, and clippings relating to What is Social Case Work? (Social Work Series publication, 1922)

Three folders containing plans, outlines, and holograph drafts of M.E.R.'s abandoned Social Work Series publication on The Volunteer
Three folders containing manuscript and critiques of "The Rationale of Case Records" by Ada E. Sheffield, published as The Social Case History (Social Work Series publication, 1920)

Reviews and miscellaneous materials relating to Ada E. Sheffield's The Social Case History (Social Work Series publication, 1920)

Correspondence and other materials between MER and various persons relating to Marriage Studies, arranged chronologically from Jan 25, 1920 to Dec 21, 1923

Correspondence between MER and various persons relating to Marriage Studies, arranged chronologically from Mar 12, 1924 to Jun 30, 1925

Correspondence between MER and various persons relating to Marriage Studies, arranged chronologically from Jan 7, 1926 to Mar 8, 1928

Correspondence between MER and various persons relating to preparation of Richmond and Hall's Child Marriages (Russell Sage Foundation, 1925), arranged chronologically from Jun 17, 1924 to Feb 6, 1925

Correspondence and other materials relating to publicity, distribution, and publication of Richmond and Hall's Child Marriages (Russell Sage Foundation, 1925), arranged chronologically from Feb 17 to May 22, 1925

Letters in response to publication of Richmond and Hall's Child Marriages (Russell Sage Foundation, 1925), arranged chronologically from Mar 22 to Oct 3, 1925; also undated letters

Correspondence from MER to Fred S. Hall and others relating to preparation of Richmond and Hall's Marriage and the State (Russell Sage Foundation, 1929), arranged chronologically from Aug 30, 1925 to Jun 1, 1926

Correspondence from Fred S. Hall to MER relating to preparation of Richmond and Hall's Marriage and the State (Russell Sage Foundation, 1929), arranged chronologically from May 26, 1926 to Jun 26, 1928

Correspondence relating to Geoffrey May's Marriage Laws and Decisions in the United States (Russell Sage Foundation, 1929), arranged chronologically from Dec 28, 1925 to Jul 26, 1928
Part II
Box 12

New York Period, 1909-1928 -- MER Archive

Folders 219-236: Letters and other materials relating to Teaching Interests

Significant letters to and from MER relating to the Charity Organization Institutes, arranged chronologically from Mar 1, 1910 to May 16, 1916

Significant letters to and from MER relating to the Institutes of Family Social Work, arranged chronologically from Mar 15, 1922 to Jun 6, 1924

Significant letters to and from MER relating to the Institutes of Family Social Work, arranged chronologically from Oct 30, 1924 to Mar 12, 1927

Plans, outlines, membership lists, etc. sent by MER to Frank Bruno in preparation for the 1925 Institute of Family Social Work

Letters to MER from Instituters, arranged chronologically from Nov 22, 1911 to Sep 5, 1916

Letters to MER from Instituters, arranged chronologically from May 7, 1919 to May 8, 1928; also undated letters

Letters from MER to various persons containing recommendations and evaluations of Institute students, arranged chronologically from Feb 20, 1914 to Mar 8, 1927

Form letters sent by MER to participants in the Supervisors' Conferences, 1914-1917

Letters to and from MER relating to the 1918 Supervisors' Conference

Letters to and from MER relating to the 1919 and 1920 Supervisors' Conferences

Letters to MER from various persons relating to the 1922 Supervisors' Conference

Letters to and from MER relating to the 1923 Supervisors' Conference

Letters to and from MER relating to Miss Richmond's report of Studies arising out of the 1923 Supervisors' Conference
Letters to and from MSR relating to the New York School of Philanthropy, arranged chronologically from Nov 18, 1909 to Oct 4, 1912

Letters and other materials to and from MSR relating to the New York School of Philanthropy, arranged chronologically from Jan 23, 1913 to Feb 23, 1915

Letters to and from MER relating to the Chicago School of Civics, arranged chronologically from Apr 25, 1910 to Jun 24, 1913

Letters and other materials to and from MER relating to Training for Social Work, arranged chronologically from Mar 25, 1911 to Nov 17, 1913

Letters and other materials to and from MER relating to Training for Social Work, arranged chronologically from May 31, 1920 to Jan 3, 1928
New York Period, 1909-1928 -- MER Archive

Folders 237-247: Materials relating to the Charity Organization Institutes through 1915

Files for the Charity Organization Institutes prior to 1913 and for the year 1914 are missing from the Archive. This folder contains mimeographed class songs for the 1912 Institute and several sets of pencilled notes which seem to be from 1914 Institute papers.

Applications, membership lists, and class plans and outlines for the 1913 Institute

Class problems and reports for the 1913 Institute; also miscellaneous materials

2 folders of Social Outlines written by members of the 1913 Institute

Applications, membership lists, and recommendations for the 1915 Institute

Class plans, outlines, and assignments for the 1915 Institute

2 folders of Preliminary reports and class problems written by members of the 1915 Institute

Tramp Family Committee reports for the 1915 Institute; also related materials

Miscellaneous materials relating to the 1915 Institute

Folders 248-256: Materials relating to the 1916 Charity Organization Institute

Applications accepted for the 1916 Institute

Applications rejected for the 1916 Institute

Membership lists, recommendations, and correspondence relating to applicants for the 1916 Institute

Class plans, outlines, and assignments for the 1916 Institute

3 folders of Preliminary reports and class problems written by members of the 1916 Institute

Committee reports for the 1916 Institute

Miscellaneous materials relating to the 1916 Institute
<table>
<thead>
<tr>
<th>Folders 257-265: Materials relating to the 1917 Charity Organization Institute</th>
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<th>Folders 266-279: Materials relating to the 1918 Charity Organization Institute</th>
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<td>266-267</td>
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Part II

Box 17

New York Period, 1909-1928 -- MER Archive

Folders 280-295: Materials relating to the 1919 Institute of Family Social Work

280-281 2 folders of Applications accepted for the 1919 Institute

282 Applications rejected for the 1919 Institute

283 Membership lists, recommendations, and correspondence relating to applicants for the 1919 Institute

284 Class plans and outlines for the 1919 Institute

285 Letters from MER to 1919 Institute members relating to assignments for preliminary reports

286-293 8 folders of Preliminary reports and class problems written by members of the 1919 Institute

294-295 2 folders of Committee reports for the 1919 Institute

Part II

Box 18

Folders 296-308: Materials relating to the 1920 Institute of Family Social Work

296-297 2 folders of Applications accepted for the 1920 Institute

298 Applications rejected for the 1920 Institute

299 Membership lists, recommendations, and correspondence relating to applicants for the 1920 Institute

300 Class plans and outlines for the 1920 Institute

301 Letters from MER to 1920 Institute members relating to assignments for preliminary reports

302-305 4 folders of Preliminary reports and class problems written by members of the 1920 Institute

306-308 3 folders of Committee reports for the 1920 Institute
Part II

Box 19

Folders 309-320: Materials relating to the 1921 Institute of Family Social Work

309-310 2 folders of Applications accepted for the 1921 Institute

311 Applications rejected for the 1921 Institute

312 Membership lists, recommendations, and correspondence relating to applicants for the 1921 Institute

313 Class plans and outlines for the 1921 Institute

314 Letters from MER to 1921 Institute members relating to assignments for preliminary reports

315-317 3 folders of Preliminary reports and class problems written by members of the 1921 Institute

318-320 3 folders of Committee reports for the 1921 Institute

Part II

Box 20

Folders 321-335: Materials relating to the 1922 Institute of Family Social Work

321-322 2 folders of Applications accepted for the 1922 Institute

323-324 2 folders of Applications rejected for the 1922 Institute

325 Membership lists, recommendations, and correspondence relating to applicants for the 1922 Institute

326 Class plans and outlines for the 1922 Institute

327 Letters from MER to 1922 Institute members relating to assignments for preliminary reports

328-332 5 folders of Preliminary reports and class problems written by members of the 1922 Institute

333-335 3 folders of Committee reports for the 1922 Institute
Part II
Box 21

New York Period, 1909-1928 -- MER Archive

Folders 336-357: Materials relating to the Institutes of Family Social Work, 1925-1928, and to the Supervisors' Conferences, 1914-1923

Materials relating to the American Association's Institute of Family Social Work for 1925

Materials relating to the American Association's Institute of Family Social Work for 1926

Materials relating to the American Association's Institute of Family Social Work for 1927

Materials relating to the American Association's Institute of Family Social Work for 1928

Reports of morning and afternoon sessions of the Supervisors' Conference, Oct 30 and 31, 1914

Summary of discussions and notes and outlines for the 1914 Supervisors' Conference

Reports of morning and afternoon sessions of the Supervisors' Conference, Nov 12 and 13, 1915

Miscellaneous materials relating to topics for the 1915 Supervisors' Conference

Reports of morning and afternoon sessions of the Supervisors' Conference, Nov 11, 1916

Reports of morning and afternoon sessions of the Supervisors' Conference, Oct 19 and 20, 1917

Miscellaneous materials relating to topics and notes and outlines for the 1917 Supervisors' Conference

Reports of morning and afternoon sessions of the Supervisors' Conference, Dec 6 and 7, 1918

Summary of discussions and miscellaneous materials relating to topics for the 1918 Supervisors' Conference

Reports of morning and afternoon sessions of the Supervisors' Conference, Oct 30 and 31, and morning session, Nov 1, 1919

Miscellaneous materials relating to topics and notes and outlines for the 1919 Supervisors' Conference
"The Family Case Record," a discussion at the 1919 Supervisors' Conference

Miscellaneous materials relating to topics and notes and outlines for the 1920 Supervisors' Conference

[No Supervisors' Conference was held in 1921]

Notes and outlines for the 1922 Supervisors' Conference

Reports on topics for the 1922 Supervisors' Conference

Miscellaneous materials relating to topics for the 1922 Supervisors' Conference

Notes and outlines for the 1923 Supervisors' Conference

Reports on topics for the 1923 Supervisors' Conference
New York Period, 1909-1928 — MER Archive

Folders 358-374: Materials relating to Training for Social Work

MER's notes for a training class, 1902-1903

Training course plans and outlines, circa 1908-1910

Training course plans and outlines, circa 1911-1915

Training course plans and outlines, circa 1916-1919

Programs of instruction at various schools of social work, 1920-1921

Two memoranda written by MER on the subject of training:
"Memorandum on the Need of a National Training Board for Social Work," undated but later than 1922

Miscellaneous comments and plans relating to training for social work

Committee reports relating to training for social work

Bulletins and reports on training for social work issued by the American Association

Class discussions and exercises based on case records: Boston School for Social Workers, conducted by Zilpha D. Smith, Feb 1910

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

Class discussions and exercises based on case records: Boston School for Social Workers, May 1912, and New York School of Philanthropy, Nov-Dec, 1914

Class discussions and exercises based on case records: Harvard University, Department of Social Ethics, conducted by Dr. Richard Cabot, Apr-May 1921; also New York Charity Organization Society study class conducted by Joanna C. Colcord, Dec 1922

3 folders of An examination of forty Chicago visitors conducted by Amelia Sears, 1920

Materials relating to the case system of teaching in other fields
New York Period, 1909-1928 -- MER Archive

Folders 375-392: Letters and other materials relating to Case Records and Recording

375 Correspondence between MER and various persons relating to case records and recording, arranged chronologically from Mar 30, 1911 to Jan 26, 1912

376 Correspondence between MER and various persons relating to case records and recording, arranged chronologically from Feb 7 to Oct 24, 1912

377 Correspondence and related materials between MER, Amelia Sears, and others concerning case records and recording, Jul 29-Oct 6, 1912

378 Correspondence between MER and various persons relating to case records and recording, arranged chronologically from Jun 2, 1913 to Dec 30, 1915

379 Correspondence and related materials between MER and Gertrude Vaile concerning the Minor case record, Jun 15-Sep 24, 1913; also letter from Amelia Sears to MER, Jan 30, 1917, enclosing 1913 notes on Minor record

380 Correspondence between MER and Frank J. Bruno relating to his paper on "What a Case Record Is For," Jan 14-May 1, 1916

381 Correspondence between MER and various persons relating to case records and recording, arranged chronologically from Feb 2, 1916 to Oct 1917

382 Correspondence and related materials between MER, Joanna C. Colcord, and Edward Lynde concerning the Hummel case record, May 16-Jul 21, 1919

383 Correspondence between MER and various persons relating to case records and recording, arranged chronologically from Dec 10, 1919 to Dec 30, 1921

384 Correspondence and related materials between MER, the COD staff, and Knowleton Mixer concerning case record forms, Jun 1920

385 Correspondence between MER and various persons relating to case records and recording, arranged chronologically from Jan 2, 1924 to Mar 28, 1928

386 Correspondence concerning requests for case records, arranged chronologically from Feb 25, 1923 to Sep 28, 1928
387 MER's non-letter materials on case records and recording

388 MER's correspondence with and relating to Annie I. Gerry, consultant of the Case Criticism Service, arranged chronologically from Oct 30, 1925 to Apr 28, 1926

389 MER's correspondence with and relating to Annie I. Gerry, consultant of the Case Criticism Service, arranged chronologically from May 1 to Aug 22, 1926

390 MER's correspondence with and relating to Annie I. Gerry, consultant of the Case Criticism Service, arranged chronologically from Sep 1, 1926 to Jan 21, 1927

391 MER's correspondence with and relating to Annie I. Gerry, consultant of the Case Criticism Service, arranged chronologically from Feb 2 to Mar 22, 1927

392 Letters and statements relating to financial details of Annie I. Gerry's Case Criticism Service, 1926-1927
New York Period, 1909-1928 — MER Archive

Folders 393-404: Supplementary Materials relating to Case Records and Recording

393 Supplementary materials relating to case records and recording: Criticisms and Comments

394-398 5 folders of Supplementary materials relating to case records and recording: Analyses and Summaries

399 Supplementary materials relating to case records and recording: Techniques and Mechanics of Record Writing

400 Supplementary materials relating to case records and recording: Akron Case Records

401 Supplementary materials relating to case records and recording: Boston Associated Charities Case Records

402 Supplementary materials relating to case records and recording: Closing of Records

403 Supplementary materials relating to case records and recording: Confidential Nature of Records

404 Supplementary materials relating to case records and recording: Miscellaneous

See also 12 packages of case records, summaries, and analyses collected by MER or the COD for study, research, and teaching purposes stored in Filing Cabinet

* Since the transfer of the collection to Special Collections these case records are now in boxes labelled Part II, Boxes 24A - 24H.
New York Period, 1909-1928 -- MER Archive

Folders 405-419: Letters and Writings relating to Widows Pensions

Correspondence between MER and Fred S. Hall and others relating to preparation of Richmond and Hall's A Study of 985 Widows Known to Certain Charity Organization Societies in 1910 (Russell Sage Foundation, 1913), arranged chronologically from Jan 3, 1910 to Jun 27, 1913

Correspondence between MER and C.C. Carstens and others concerning Carsten's Public Pensions to Widows with Children: A Study of Their Administration in Several American Cities (Russell Sage Foundation, 1913), arranged chronologically from Jun 20, 1912 to Apr 25, 1913

Correspondence between MER and various persons relating to Judge Henry Neil and the Mothers Pension League, arranged chronologically from Dec 2, 1912 to Feb 11, 1913

Correspondence between MER and various persons relating to the movement for Widows Pensions, arranged chronologically from Apr 7, 1911 to Dec 22, 1912

Correspondence between MER and various persons relating to the movement for Widows Pensions, arranged chronologically from Jan 3 to Dec 23, 1913

Correspondence between MER and various persons relating to the movement for Widows Pensions, arranged chronologically from Feb 25, 1914 to Sep 14, 1916; also three reports on the GOP's activities in the Widows Pensions controversy dated Jan 10, 1913; Oct 15, 1913; and Jan 18, 1915 [at least two of these were probably written by Miss Richmond]

Holograph and typescript drafts of MER's article on "Motherhood and Pensions" for The Survey, Mar 1, 1913

Copies of The Survey for Feb 15 and Mar 1, 1913, containing MER's articles on "Pensions' and the Social Worker" and "Motherhood and Pensions"; also separate reprint of "Motherhood and Pensions"

Typescript of Richmond and Hall's A Study of 985 Widows Known to Certain Charity Organization Societies in 1910 (Russell Sage Foundation, 1913)

Typescript of Appendixes for Richmond and Hall's A Study of 985 Widows Known to Certain Charity Organization Societies in 1910 (Russell Sage Foundation, 1913)
Tables to accompany Richmond and Hall's A Study of 985 Widows Known to Certain Charity Organization Societies in 1910 (Russell Sage Foundation, 1913), some in MER's holograph

MER's holograph notes on the subject of Widows Pensions

Schedules used in preparation of Richmond and Hall's A Study of 985 Widows Known to Certain Charity Organization Societies in 1910 (Russell Sage Foundation, 1913)

2 folders of Other materials used in preparation of Richmond and Hall's A Study of 985 Widows Known to Certain Charity Organization Societies in 1910 (Russell Sage Foundation, 1913)

Part II

Box 26

Folders 420-431: Supplementary materials relating to Widows Pensions

6 folders of Supplementary materials relating to Widows Pensions: General

3 folders of Supplementary materials relating to Widows Pensions: Administration

Supplementary materials relating to Widows Pensions: State and Federal Legislation

2 folders of Supplementary materials relating to Widows Pensions: Judge Henry Neil and the Mothers Pension League
Part II

Box 27

New York Period, 1909-1928 -- MER Archive

Folders 432-446: Letters and other materials relating to Unemployment Crises

Correspondence and related materials between MER and various persons concerning the Mayor's Committee on Unemployment, arranged chronologically from Jun 17, 1916 to Apr 19, 1918

Form letter of Apr 4, 1918, sent out by MER as Chairman of the Civilian Relief Section, Council of Women's Organizations, on the subject of Unemployment, and the responses to her request for information arranged chronologically from Apr 5 to Apr 23, 1918

Correspondence and related materials between MER and various persons concerning the President's Conference on Unemployment, arranged chronologically from Sep 12, 1921 to Oct 29, 1921

Typescript copy of MER's unpublished "Memorandum on Emergency Relief in Times of Unemployment," Oct 12, 1921; also separate reprint from The Long View (Russell Sage Foundation, 1930)

Emergency Winter Exchange letters relating to Unemployment, 1909-1915

Binder containing Emergency Winter Exchange letters from larger cities, 1914-1915

Binder containing Emergency Winter Exchange letters from smaller cities, 1914-1915

Questionnaires, letters, and other materials relating to the Emergency Winter of 1914-1915, arranged alphabetically by city, Baltimore-Dayton

Questionnaires, letters, and other materials relating to the Emergency Winter of 1914-1915, arranged alphabetically by city, Indianapolis--the Oranges

Questionnaires, letters, and other materials relating to the Emergency Winter of 1914-1915, arranged alphabetically by city, Philadelphia--Toledo

2 folders of Other materials relating to the Emergency Winter of 1914-1915

Miscellaneous materials relating to the subject of Unemployment, 1889-1923
Newspaper and magazine clippings relating to the subject of Unemployment, 1914-1920

Newspaper and magazine clippings relating to the subject of Unemployment, 1921-1923
Box 28  

New York Period, 1909-1928 -- MER Archive

Folders 447-461: Letters and other materials relating to the American Red Cross

447  
Correspondence and other materials between MER and various persons relating to the Emergency Relief Board of the American Red Cross, arranged chronologically from Oct 22, 1909 to Oct 19, 1912

448  
Minutes and other materials relating to meetings of the Emergency Relief Board of the American Red Cross, arranged chronologically from Oct 14, 1909 to Oct 17, 1913

449  
Correspondence and other materials between MER and various persons relating to the Home Service program of the American Red Cross, arranged chronologically from Mar 1, 1917 to Mar 25, 1919

450  
Typescript, mimeographed, and printed copies of Miss Richmond's Manual of Home Service (American Red Cross, 1917)

451  
Outline and mimeographed copy of Karl deSchweinitz's This Side The Trenches with the American Red Cross

452  
Communications and documents relating to the American Red Cross Home Service Institutes and other classes

453  
Miscellaneous communications and documents relating to the Home Service program of the American Red Cross, mostly 1917

454-455  
2 folders of Miscellaneous communications and documents relating to the American Red Cross Department of Civilian Relief and to local Civilian Relief Committees

456  
Communications and documents issued by the American Association relating to the American Red Cross Home Service program, arranged chronologically from Oct 8, 1917 to Oct 15, 1920

457  
Articles from The Survey relating to American Red Cross Home Service and Civilian Relief programs, 1917-1922

458  
Newspaper and magazine clippings relating to American Red Cross war activities

459  
Correspondence between MER and various persons relating to other American Red Cross activities, arranged chronologically from Nov 8, 1918 to Nov 26, 1920
MER's notes and comments relating to the future of the American Red Cross in peacetime, n.d.

Non-MER correspondence relating to the future of the American Red Cross in peacetime, arranged chronologically from Dec 5, 1918 to Mar 28, 1919; also printed materials
Part II

Box 29

New York Period, 1909-1928 -- MER Archive

Folders 162-177: Letters and other materials relating to the National Conference*

Correspondence between MER and Alexander Johnson relating to the National Conference, arranged chronologically from Nov 4, 1909 to Sep 25, 1911

Correspondence between MER and Alexander Johnson relating to the National Conference, arranged chronologically from Jan 6, 1912 to May 5, 1913

MER's correspondence with and relating to W.T. Cross, General Secretary of the National Conference, arranged chronologically from Nov 15, 1913 to Jun 11, 1919

Correspondence between MER and various persons relating to the National Conference, arranged chronologically from Jul 21, 1920 to Mar 2, 1928

Correspondence and other materials between MER and various persons relating to the National Conference Committee on Families and Neighborhoods, arranged chronologically from Sep 7, 1909 to Mar 31, 1910

Correspondence and other materials between MER and Francis H. McLean relating to an Analysis of National Conference Attendance, arranged chronologically from Aug 24 to Oct 19, 1912

Correspondence between MER and various persons relating to the National Conference Change of Name Committee, arranged chronologically from Aug 20, 1915 to Jul 21, 1916

Correspondence between MER and various persons relating to the National Conference Change of Name Committee, arranged chronologically from Dec 6, 1916 to Jun 1, 1917

Other materials relating to the National Conference Change of Name Committee

Correspondence between MER and various persons relating to Family Division programs for the National Conference, arranged chronologically from Jul 25, 1921 to Nov 20, 1924

Correspondence and other materials between MER and various persons relating to National Conference committee work, arranged chronologically from Feb 24, 1920 to Jul 21, 1922

* Name changed in 1918 from National Conference of Charities and Correction to National Conference of Social Work
Non-MER correspondence relating to the National Conference, arranged chronologically from Mar 7, 1909 to Oct 16, 1919

Communications to members of the Executive Committee of the National Conference and minutes of meetings, 1911-1920

Materials relating to other National Conference committees, 1911-1922

Reports on the National Conference meetings at Indianapolis, 1916

Miscellaneous supplementary materials relating to the National Conference

See also II, 33, 546, for materials on Miss Richmond's candidacy for the Presidency of the National Conference in 1922
New York Period, 1909-1928 — MER Archive

Folders 478-500: Letters and other materials relating to the American Association*

Correspondence between MER and various persons relating to the American Association, arranged chronologically from Apr 5, 1910 to May 28, 1919

Correspondence between MER and various persons relating to the American Association, arranged chronologically from May 8, 1920 to Aug 30, 1928

Correspondence between MER and various persons relating to The Family (issued by the American Association), arranged chronologically from Dec 24, 1920 to Aug 19, 1927

Correspondence between MER and various persons relating to the program for the 1923 American Association Conference at Washington, Mar-May 1923

Communications and documents relating to plans for the formation of the American Association, 1909

Communications and documents relating to plans for the formation of the American Association, 1910

Communications and documents relating to plans for the formation of the American Association, 1911

Miscellaneous materials relating to the American Association, 1914-1919

Materials relating to the American Association Committee on Scope and Policy, 1918-1919

Miscellaneous materials relating to the American Association, 1920-1924

Miscellaneous materials relating to the American Association, 1925-1928

Correspondence between MER and various persons relating to plans for the American Association's Buffalo Conference in 1927, arranged chronologically from Sep 23, 1925 to Aug 25, 1926

* Began as the National Association of Societies for Organizing Charity in 1911; name changed to American Association of Societies for Organizing Charity in 1912, and again to American Association for Organizing Family Social Work in 1919
Correspondence between MER and various persons relating to plans for the American Association's Buffalo Conference in 1927, arranged chronologically from Oct 2, 1926 to Apr 26, 1927

Correspondence between MER and various persons relating to plans for the American Association's Buffalo Conference in 1927, arranged chronologically from May 3 to Sep 28, 1927

Correspondence between MER and various persons relating to the American Association's Conference on Family Life in America Today, held at Buffalo, Oct 1927, arranged chronologically from Oct 4, 1927 to Jul 2, 1928

Communications and documents relating to the Fiftieth Anniversary Committee of the American Association, 1925-1927

Incomplete holograph draft of "The Concern of the Community with Marriage," MER's speech for the Buffalo Conference on Family Life, Oct 4, 1927

Source materials and holograph notes for MER's speech to the Buffalo Conference on Family Life; also typescript summary, probably for release to the press

MER's work on invitations, publicity, and program for the Buffalo Conference on Family Life, 1927

Printed and mimeographed programs and announcements relating to the Buffalo Conference on Family Life, 1927

Other communications relating to the Buffalo Conference on Family Life, 1927

News releases, publicity, and clippings relating to the Buffalo Conference on Family Life, 1927

Part II
Box 31
Reel 19

New York Period, 1909-1928 -- MER Archive

Folders 501-517: Letters and other materials relating to the Committee on Professional Organization

Correspondence between MER and various persons relating to the Committee on Professional Organization, arranged chronologically from Jul 1 to Dec 30, 1918

Correspondence between MER and various persons relating to the Committee on Professional Organization, arranged chronologically from Jan 6 to Mar 11, 1919

Correspondence between MER and various persons relating to the Committee on Professional Organization, arranged chronologically from May to Dec 11, 1919

Correspondence between MER and various persons relating to the Terminology Sub-committee of the Committee on Professional Organization, arranged chronologically for 1919

Correspondence between MER and various persons relating to the Committee on Professional Organization, arranged chronologically from Jan 2 to Jun 4, 1920

Minutes of meetings, membership lists, and Miss Richmond's notes relating to the Committee on Professional Organization, 1918-1920

Memoranda and complete filing set of worksheets relating to the Terminology Sub-committee of the Committee on Professional Organization

Lists of words used by the Terminology Sub-committee of the Committee on Professional Organization for compilation in their worksheets

Miscellaneous materials relating to the Terminology Sub-committee of the Committee on Professional Organization

Materials relating to A Code of Ethics for Social Case Workers, collected by the Ethics Sub-committee of the Committee on Professional Organization

Supplementary materials relating to ethics in social work, collected by the Ethics Sub-committee of the Committee on Professional Organization

Supplementary materials relating to ethics in law, medicine, and other professions, collected by the Ethics Sub-committee of the Committee on Professional Organization
Miscellaneous materials relating to professional organization, collected by the Committee on Professional Organization

United States Civil Service Examinations collected by the Committee on Professional Organization

New York State and Municipal Civil Service Examinations collected by the Committee on Professional Organization

Massachusetts and New Jersey State Civil Service Examinations collected by the Committee on Professional Organization

Miscellaneous materials relating to Civil Service Examinations collected by the Committee on Professional Organization

See also other materials relating to the Terminology Sub-committee of the Committee on Professional Organization stored in Filing Cabinet, as follows:

* packages containing 3 sets of completed worksheets: Dec 2, 1919 with Summary and MER's tabulation; Dec 10, 1919 with Summary; Mar 10, 1920 with Summary and MER's tabulation

*Since the collection was transferred to Special Collections, this material is now in Part II, Box 31A.
Folders 518-537: Letters and other materials relating to Committee and Advisory Work

Correspondence and other materials between MER and various persons relating to the formation of the National Alien Relief Committee, arranged chronologically from May 18 to June 25, 1918

Correspondence between MER and various persons relating to membership of the National Alien Relief Committee, arranged chronologically from June 12 to October 23, 1918

Correspondence and other materials between MER and various persons relating to official business of the National Alien Relief Committee, arranged chronologically from August 2, 1918 to August 31, 1919

Correspondence with and relating to Dr. Norman Bridge, Chairman of the National Alien Relief Committee, arranged chronologically from September 3 to November 2, 1918

Correspondence between MER and the New York Charity Organization Society relating to the National Alien Relief Committee, arranged chronologically from May 29 to November 27, 1918

Correspondence between MER and various charity organization societies relating to the National Alien Relief Committee, arranged chronologically from May 28, 1918 to February 3, 1919

Clippings, notes, and miscellaneous materials relating to the National Alien Relief Committee

Memoranda and other materials relating to the Decennial Report Committee of the Russell Sage Foundation, 1916

Letters, memoranda, and other materials relating to the Committee on the Future Program of the Russell Sage Foundation; also Report of the Committee (MER, Chairman)

Memoranda and reports of the Mailing List Committee of the Russell Sage Foundation, 1924

Minutes and other materials relating to Russell Sage Foundation staff and directors' meetings, 1919-1924

Miscellaneous materials concerning relations with other departments of the Russell Sage Foundation, 1917-1928
Letters, minutes of meetings, and other materials relating to the Committee on Difficult Cases of the New York Charity Organization Society, arranged chronologically from Nov 17, 1916 to Jun 13, 1919

Letters, memoranda, and other materials relating to the Committee on Co-operation and District Work of the New York Charity Organization Society, arranged chronologically from May 21, 1917 to Feb 25, 1927

Letters, minutes of meetings, and other materials relating to the Committee on Marital Relations of the New York Charity Organization Society, 1918-1919

Letters and other materials relating to various District Committees of the New York Charity Organization Society, arranged chronologically from Jan 1922 to Nov 13, 1926

Correspondence between MSR and various persons relating to District Committees and Case Conferences, arranged chronologically from Mar 17, 1915 to Apr 4, 1921

2 folders of Miscellaneous materials relating to District Committees and Case Conferences

Card file headed "Meetings of District Secretaries [prior at least to 1919]. Topics Reported for the last year by New York, Boston, Providence, Washington."
New York Period, 1909-1928 -- MER Archive

Folders 538-559: Letters and other materials relating to small subjects, personal highlights, and final illness and death.

Reports of Luncheon Meetings of the Inter-Relations Group, as follows:
- First meeting, Oct 5, 1909
- Second meeting, Apr 14, 1910
- Third meeting, Oct 10, 1910
- Fifth meeting, Oct 6, 1911

Letters and other materials relating to Amelia Sears' Manual for the Chicago United Charities, 1912-1913

Correspondence between MER, Wilbur C. Phillips, and others relating to the Phillips' book on a social unit plan, arranged chronologically from Jul 9, 1914 to Jul 29, 1915; accompanied by set of galleys

Two form letters sent out by MER Apr 19 and May 8, 1917, on the subject of establishing a War Problems Exchange, and the responses to her request for information, arranged chronologically from Apr 23 to Sep 4, 1917

Form letter sent out by MER Nov 15, 1917, on the subject of the War Risk Insurance Act, and the responses to her request for information, arranged chronologically from Nov 17 to Nov 28, 1917

Minutes of meetings of the Council of Women's Organizations, Jan 25–Nov 26, 1918

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

Letters and clippings relating to MER's honorary degree from Smith College, arranged chronologically from May 9 to Nov 17, 1921

Letters between MER and various correspondents relating to Miss Richmond's candidacy for President of the National Conference, arranged chronologically from May 1 to Sep 8, 1922

Letters and other materials relating to MER's interest in biography and her biographical articles, arranged chronologically from Feb 24, 1922 to Nov 7, 1924
Correspondence between MER and various persons relating to Miss Richmond's biographical article on C.S. Loch, arranged chronologically from Apr 7, 1923 to Feb 26, 1924; accompanied by a collection of Mr. Loch's letters to MER and others, arranged chronologically from Jun 8, 1898 to Feb 9, 1913

Letters and telegrams to Joanna C. Colcord from the Glens and others relating to Miss Richmond's final illness, arranged chronologically from Apr 18 to Sep 13, 1928

Immediate responses of a personal nature to Miss Richmond's death, arranged chronologically from Sep 14 to Sep 28, 1928

Form letter sent out by Mary Willcox Glenn Sep 13, 1928, announcing Miss Richmond's death, and official responses from various agencies, arranged chronologically from Sep 14 to Oct 3, 1928

Second form letter sent out by Mary Willcox Glenn Oct 3, 1928, enclosing biographical and eulogistic materials on Miss Richmond, and official responses from various agencies, arranged chronologically from Oct 4, 1928 to Apr 12, 1929

Official release of Miss Richmond's death notice, accompanied by biographical and eulogistic materials

Newspaper clippings of Miss Richmond's obituaries

Miss Richmond's death notices in magazines and journals

Eulogies and tributes marking the death of Miss Richmond

Letters and other materials relating to a memorial meeting in honor of Miss Richmond held in the Assembly Hall of the Russell Sage Foundation, Jan 2, 1929

Correspondence relating to a memorial issue of The Family dedicated to Miss Richmond, arranged chronologically from Sep 19, 1928 to Apr 11, 1929; accompanied by two copies of the memorial issue, Feb 1929

Letters to Joanna C. Colcord from various correspondents relating to JCC's article on MER in the memorial issue of The Family, arranged chronologically from Oct 5, 1928 to Jan 26, 1929; accompanied by separate reprint of the article
Holograph and typescript notes for a series of lectures at the Chicago School of Civics, Jan 4-13, 1910, as follows:
Lecture I, Charity Organization, Jan 4
Lecture II, The Three Stages of Relief, Jan 5
Lecture III, The Third Stage of Relief, Jan 6
Lecture IV, Sources of Relief, Jan 7
Lecture V, Investigation, Jan 11
Lecture VI, The First Interview, Jan 12
Lecture VII, Completion of Investigation, Jan 13

Separate reprint of "How Social Workers Can Aid Housing Reform," an address delivered at the National Conference, Boston, 1911. (National Housing Association Publications 15, May 1912)

Holograph notes and draft of address on Preliminary Investigation of Adult Offenders delivered at the State Probation Conference, New York, Mar 14, 1912

Separate reprint of "The Relation of Output to Intake," an address delivered before the National Association of Organizing Charity, Jun 12, 1912 (Charity Organization Bulletin, III, No. 9, Aug 1912)

Typescript draft of "The Charity Organization Department," a lecture at the New York School of Philanthropy, Feb 10, 1914

Incomplete holograph notes for the Kennedy lectures on First Steps in Social Case Work, 1914; also announcement

Typescript draft of "Co-ordination and Inference," probably one of the Kennedy lectures, 1914; also summaries of the third, fourth, and fifth Kennedy lectures, dated Mar 30, Apr 13, and Apr 20, 1914

Holograph notes and typescript copy of "To the Volunteers of 1915," an address to Philadelphia volunteers delivered at the Church House, Philadelphia, Feb 4, 1915

Typescript copy of "The College and the Community," one of the after-dinner addresses to commemorate the fiftieth anniversary of Vassar College, delivered at Davison Hall, Vassar College, Oct 13, 1915

Typescript copy of "The Charity Organization Department," an address delivered before the New York Monday Evening Club, Apr 24, 1916
Typescript copy of "The Social Case Work Side of Probation and Parole," an address delivered before the National Probation Association, Jun 1917

Holograph draft and notes for ["The Social Case Worker's Task"], an address delivered at the general session of the National Conference, 1917

Holograph notes for "The Family as the Center of Social Service," second lecture in Special Extension Course for Volunteers, Biltmore Hotel, Jan 18, 1918; also holograph notes headed "Home Service Lecture on The Family, Mar 29 and Oct 10, 1918"

Separate reprint of "War and Family Solidarity," an address delivered before the Division on The Family of the National Conference, May 21, 1918 (Charity Organization Department publication, 1918)

Typescript copy of "The Long View," portion of an address delivered before a section meeting of the Junior League of New York City, Nov 20, 1919

"Some Next Steps in Social Treatment," an address delivered before the Family Section of the National Conference, Apr 15, 1920 (Printed in The Family, Vol I, No. 4, Jun 1920)

Holograph draft of "A Social Work Point of View," a lecture delivered at the summer session of the New York School of Philanthropy, Jun 18, 1923

Holograph and typescript notes for "The Rhythm of Social Work," an address delivered at Philadelphia, Apr 30, 1925, and at the Institute of Family Social Work, May 19, 1925
Twelve sets of holograph notes for speeches, addresses, and lectures, 1909-1912, marked as follows:
- Boston Annual Meeting, 1909
- Rochester Address on Organized Charity, Dec 1909
- Cooperation, Grammercy District Committee, Mar 1910
- New York School of Philanthropy, Sep 1910
- Galesburg, Oct 1910
- Outside Sources of Information, Chicago, Oct 1910
- Junior League Lecture, Upbuilding of the Family, Jan 1911
- Pittsfield, Mar 1911
- Grammercy Neighborhood Association on What Social Workers Should Know, Mar 1911
- Talk on Widows, Assistant Secretaries of the New York Charity Organization Society, Mar 1912
- The Volunteer's Value to the Professional, Junior League, Apr 1912
- Address to Philadelphia Society for Organizing Charity, Nov 1912

Eleven sets of holograph notes for speeches, addresses, and lectures, 1913-1916, marked as follows:
- Second Year Group of the New York School of Philanthropy, Feb 1913
- Smith College, Oct 1913
- Hearing on Widows Pensions by New York State Commission, Nov 1913
- Address to Reading Associated Charities, Dec 1913
- Church Mission of Help, Jan 1914
- Volunteers of the Federated Charities of Baltimore on The Test of Reality, Nov 1914
- YWCA Training School, Dec 1914
- Case Committee of the Brooklyn Bureau of Charities, Feb 1915
- Kennedy District on The Work of a District Committee, Nov 1915
- Five Boston Lectures to Second Year Students, Dec 1915
- Yorkville District of the New York Charity Organization Society on The District and Neighborhood Co-op, Jan 1916

Ten sets of holograph notes for speeches, addresses, and lectures, 1917-1919, marked as follows:
- Child Helping Institute of the New York School of Philanthropy, Jun 1917
- Address on Volunteers to Home Service Workers of Pennsylvania, Nov 1917
- The Growth of the Charity Organization Movement in its Case Work Program, [AASOC, 1917??]
Address to New York Episcopal Seminary on The Work of the New York Charity Organization Society, Feb 1918
Home Service lecture on Relatives, Apr 1918
Home Service lecture on Comparison of Material, Oct 1918
Need of Professional Standards, Fordham University, Dec 1918
Home Service section course lecture on Evidence, Jan 1919; also at University of Colorado, Jul 1919
Lecture to staff of the New York Charity Organization Society on A Profession in the Making, Feb 1919
Lecture to University of Colorado class on Outside Sources, Jul 1919

Ten sets of holograph notes for speeches, addresses, and lectures, 1920–Jun 1923, marked as follows:
Address to staff of New York Charity Organization Society, Jan 1920
Part of address at Annual Meeting of Boston Family Welfare Society, Nov 1920
Address at Church Mission of Help Institute on Evidence and the Groundwork for Treatment, Jan 1921
Philadelphia in 1900, Social Workers' Club of Philadelphia, Jan 1921
Jewish Federation Meeting on Family Care, Apr 1921
Talk to staff of AAOFW on The Relation of the Family to Social Progress and to the Future of Civilization, 1922
Address at Providence Conference Luncheon of Hospital Social Workers, Jun 1922
Church Mission of Help, Jan 1923
Institute dinner at Washington on Where the Blue Begins in Social Work, May 1923
Phi Beta Kappa, Jun 1923

Eight sets of holograph notes for speeches, addresses, and lectures, Aug 1923–1925, marked as follows:
Talk on Marriage Administration Study given at Franklin, Aug 1923
New Workers from Brooklyn Bureau, Sep 1923
Possibilities of the Art of Helping, New York Charity Organization Society course, Dec 1923
Lecture on Inter-relations of Social Movements to Mr. Lee's Seminar, Mar 1925
Talk on the Russell Sage Foundation to group of college juniors, Mar 1925
Talk on Marriage Administration to the Institute, May 1925
Address on A Sense of the Whole to Undistricted Supervisors, Oct 1925
Address to staff of Brooklyn Bureau on Higher Mathematics of Social Work, Oct 1925
Six sets of undated holograph notes for speeches, addresses, and lectures, marked as follows:

A Talk on Investigation before assistants of the New York Charity Organization Society and Visitors of the State Charities Aid, n.d.

Training in Investigation, Boston Conference, n.d.

Relation of Charity Organization to The Schools, n.p., n.d.

San Francisco address, n.d.

The Charity Organization Department, n.p., n.d.

Friendly Visiting, n.p., n.d.

Other sets of holograph notes for speeches, addresses, and lectures, undated and mostly untitled

The Inter-relations of Social Movements, with Information About Sixty-seven Organizations, pamphlet published by the Charity Organization Department, 1910. Introduction signed by "Mary E. Richmond"

Two copies of "Of Christmas Gifts," reprinted from The Survey, Dec 20, 1910

Annotated paste-up of First Principles in the Relief of Distress, Charity Organization Department publication, 1911

Typescript of "The Charity Organization Movement," a short article for the Philadelphia Ledger, Dec 1915

Typescript draft of "To Those Still on the Job," an article for the Charity Organization Bulletin, Mar 1918; accompanied by letter to MER from Porter R. Lee, Feb 8, 1918, referring to the article

Holograph draft of MER's unpublished review of Jesse F. Steiner's Education for Social Work (University of Chicago Press, 1921); accompanied by letter from MER to Margaret Rich, Sep 6, 1921, referring to the review

Holograph draft of unpublished article, "The Good Neighbor in the Modern City," 1922; accompanied by letter to MER from Lyndon Phifer, Nov 8, 1922, referring to the article

Several copies of proofs for "A Code of Ethics for Social Case Workers," drafted under the direction of MER, 1920-1921

Several typscript copies of "Memorandum on The Need of a National Training Board for Social Work," undated but later than 1922
New York Period, 1909-1923 -- MER Archive

Folders 594-621: Departmental Reports prepared by MER

Report of the Field Department for the Extension of Organized Charity in the United States, for the two years ending Oct 1, 1909

Monthly Reports of the Charity Organization Department of the Russell Sage Foundation, from Nov 22, 1909 to Jul 1, 1910

Three drafts of the First Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1910

Two drafts of the Second Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1911

Monthly Reports of the Charity Organization Department, from Oct 31, 1911 to Mar 31, 1912

Three Quarterly Reports of the Charity Organization Department of the Russell Sage Foundation, from Dec 31, 1911 to Jun 30, 1912

Third Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1912; accompanied by Summary

Outline for 1912-13 of the Charity Organization Department; accompanied by Reports of the Charity Organization Department of the Russell Sage Foundation for the three months ending Dec 31, 1912, and for the four months ending Apr 30, 1913

Fourth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1913

Two Quarterly Reports of the Charity Organization Department of the Russell Sage Foundation, for the three months ending Dec 31, 1913, and Mar 31, 1914

Fifth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1914

Summary of Sixth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1915

Outlines of Monthly Reports of M. E. Richmond, Director, for Oct 1915-Feb 1916 and Apr-May 1916; also notes for the Seventh Annual Report, 1916
Seventh Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1916

Eighth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1917; accompanied by Memorandum

Two copies of the Decennial Report of the Charity Organization Department of the Russell Sage Foundation, 1907-1917; accompanied by critique of the Report [by Miss Moore?], Feb 26, 1918

Memorandum from the Charity Organization Department, for the year ending Sep 30, 1918 [Ninth Annual Report missing]

Tentative Plans of the Charity Organization Department, Oct 1918, and Memorandum from the Charity Organization Department, for the year ending Sep 30, 1919 [Tenth Annual Report missing]

Eleventh Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1920

Twelfth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1921

Memorandum from the Charity Organization Department, for the year ending Sep 30, 1922 [Thirteenth Annual Report missing]

Memorandum from the Charity Organization Department, for the year ending Sep 30, 1923 [Fourteenth Annual Report missing]

Memorandum from the Charity Organization Department, for the year ending Sep 30, 1924 [Fifteenth Annual Report missing]

Sixteenth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1925

Seventeenth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1926

Eighteenth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1927

Nineteenth Annual Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Oct 1, 1928, prepared by Fred S. Hall, Associate Director

Several sets of materials used in preparation of the Charity Organization Department Reports
Part II
Box 37

Reel 25
New York Period, 1909-1928 — MER Archive

Folders 622-641: Personal effects, unclassified materials, and Colcord and Mann biographical materials

Correspondence between MER and various persons relating to Miss Richmond's personal financial affairs, arranged chronologically from Aug. 10 to Nov. 2, 1916.

First Tentative draft of "An outline for readers of biography", 8 Feb. 1926; accompanied by holograph notes, clippings, and miscellaneous materials relating to biography.

Copy of "The Service of the Loyal" address delivered by Mary Willcox Glenn to Federated Charities of Baltimore, 26 Nov. 1912.

Program and newspaper notices of MER speeches

2 magazine articles on National League of Women Voters and one by H.S. Hennings

newspaper and magazine clippings

Expense book relating to Buffalo Conference, Oct. 1927
Address book
Misc. loose materials

Steno pad of last letters dictated by Miss Richmond, 20 Oct. 1927-2 June 1928

Letters relating to distribution of her books after her death

Notes relating to Central Islip, 10 June 1913

Unclassified notes

Notes collected for MER by Ruth Mann et al.

Unclassified typescript materials

Charts pertaining to MER's health

Material relating to The Long View

Charts, diagrams, photos relating to The Long View

Correspondence relating to collection of MER's professional letters

Materials relating to Colcord and Mann biographical files on MER
PART III: CHARITY ORGANIZATION DEPARTMENT ARCHIVE

19 Boxes, 339 Folders, covering the
New York Period,
1909 - post 1928
Part III

Box 1

New York Period, 1909-post 1928 — COD Archive

Folders 1-20: Chronological file of General Correspondence, 1910-1929; Joanna C. Colcord's Correspondence as Director of the COD after 1930

1 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically from Feb 7, 1910 to Oct 18, 1918

2 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically from Feb 7, 1919 to Dec 22, 1922

3 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for 1923

4 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for 1924

5 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for 1925

6 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for Jan-Jun, 1926

7 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for Jul-Dec, 1926

8 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for Jan-Jul, 1927

9 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for Sep-Dec, 1927

10 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for Jan-Jul, 1928

11 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for Aug-Dec, 1928

12 General correspondence to, from, or relating to Charity Organization Department staff members, arranged chronologically for 1929
Correspondence between the Charity Organization Department and other departments of the Russell Sage Foundation, 1923-1929

Miscellaneous correspondence relating to the Charity Organization Department under the Directorship of Joanna C. Colcord, arranged chronologically from Feb 17, 1930 to Oct 4, 1935

Correspondence to and from Joanna C. Colcord, Director of the Charity Organization Department, relating to the department’s Marriage Studies, arranged chronologically from Jul 29, 1936 to Jul 9, 1943

Newspaper and magazine clippings relating to Marriage Laws, 1936-1937

Correspondence between Joanna C. Colcord, Director of the Charity Organization Department, and J. C. Pringle of the London Charity Organization Society, arranged chronologically from Jan 14, 1930 to Nov 14, 1933

Correspondence between Joanna C. Colcord, Director of the Charity Organization Department, and J. C. Pringle of the London Charity Organization Society, arranged chronologically from Aug 14, 1934 to Nov 10, 1936

Correspondence with and relating to J. C. Pringle of the London Charity Organization Society, arranged chronologically from Jan 18, 1937 to May 24, 1938

Other correspondence between the Charity Organization Department and the London Charity Organization Society, arranged chronologically from Nov 17, 1939 to Jan 8, 1943
Part III  
Box 2  
New York Period, 1909-post 1928 -- COD Archive

<table>
<thead>
<tr>
<th>Folder Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-22</td>
<td>2 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Exchange</td>
</tr>
<tr>
<td>23-31</td>
<td>9 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Confidential Exchange</td>
</tr>
<tr>
<td>32-34</td>
<td>3 folders of Financial Exchange letters, arranged chronologically from Oct 6, 1913 to Jul 15, 1915, with Index</td>
</tr>
<tr>
<td>35</td>
<td>Appeal Records from various charity organization societies relating to the Financial Exchange</td>
</tr>
<tr>
<td>Box 3</td>
<td>New York Period, 1909-post 1928 — COD Archive</td>
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<tr>
<td>Folders 36-51: Correspondence and other materials relating to Finances</td>
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</tr>
<tr>
<td>36-41</td>
<td>6 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Financial Appeals</td>
</tr>
<tr>
<td>42-46</td>
<td>5 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Financial Federations, or Community Chests</td>
</tr>
<tr>
<td>47</td>
<td>Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Financial Statistics</td>
</tr>
<tr>
<td>48-50</td>
<td>3 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Financial Surveys</td>
</tr>
<tr>
<td>51</td>
<td>Other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the subject of Finances</td>
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</tbody>
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Part III

Box 4

New York Period, 1909-post 1928 -- COD Archive

Folders 52-68: Correspondence and other materials relating to Office Methods or "System"

52-56
5 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Office Methods or "System" -- General

57-61
5 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Office Methods or "System" -- Bookkeeping

62-63
2 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Office Methods or "System" -- Cards and Forms

64
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Office Methods or "System" -- Case Records

65-67
3 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Office Methods or "System" -- COS's

68
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Office Methods or "System" -- Reports
Part III

Box 5

New York Period, 1909-post 1928 -- COD Archive

Folders 69-85: Correspondence and other materials relating to Statistics

69-78
10 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to COS Statistics

79
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Family Welfare Statistics

80-81
2 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Statistics -- Special Studies

82
Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Statistics -- Miscellaneous

83-84
2 folders of Correspondence and other materials between Fred S. Hall, Associate Director of the Charity Organization Department, and the Statistical Department of the Russell Sage Foundation, 1926-1929

85
Statistical Summaries sent out by the Statistical Department of the Russell Sage Foundation
Part III
Box 6
New York Period, 1909-post 1928 — COD Archive

Folders 86-101: Correspondence and other materials relating to the Transportation Code and Committee, and to Settlement Laws

86 Correspondence and other materials, mostly to and from Francis H. McLean, Field Secretary, and Margaret F. Byington, Associate Secretary, relating to the Transportation Code and Committee, arranged chronologically from Feb 16 to Dec 28, 1909

87 Correspondence and other materials, mostly to and from Francis H. McLean, Field Secretary, and Margaret F. Byington, Associate Secretary, relating to the Transportation Code and Committee, arranged chronologically from Jan 12 to Dec 28, 1910

88 Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, arranged chronologically from May 1, 1912 to Nov 19, 1915

89 Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, arranged chronologically from Jan 1, 1916 to Oct 20, 1919

90 Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, arranged chronologically from Sep 13, 1922 to Jul 1, 1924

91 Miscellaneous materials relating to the Transportation Code and Committee for 1923

92 Miscellaneous materials relating to the Transportation Code and Committee for 1924

93 Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, arranged chronologically from Jan 27 to Dec 5, 1925

94 Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, arranged chronologically from Feb 3 to Dec 11, 1926

95 Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, arranged chronologically from Mar 19, 1927 to Feb 29, 1928
96 Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to the Transportation Code and Committee, arranged chronologically from Mar 2 to Oct 11, 1928

97-101 5 folders of Correspondence and other materials, mostly to and from Fred S. Hall, Associate Director of the Charity Organization Department, relating to Settlement Laws
Part III

New York Period, 1909-post 1928 -- COD Archive

Folders 102-118: Charity Organization Department Files relating to special projects of Margaret F. Byington and Joanna C. Colcord

102-104
3 folders of Correspondence and other materials relating to Charities Endorsement, containing Margaret F. Byington's work on schedules made out for the Kansas City, Missouri, Board of Public Welfare, Mar 1911

105
Correspondence relating to Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1916 edition)

106
Announcements, publicity, and reviews for Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1916 edition)

107
Complete manuscript, except for "II, City Administration and Finance," of Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1924 edition)

108-112
5 folders of Drafts and notes for Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1924 edition)

113
Miscellaneous materials relating to Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1924 edition)

114
Paste-up and notes for Margaret F. Byington's pamphlet, What Social Workers Should Know About Their Own Communities (Russell Sage Foundation, 1929 revised edition)

115
Correspondence and other materials to and from Joanna C. Colcord relating to Professional Ethics, arranged chronologically from May 23, 1919 to Jul 3, 1922

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Reel 39 Part IV, Box 2: Photos, memorabilia; Esther Warner correspondence (1892-1900; chiefly with her son, Amos G. Warner; photocopies)

Reel 39 Part IV, Box 3: Printed and scrapbooks (2 volumes of clippings)

Reel 39 Part IV, Box 4: Microfilms (from other libraries)

Reel 39 Part IV, Box 5: Miscellaneous

Reel 39 Part IV, Box 6: Scrapbook: Charity Organization of the Russell Sage Foundation; Letters and Memos, 1912-1915 (mimeograph and carbon copies)

Oversize Material Philadelphia Period: Scrapbook of clippings, pamphlets, programs, booklets, brochures, memorabilia and other printed ephemera relating to Mary Richmond, 1900-1908. 1 volume

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White, Alfred T., Mar 23, 1909: I, 8, 115
White, M.L.,
Mar 13, 1900: I, 3, 49
Sep 30, Oct 8, Oct 11, 1901: I, 1, 2

Whitney, Clara, Dec 4, 1919: I, 1, 5
Wiedemann, Emma L., 1909: I, 6, 100
Wilkinson, Charlotte Coffyn, Apr 1, 1899: I, 3, 30
Williams, Ellis D., May 7, 1901: I, 5, 73
Williams, Roberta?, Mar 19, 1900: I, 3, 50
Williams, Talcott, Feb 11, 1901: I, 5, 73
Williams, Talcott,
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Willson, M.C., Apr 27, 1895: I, 3, 44
Willtrout, Ivah B., May 12, 1909: I, 6, 101
Form letters to various persons:

Apr 25, 1895: I,3,11
Mar 9, 1904: I,6,91
Jan 2, 1906: I,5,11
Oct 7, 1906: I,8,113
Apr 6, 1907: I,6,91
Apr 10, 1907: I,6,92
Apr 15, 1907: I,6,93
Apr 23, 1907: I,6,94
Oct 4, 1907: I,6,96
Nov 29, 1907: I,8,112

NON-MER LETTERS

Frank J. Bruno to Edward T. Devine, Feb 6, 1907: I,8,112
James Buchanan to Arthur Kellogg, Jan 5, 1907: I,8,139
G. B. Buzelle to Zilpha D. Smith, Jul 6, 1892: I,3,110
James Campbell to Margaret Horn, Jul 7, 1903: I,5,88
Robert W. DeForest to Thomas D. Osborne, May 17, 1906: I,5,78
Edward T. Devine to Francis H. McLean, Jul 19, 1907: I,8,111
Louisa Eyre to Ruth Mann, May 2, 1931: I,4,64
John M. Glenn to O.K. Cushing, Apr 27, 1909: I,8,115
John M. Glenn to Alexander Johnson, Apr 26, 1906: I,5,78
John M. Glenn to Paul Ul Kellogg, Jan 3, 1908: I,8,114
John M. Glenn to Francis H. McLean, Jan 22, 1908: I,8,113
John M. Glenn to Francis H. McLean, Apr 27, 1909: I,8,115
John M. Glenn to Helen Bendleton, Nov 30, 1901: I,3,45
Mary Wilcox Glenn to Francis H. McLean, Feb 6, 1909: I,8,115
Jesse F. Hampton to Special Committee, Baltimore COS, Dec 15, 1888: I,2,23
Alice L. Higgins to Zilpha D. Smith, Dec 2, 1907: I,6,98
Alice L. Higgins to Louise J. Speed?, Nov 23, 1906?: I,8,138
C. S. Hinchman to Henry Tatnall, Mar 16, 1905: I,5,77
Alexander Johnson to John M. Glenn, Apr 27, 1906: I,5,78
Paul U. Kellogg to Field Department of Charities and the Commons, Aug 1, 1907: I,8,111
Hugh B. MacCauley to Miss Farr, Mar 1, 1909: I,5,81
W. H. McClain to Editor of Charities, Jan 18, 1906: I,8,138
Francis H. McLean to Field Department of Charities and the Commons Committee, May 17, 1909: I,8,115
Francis H. McLean to Porter R. Lee, Aug 27 and Dec 1, 1909: I,8,115
J. F. Martenet to Charles J. Bonaparte, Feb 24, 1888: I,2,23
Alice Miller to Zilpha D. Smith, Feb 8, 1900: I,3,40
Ada Arens Morawetz to Ruth Mann, Feb 4, 1931 (incomplete): I,4,64
Ruth Mann to Ada Arens Morawetz, Feb 3, 1931: I,4,64
John S. Neuman to Henry Tatnell, Nov 1, 1905: I,5,77
Helen Pendleton to her family, Jan 23, 1898, Oct 1, 1896, Sep 1896, and fragment n.d.: I,3,45
Helen Pendleton to Muriel Pumphrey, Sep 27, 1954: I,3,45
Zilpha D. Smith to her mother, Jun 17, 1896: I,3,40
Zilpha D. Smith to Frederic Almy, Jun 4, 1906: I,5,78
Zilpha D. Smith to Helen Foss, Jun 30, 1906: I,5,78
Zilpha D. Smith to Helen Farrish, Mar 24, 1908: I,5,80
Zilpha D. Smith to Dr. Scott, Oct 29, 1901: I,5,73
Zilpha D. Smith to Miss Snow, Nov 7, 1906: I,5,78
Zilpha D. Smith to Charles Weller, Aug 27, 1909
Howard N. Tinsley to A. T. Eavenson, Nov 13, 1903: I, 5, 75
C. F. Weller to Ethel Rupert, Feb 18, 1908: I, 6, 97
Charles F. Weller to Zilpha D. Smith, Nov 1, 1909: I, 8, 146
Alfred T. White to Robert DeForest, Mar 24, 1909: I, 8, 145
Part II, Box 4, Folder 76

Mary E. Richmond Archive: New York Period, 1909-1928

Personal and professional letters from Gertrude Vaile to MER, arranged chronologically from Sep 25, 1912 to Dec 26, 1915
Part II, Box 4, Folder 88

Mary E. Richmond Archive: New York Period, 1909-1928

Correspondence between MER and others concerning a memorial issue of The Family

dedicated to Alice Higgins Lothrop, 1920-1921
Part II, Box 4, Folder 89

Mary E. Richmond Archive: New York Period, 1909-1928

Personal and professional letters from MER to Joanna C. Colcord, arranged chronologically from Christmas 1915 to Aug 14, 1921
Part II, Box 5, Folder 107

Mary E. Richmond Archive: New York Period, 1909-1928

Correspondence between MER and Ada E. Sheffield concerning research and preparation of Social Diagnosis, arranged chronologically from Dec 12, 1913 to Dec 21, 1915
Part II, Box 5, Folder 108

Mary E. Richmond Archive: New York Period, 1909-1928

Correspondence between MER and Ada E. Sheffield concerning research and preparation of Social Diagnosis, arranged chronologically from Jan 10, 1916 to Feb 16, 1917
Part II, Box 5, Folder 122

Mary E. Richmond Archive: New York Period, 1909-1928

Publicity, mailing lists, and sales figures of Social Diagnosis
Part II, box 9, Folder 174

Mary E. Richmond Archive: New York Period, 1909-1928

Working File for Social Diagnosis containing class exercise on What is True of Everybody, New York School of Philanthropy, 1909
Part II, Box 9, Folder 192

Mary E. Richmond Archive: New York Period, 1909-1928

Working File for Social Diagnosis containing questionnaires on the Feeble-Minded Child
Part II, Box II, Folder 193

Mary E. Richmond Archive: New York Period, 1909-1928

Correspondence between MER and various persons concerning plans for the Social Work Series, arranged chronologically from Apr 28 to Sep 30, 1917
Part II, Box 11, Folder 207

Mary E. Richmond Archive: New York Period, 1909-1928

Manuscript and critiques of "The Rationale of Case Records" by Ada E. Sheffield, published as The Social Case History (Social Work Series publication, Russell Sage Foundation, 1920) (Folder 2 of three)
Mary E. Richmond Archive: New York Period, 1909-1928

Manuscript and critiques of "The Rationale of Case Records" by Ada E. Sheffield, published as The Social Case History (Social Work Series publication, Russell Sage Foundation, 1920) (Folder 3 of three)
Mary E. Richmond Archive: New York Period, 1909-1928

Letters to MER from Instituters, arranged chronologically from May 7, 1919 to May 8, 1928; also undated letters
Part II, Box 12, Folder 225

Mary E. Richmond Archive: New York Period, 1909-1928

Letters from M.E.R to various persons containing recommendations and evaluations of Institute students, arranged chronologically from Feb 20, 1914 to Mar 8, 1927
Part II, Box 13, Folder 240

Mary E. Richmond Archive: New York Period, 1909-1928

Social Outlines written by members of the 1913 Charity Organization

(Folder 1 of two)
Mary E. Richmond Archive: New York Period, 1909-1928

Social Outlines written by members of the 1917 Charity Organization Insti
(Folder 2 of two)
Applications accepted for the 1916 Charity Organization Institute
Applications rejected for the 1916 Charity Organization Institute
Mary E. Richmond Archive: New York Period, 1909-1928

Materials relating to the American Association's Institute of Family Social Work for 1928
Mary E. Richmond Archive: New York Period, 1909-1928

Reports of morning and afternoon sessions of the Supervisors' Conference,
Oct 30 and 31, 1914
Part II, Box 21, Folder 355

Mary E. Richmond Archive: New York Period, 1909-1928

Miscellaneous materials relating to topics for the 1922 Supervisors Conference
Notes and outlines for the 1923 Supervisors' Conference
Mary E. Richmond Archive: New York Period, 1909-1928

Class discussions and exercises based on case records: Boston School for Social Workers, May 1912, and New York School of Philanthropy, Nov-Dec, 1914
Mary E. Richmond Archive: New York Period, 1909-1928

Class discussions and exercises based on case records: Harvard University, Department of Social Ethics, conducted by Dr. Richard Cabot, Apr-May 1921; also New York Charity Organization Society study class conducted by Joanna C. Colcord, Dec 1922
Mary E. Richmond Archive: New York Period, 1909-1928

Holograph and typescript drafts of MER's article on "Motherhood and Pensions" for The Survey, Mar 1, 1913
Copies of *The Survey* for Feb 15 and Mar 1, 1913 containing MER's articles on "Pensions and the Social Worker" and "Motherhood and Pensions"; also separate reprint of "Motherhood and Pensions"
Mary E. Richmond Archive: New York Period, 1909-1928

Other materials used in preparation of Richmond and Hall's *A Study of Nine Hundred and Eighty-five Widows Known to Certain Charity Organizations in 1910* (Russell Sage Foundation, 1913) (Folder 2 of two)
Part II, Box 26, Folder 420

Mary E. Richmond Archive: New York Period, 1909-1928

Supplementary materials relating to Widows Pensions: General

(Folder 1 of six)
Part II, Box 26, Folder 428

Mary E. Richmond Archive: New York Period, 1909-1928

Supplementary materials relating to Widows Pensions: Administration

(Folder 3 of three)
Part II, Box 26, Folder 429 -

Mary E. Richmond Archive: New York Period, 1909-1928

Supplementary materials relating to Widows Pensions: State and Federal Legislation
Mary E. Richmond Archive: New York Period, 1909-1928

Questionnaires, letters, and other materials relating to the Emergency Winter of 1914-1915, arranged alphabetically by city, Indianapolis--the Oranges
Mary E. Richmond Archive: New York Period, 1909-1928

Questionnaires, letters, and other materials relating to the Emergency Winter of 1914-1915, arranged alphabetically by city, Philadelphia—Toledo
Mary E. Richmond Archive: New York Period, 1909-1928

Correspondence between MER and various persons relating to the National Conference Change of Name Committee, arranged chronologically from Dec 6, 1916 to Jun 1, 1917
Part II, Box 29, Folder 470

Mary E. Richmond Archive: New York Period, 1909-1928

Other materials relating to the National Conference Change of Name Committee
Part II, Box 30, Folder 487

Mary E. Richmond Archive: New York Period, 1909-1928

Miscellaneous materials relating to the American Association, 1920-1924
Part II, Box 30, Folder 488

Mary E. Richmond Archive: New York Period, 1909-1928

Miscellaneous materials relating to the American Association, 1925-1928
Typescript of Miss Colcord's *A Decade of Service* .... 1927
Part II, Box 31, Folder 501

Mary E. Richmond Archive: New York Period, 1909-1928

Correspondence between MER and various persons relating to the Committee on Professional Organization, arranged chronologically from Jul 1 to Dec 30, 1918
Supplementary materials relating to ethics in law, medicine, and other professions, collected by the Ethics Sub-committee of the Committee on Professional Organization
Part II, Box 31, Folder 513

Mary E. Richmond Archive: New York Period, 1909-1928

Miscellaneous materials relating to professional organization, collected by the Committee on Professional Organization
Mary E. Richmond Archive: New York Period, 1909-1928

Memoranda and reports of the Mailing List Committee of the Russell Sage Foundation, 1924
Part II, Box 32, Folder 528

Mary E. Richmond Archive: New York Period, 1909-1928

Minutes and other materials relating to Russell Sage Foundation staff and directors' meetings, 1919-1924
Part II, Box 33, Folder 541

Mary E. Richmond Archive: New York Period, 1909-1928

Two form letters sent out by MER Apr 19 and May 8, 1917, on the subject of establishing a War Problems Exchange, and the responses to her request for information, arranged chronologically from Apr 23 to Sep 4, 1917
Part II, Box 33, Folder 542

Mary E. Richmond Archive: New York Period, 1909-1928

Form letter sent out by MER Nov 15, 1917, on the subject of the War Risk Insurance Act, and the responses to her request for information, arranged chronologically from Nov 17 to Nov 28, 1917.
Typescript draft of "The Charity Organization Department," a lecture at the New York School of Philanthropy, Feb 10, 1914
Part II, Box 34, Folder 565

Mary E. Richmond Archive: New York Period, 1909-1928

Incomplete holograph notes for the Kennedy lectures on First Steps in Social Case Work, 1914; also announcement

Folders 580-583 is on reel #24
Part 11, Box 35, Folder 593

Mary E. Richmond Archive: New York Period, 1909-1928

Several typescript copies of "Memorandum on The Need of a National Training Board for Social Work," undated but later than 1922
Mary E. Richmond Archive: New York Period, 1909-1928

Ten sets of holograph notes for speeches, addresses, and lectures, 1917-1919, marked as follows:

- Child Helping Institute of the New York School of Philanthropy, Jun 1917
- Address on Volunteers to Home Service Workers of Pennsylvania, Nov 1917
- The Growth of the Charity Organization Movement in its Case Work Program, [AASOC, 1917?]
- Address to New York Episcopal Seminary on The Work of the New York Charity Organization Society, Feb 1918
- Home Service lecture on Relatives, Apr 1918
- Home Service lecture on Comparison of Material, Oct 1918
- Need of Professional Standards, Fordham University, Dec 1918
- Home Service section course lecture on Evidence, Jan 1919; also at University of Colorado, Feb 1919
- Lecture to staff of the New York Charity Organization Society on A Profession in the Making, Feb 1919
- Lecture to University of Colorado class on Outside Sources, Jul 1919

Folders 580-583, 584-609
Mary E. Richmond Archive: New York Period, 1909-1928

Two copies of the Decennial Report of the Charity Organization Department of the Russell Sage Foundation, 1907-1917; accompanied by critique of the Report [by Miss Moore?], Feb 26, 1918.
Part II, Box 36, Folder 610

Mary E. Richmond Archive: New York Period, 1909-1928

Memorandum from the Charity Organization Department, for the year ending

Sep 30, 1918 [Ninth Annual Report missing]
Part II, Box 37, Folder 641

Mary E. Richmond Archive: New York Period, 1909-1928

Other materials from the Colcord and Mann biographical files, as follows:

Report of the Charity Organization Department of the Russell Sage Foundation, for the year ending Sep 30, 1931, Joanna C. Colcord, Director, mentioning Miss Mann's editorial work on the MER papers

1943 correspondence relating to a proposed psychobiography of MER

1947 correspondence relating to a biographical article on MER prepared by Miss Mann for the Encyclopedia Brittanica
Part III, Box 8, Folder 119

Charity Organization Department Archive: 1909-post 1928

Monthly, quarterly, and annual reports from Fred S. Hall, Associate Director, and other Charity Organization Department staff members for the year ending Sep 30, 1912
Part III, Box 8, Folder 135

Charity Organization Department Archive: 1909-post 1928

Field Reports from Francis H. McLean, Field Secretary of the Charity Organization Department, arranged chronologically from Oct 10 to Nov 28, 1909
Charity Organization Department Archive: 1909-post 1928

Field Reports from Francis H. McLean, Field Secretary of the Charity Organization Department, arranged chronologically from Dec 5, 1909 to Feb 27, 1910
Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "American Association of Social Workers"
Part III, Box 12, Folder 192

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Bibliographies" (Folder 1 of two)

Folders 204-205 is on Reel 29
Part III, Box 12, Folder 206

Charity Organization Department Archive: 1909-post 1928

COD Subject File, headed "Church Cooperation"
Part III, Box 12, Folder 204-205

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Christmas and Thanksgiving". (Folder 1 of two)
Charity Organization Department Archive: 1909-post 1928
COD Subject File headed "Day Nurseries"
Part III, Box 13, Folder 21d

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Desertion and Non-Support"
Part III, Box 13, Folder 229

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "First Interview, Outline of"
Part III, Box 13, Folder 230

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Friendly Visiting" (Folder 1 of two)
Charity Organization Department Archive: 1909-post 1928
COD Subject File headed "Illegitimacy"
Part III, Box 14, Folder 240

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Immigration"
Part III, Box 15, Folder 256

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Motion Pictures" (Folder 1 of four)
Charity Organization Department Archive: 1909-post 1928
COD Subject File headed "Motion Pictures" (Folder 2 of four)
Part III, Box 17, Folder 293

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Relief" (Folder 4 of seven)
Part III, Box 17, Folde: 294

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Relief" (Folder 5 of seven)
Part III, Box 17, Folder 305

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Schools of Philanthropy"
Part III, Box 19, Folder 306

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Social Insurance"
Charity Organization Department Archive: 1909-post 1928
COD Subject File headed "Time Studies"
Part III, Box 18, Folder 320

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "Tuberculosis"
Part III, Box 19, Folder 332

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "War Chests" (Folder 1 of two)
Smith, 2118A - Maryland
Part III, Box 19, Folder 333

Charity Organization Department Archive: 1909-post 1928

COD Subject File headed "War Chests" (Folder 2 of two)
Charity Organization of the Russell Sage Foundation
Mary Richmond, Director
Letters & Memoranda, 1912-1915 [mimeograph & Carbon copy]
Mary RICHMOND Collection

Part IV
Oversize Material

Scrapbook of clippings, pamphlets, programs, booklets, brochures, memorabilia and other printed ephemera relating to Mary Richmond, 1900-1908. (PHILADELPHIA PERIOD)

Flat Box 386