

COMMUNITY SERVICE SOCIETY PAPERS
ACCESSION LISTINGS TABLE OF CONTENTS

Section I Part IA

	Series	Pages
VOLUME I of II		
Catalogued Correspondence		1 - 2
Catalogued Manuscripts and Documents		2
Catalogued Photographs		2
Association for Improving the Condition of the Poor		
Alphabetical Files		9 - 10
Annual and Monthly Reports		10
Bound Volumes		11
Classified Files		3 - 9
Committees		10
Fund-Raising Literature		11
Hartley, Robert M.		
Correspondence, Manuscripts, Documents		11
Pamphlets and Reprints; Bulletins		12
Charity Organization Society		
Alphabetical Files		12 - 46
Annual Reports		47
Bulletins		47
Central Council Minutes and Reports		47
Consultatives		47
District Committee Minutes		47
Executive Committee Minutes		47
Miscellaneous Volumes		47
Pamphlets and Reprints		47
Community Service Society		
Press Releases; Scrapbook		48
Masters Theses		48
Casework Files (SEE RESTRICTION)		49
Photographs		49
Printed Materials		49
Memorabilia and Miscellaneous Items		50

Community Service Society Papers
Table of Contents Continued

Bound Volumes	50
Oversized Materials	50
Index to AICP Classification	51 - 69

VOLUME II of II

Community Service Society Paper, A - Z, CSS Historical Data Index (1939-1960)	Series II	70 - 95
Reports and Pamphlets	Series II	96 - 103
Photographs, Oversized Materials	Series II	104
Community Service Society Papers, A - Z, CSS Historical Data Index (1960-1970)	Series III	105 - 108
Reports, Pamphlets, Clippings	Series III	109 - 113
Community Service Society Papers, CSS Historical Data Index (1970-1984) Also contains some files dating back to 1939	Series IV	114 - 133
Reports, Pamphlets, Clippings	Series IV	134 - 153
Minutes, Bulletins, Annual reports	Series IV	154 - 156
Case Records and Group Therapy	Series IV	157
Community Service Society Papers, A - Z, CSS Historical Data Index (1970-1986) Also contains some files for period ca. 1945-1969	Series V	158 - 163
Reports, Pamphlets, Clippings, A - Z	Series V	164 - 169

COMMUNITY SERVICE SOCIETY PAPERS

CATALOGUED CORRESPONDENCE
(Boxes 1-13)

Section I Part II

BOX #1

Addams, Jane
Aspinwall, William H.
Astor, Ava Lowle Willing (Mrs. John Jacob)
Astor, John Macob (1822-1890)
Auchincloss, Hugh D.
Audubon, M. (Maria) R. (Rebecca)
Aydelotte, Frank

Baldwin, William Henry (1851-1923)
Barnum, Phineas Taylor (1810-1891)
Battle, George Gordon
Bellows, Henry Whitney (1814-1882)
Belmont, Eleanor Robson (Mrs. August)
Bliss, Cornelius N.

BOX #2

Boorman, James (1783-1866)
Bowker, Richard Rogers
Bruere, Henry
Burlingham, Charles Culp
Butler Nicholas Murray
Byrne, James

Cantor, Jacob A.
Carnegie, Louise W.
Chandler, Charles F.
Coler, Bird S.
Comstock, Ada
Cook, Russel S. (1811-1864)
Cortelyou, George B.
Cravath, Paul D.
Crofton, Edward Henry Churchill, 3rd Baron Crofton (1834-1912)

BOX #3

Cutting, R. Bayard
Cutting, R. Fulton

Damrosch, Robert (Heino)
de Forest, Robert Weeks 1920

BOX #4

de Forest, Robert Weeks, 1920-end-Dz
Dell, Floyd
Devine, Edward T.
DeVinne, Theodore Low
DeVinne, Theodore Low & Co.
Dodge, Cleveland H.
Dodge, Grace H.
Dodge, Marcellus Hartley
Dreier, Mary E.

BOX #5

Eliot, Charles W.
Eliot, Samuel (1821-1898)
Elkus, Abram I.

Falkner, Roland P.
Fargo, James Congdel (1829-1915)
Farrand, Livingston
Finley, John H.
Fisher, Irving
Flagler, Harry Harkness

BOX #6

Folks, Homer
Fosdick, Harry Emerson
France, Joseph Irwin

Gerry, Elbridge T.
Giddings, Franklin H.
Gilder, Richard Watson
Gildersleeve, Virginia C.
Gilman, William C.
Goodnow, Frank Johnson
Gould, Elgin Ralston Lovell
Green, John Cleve (1800-1875)
Greene, Jerome D.

Hapgood, Norman
Harriman, Florence J.
Hartley, Marcellus
Hayes, Ralph
Heckscher, A. (August)

Hewitt, Abram S.
Higgins, Frank Wayland
Hilles, Charles D.
Hine, Lewis W.
Holmes, John Haynes
Hoover, Herbert C.
Hopkins, Harry L.
Hyslop, James H.

Isaacs, Stanley

Jay, Anna (1783-1856)
Jay, Eliza Clarkson
Jerome, William Travers

BOX #7

Kelley, Florence
Kellogg, Paul Underwood
Kellor, Frances
Kittredge, Mabel Hyde
Knox, Philander Chase

LaFollette, Robert M.
LaGuardia, Fiorello H.
Lasker, Bruno
Lathrop, Julia C.
Lederle, Ernst J.
Lee C. (Charles) A. (Alfred) (1801-1872)
Leffingwell, Russell C.
Lehman, Herbert H.
Lenox, J. (James) (1800-1880)
Lenroot, Katharine F.
Lindsay, Samuel McCune
Lovejoy, Owen R.

BOX #8

Lowell, Josephine Shaw (copy on Microfilm MNA)
Luce, Henry R.

McAneny, George
McClellan, George B. (1865-1940)
MacCracken, Henry Noble
Macy, Valentine Everit
Marks, Marcus M.
Mason, Alfred Bishop
Mead, Margaret
Merrill, Charles E. Jr.
Mills, Ogden L.

Minturn, Robert Bowne (1805-1866)
Mitchel, John Purroy
Morgenthau, Henry
Morrow, Dwight W.
Moses, Robert
Muhlenberg, William Augustus (1796-1877)
Murrow, Edwar R.

Nevins, Allan

O'Brien, John P. (1873-1951)
Odell, Benjamin B.
O'Dwyer, William
Ogden, David B.

Paine, Robert Treat
Parker, Willard
Parsons, Elsie Worthington Clews
Parsons, Herbert
Parsons, William Barclay
Peabody, George Foster
Pellew, Henry E.
Pendleton, Ellen F.
Penrose, Boies

BOX #9

Perkins, Frances
Perkins, George W.
Phelps, Charles Henry
Potter H. (Henry) C. (Codman)
Prentice, Sartell
Purdy, Lawson
Putman, George Haven

Reid, D. (David) B. (Boswell) (1850-1863)
Rice, Henry
Riis, Jacob A.
Riis, Mary (Mrs. Jacob A.)
Rockefeller, Abby Aldrich (Mrs. John D., Jr.)
Rockefeller, John D., Jr.
Rockefeller, John D., III
Rockefeller, Nelson A.
Rockefeller, Winthrop
Roosevelt, Edith K.
Roosevelt, Eleanor R.
Roosevelt, Franklin Delano
Roosevelt, Kermit
Roosevelt, Theodore
Roosevelt, Theodore Jr.
Root, Elihu

Rose, Chauncey (1794-1877)
Rosenman, Samuel I.
Rowe, Leo S.
Ruml, Beardsley

BOX #10

Schieffelin, William Jay
Schiff, Jacob H.
Schiff, Mortimer L.
Schurz, Carl L.
Seligman, DeWitt J.
Seligman, Issac N.
Sloan, Alfred P., Jr.
Smith, Alfred E.
Spellman, Francis Cardinal
Speyer, James
Stelzle, Charles
Stevens, Wallace
Stimson, Henry L.
Stokes, Helen Lousia Phelps (Mrs. Anson Phelps Stokes)
Stokes, Isaac Newton Phelps

Tarbell, Ida Minerva
Thomas, Norman Mattoon
Throop, Montgomery H.

Van Rensselaer, M. (Marianna) G. (Griswold)
Veiller, Lawrence (1898-1922)

BOX #11

Veiller, Lawrence (1922-on)
Verplanck, Gulian Crommelin (1786-1870)
Villard, Oswald Garrison

Wagner, Robert F.
Wald, Lillian D.
Warburg, Felix M.
Warburg, Paul M.
Watson, Thomas J.

BOX #12

Westerfield, Joseph
Whalen, Grover A.
White, Alfred T.
Wickersham, George W.
Williams, Talcott

Wise, Stephen S.
Wood, Fernando (1812-1881)
Wood, Leonard
Woolley, Mary E.

CATALOGUED MANUSCRIPTS AND DOCUMENTS

BOX #12 (Continued)

Churchill, Winston Leonard Spencer
Devine, Edward T.
Gilder, Richard Watson
Higgins, Frank Wayland
Hopkins, Harry L.
Hughes, Charles Evans
Kelley, Florence
Lowell, Josephine Shaw
Odell, Benjamin B.
Purdy, Lawson
Roosevelt, Theodore
Walker, James J.

CATALOGUED PHOTOGRAPHS

BOX #12 (Continued)

Beaks, Alfred Tennyson
Beals, Jessie Tarbox (A-L)

BOX #13

Beals, Jessie Tarbox (M-Z continued)
Churchill, A.E.
Hine, Lewis W.
Hudson, Holland
Myers, Hiram
Riis, Jacob A.

ASSOCIATION FOR IMPROVING THE CONDITION OF THE POOR

NUMERICAL CLASSIFICATION

Section II Part I

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

BOX #14

- 1 Monthly Reports of Visitors
- 1.1 The How, What and Why of AICP Services (Budget Report, 1936)
- 1.6 Annual Meeting - General Correspondence, 1912-1935
- 1.7 By-Laws, 1913-1933
- 2.1 Junior Sea Breeze, 1906-1912
- 3 Bailey B. Burritt (Biographies, Speeches 1924-1939, etc.)

BOX #15

- 3 Caroline Rest, 1907-1946
- 4 Joint Application Bureau, 1888-1912
- 4 Joint Application Bureau, 1924-1933
- 5.1 Lodging Houses, 1907-1917 (including photographs)
- 6 Farm Colony (Sea View Farms) 1909-1926

BOX #16

- 7 Unemployment Problems, 1908-1929, 1930-1933
- 7 Unemployment Problems, Feb. - Nov. 1930
- 7 Unemployment Problems June 1930 - Dec. 1933
- 7.4 Special Committee on permanent aspects of unemployment, 1930-1931
- 7.9 TERA (Harry Hopkins)
- 11 Sea Breeze Hospital, General Correspondence, 1905-1915
- 12.2 Sea Beach Hospital, 1906-1915
- 13 Sea Side Park, 1904-1915

BOX #17

- 14.18 New York Tuberculosis Association, 1925
- 15 Mothers' Allowances, 1925-1928
- 15.7 Legislation - Widows' Pensions, Board of Child Welfare, 1914-1932

- 15.7 Widows' Pension Legislation, 1910-1915
- 15.19 Legislation - NYC Department of Public Welfare, 1913

BOX #18

- 15.20 Old Age Security Bill, 1928-1931
- 15.23 Domestic Relations Court Legislation, 1916
- 15.24 Committee for Security Legislation; Unemployment Insurance, 1934-1935
- 21 Milk, 1905-1920
- 22 New York Milk Committee, 1908-1926 (with photos)
- 25 New York Congestion Committee, 1907-1915
- 26 Fund Raising, 1922-1938

BOX #19

- 26.1 Fund Raising
- 37 Relief Bureau, 1905-1936
- 37.4 Dependency - Report on a study of 64 cases, by Mary M. Sturges, 1916

BOX #20

- 37.8 McLean's study of Relief Department 1912
- 37.8 Relief Bureau Reports - Case Summaries and Memoranda, 1925-1937
- 37.8 Relief Bureau Reports - Statistical, 1929-1937
- 37.10 Widows' Pensions, ca. 1913-1920

BOX #21

- 37.12 Desertion Bureau Reports, 1914-1935
- 37.13 Bronx Local Office Relief, 1916-1927
- 37-16 Transportation Agreements, 1916-1927
- 38 23rd Street Workroom, 1908
- 38A Men's Toy Shop; Sewing Bureau Workroom; Crawford Shops
- 45 Milbank Public Baths, 1905-1925
- 45A Milbank Public Baths, 1888-1906

BOX #22

- 49 Institute of Family Relations, 1931-1939
- 55 Admiralty Law (Shop Safety), 1912-1918
- 57 Bureau of Educational Nursing, 1907-1926
- 57 Bureau of Educational Nursing, 1936
- 57.1 Bureau of Educational Nursing Reports, 1925-1933, 1935
- 57.2 Bureau of Educational Nursing Minutes, 1915-1925

57.3 Bureau of Educational Nursing Fiscal-year Report, Alta
E. Dines, 1925

BOX #23

57.4 Bureau of Educational Nursing, Mental Hygiene
57.5 Bureau of Educational Nursing Report, 1926
57.6 Visiting Nurse Service, 1928-1938
57.7 Maternity Reports, 1938-1939
60 Tenement Houses, 1905-1925

BOX #24

61.1 Annual Statistics, 1935-1936
61.1 Study of Administration
61.1a Annuity Plan; 1911-1931; Employees Medical Exam
61.5 General Orders, 1911-1931; Manual, 1936
61.8 Staff Training, 1921-1924
61.9 Staff Conferences, 1926-1927

BOX #25

61.16 Protestant Fund, 1934-1936
62.7 New York City Department of Health, 1921-1939
63 Hospital Social Services in New York City, 1905-1927
66 Joint Relief Bureau, 1906-1914
67 Visiting Housekeeper, 1904-1922
71 Relief Work, 1907-1918

BOX #26

75 Statistics Bureau Reports, 1928-1937
75.3 Statistics and Registration Bureau, 1934-1938
76 Fresh Air Activities

BOX #27

79 Children's School Farm
79.1 Protestant Charities
82 Dependent Children, 1912
85 Safety

BOX #28

86a Peacock Ball
86.4 Committee on Prevention of Tuberculosis

86.4 Jefferson Needlecraft Shop, 1924-1928
86.10 Houston House Auxiliary (Stuyvesant Clinic) 1924-1933
86.11 Washington Clinic Auxiliary, 1924-1928
86.12 Tuberculosis - Family Reports

Box #29

86.12a Survey of AICP Tuberculosis Work, Wm. T. Dhoerty, 1923-1935
86.13 Opportunity Shop - Corporation Matters, 1926-1927
86.15 Dental Nutrition Reports, 1931-1933
86.16 Medical Service Club
86.20 Dental Nutrition Reports, 1934-1937
96 Monday Club, 1913-1937
104 Domestic Relations Court, 1911-1937

BOX #30

109 Bowling Green Neighborhood Association, 1923-1927
119.2 Federated Financing, 1934-1937
119.9 Social Service Exchange, 1928-1934
121 Survey Associates, 1919-1938

BOX #31

122 American Red Cross, 1913-1924
122 American Red Cross Disaster Relief Committees, 1934-1938
122.2 East Harlem Health Center, Reports and Pamphlets, 1928-1937
122.2 East Harlem Health Center, Correspondence, 1931-1937

BOX #32

122.2 East Harlem Health Center, 1919-1923
122.2 East Harlem Health Center, 1926-1928
122.2 East Harlem Health Center, 1929-1930
122.2 East Harlem Health Center Miscellaneous

BOX #33

122.2a East Harlem Health Center, 1922-1929 - Minutes
122.2a East Harlem Health Demonstration, 1934-1938 - East Harlem Nursing and Health Service
122.2a East Harlem Nursing Demonstration, 1928 - Reports
122.2a East Harlem Nursing Demonstration, 1923-1925 - Reports and Correspondence

) BOX #34

122.2a East Harlem Nursing and Health Demonstration, 1920-1928
122.2a East Harlem Nursing and Health Demonstration Minutes and Reports, 1922-1938
122.2a East Harlem Nursing and Health Service - Study
122.2a East Harlem Nursing and Health Service - Miscellaneous

BOX #35

122.2a2 East Harlem Nursing and Health Service - Miscellaneous Reports
122.2a3 East Harlem Nursing and Health Service - Minutes, Governing Board, 1930
122.2a5 East Harlem Nursing and Health Service - Kips Bay Day Nursery Property
122.2b East Harlem Nursing Demonstration - various reports and sketches
125 Community Committee, 1907-1926
126 AICP Personnel
126.1 AICP Credit Bureau, 1921
126.2 Pension Plan

) BOX #36

132 Columbus Hill
132.2 Clinton Neighborhood Dispensary, 1928-1939
141 Volunteers
163 Albert Milbank; Percy R. Pyne
168 Harlem Tuberculosis Study
175 W.H. Matthews
177 R. Fulton Cutting Correspondence

BOX #37

180 C.C. Burlingham, 1907-1934
182 Cornelius N. Bliss, 1907-1931
182 Cornelius N. Bliss, 1931-1934
183 George Blagden
197 Crippled Children, 1907-1924
218 Public Baths, 1891-1913

BOX #38

220 John A. Kingsbury, 1910-1938
222 Bronx Division, 1931-1938

222 Bronx District Correspondence
222.2 Bronx Committee, 1915-1917
222.5 Bronx District Reports, 1929-1938

BOX #39

225 Works Progress Administration, 1933-1939
226 Budget Conferences, 1906-1910
227 Committee on Neighborhood Health Development, 1935-1936
227 Committee on Neighborhood Health Department Reports, 1937-1939
227 Neighborhood Health Development - Mott Haven District
227 Neighborhood Health Development - Yorkville District
227a District Committee Organization, 1938

BOX #40

227b Health Services for the School Child, 1936-1940
227c Neighborhood Health Development, Technical Advisory Committee, Minutes 1936-1939
227.4 Neighborhood Health Development - Reports of activities of District Health Committees
227.4 Neighborhood Health Development - Milbank Support
230 Edward T. Devine Correspondence
231 Charity Organization Society et al., 1894-1928

BOX #41

231 Joint Council of Welfare Societies
231.1 Judson Health Center
231.1 Judson Health Center, 1923-1939
232 Committee on Health, New York Principals Association
232.2 Milbank Appropriations
235 Letters to Mayor LaGuardia, 1934-1938
265 Commonwealth Fund

BOX #42

265.1 Executive Committee of Planning Committee, 1929-1930
265.1 Executive Committee of Planning Committee, 1930-1931
265.1a White House Conference - Child Health, 1930
265.1a White House Conference - Child Health, 1931
269.1 Sunset Lodge
269.5b New Boys' Campsite at Interstate Park

BOX #43

269.8 Overhill Cottage, 1928-1930
271 Open Stair Tenements, 1911-1922
271-1 Feeble-minded
274.8 Feeble-minded, 1911-1912
274.8 Feeble-minded, 1914
274.9 Feeble-minded Institutions (sic), 1914
278 Factory Investigation Commission, 1912-1914

BOX #44

282 Church and Social Work, 1919-1927
286.1 Board of Inebriety - Superintendency, 1913-1947
286.2 Board of Inebriety - 1916-1917
288 Manhattan Health Society, 1921-1924
288 Boardwalk at Coney Island, 1912-1917
289 Paper Box Workers Strike, 1927
299 Mental Hygiene Clinic, 1925-1927

BOX #45

299 Mental Hygiene Clinic, 1928-1932
299 Mental Hygiene Clinic, 1935-1939
299.1 Mental Hygiene Clinic, Reports and Correspondence,
1927-1932
301 Home Hospital, 1908-1917
301 Home Hospital, 1911-1918
301.8 Home Hospital

BOX #46

301.19 Home Hospital - Outline of plan
301.19 Home Hospital, 1915-1918
301.21 Home Hospital, 1912-1918
301.25 Home Hospital Funding
301.26 Home Hospital Closing, 1918

BOX #47

314 Birth Control
317 Employment Bureau
317.2 Employment
320 Employment of Tubercular Persons
321 Hopkins, Harry L. - Correspondence
325 Bureau of Family Service - Manual

BOX #48

325 Department of Social Welfare
325a Family Welfare Clinic
325.1 Social Welfare
325.1a Public Baths, 1911-1919
325.1b Public Laundry

BOX #49

325.1c Public Works, 1913-1916
325.1d Public Health, 1913-1916
325.1e Public Health, 1916
325.2 School Lunch Service, 1911-1921

BOX #50

325.2 School Lunch Service, 1916-1919
325.2a Malnutrition Study (Frank R. Manny) 1916-1918
325.2b Dental Clinic
325.2c Medical Inspection of School Children, 1913-1919

BOX #51

325.2e Eye Clinics
325.2f Sanitation Survey, 1915-1917 (with photographs)
325.3 Food Study, 1913
325.3 Food Study, 1915
325.3 Food Study, 1916-1917
325.3 Food Supply Store, 1914

BOX #52

325.3 Food Exhibits, 1915-1917
325.3 High Cost of Living - Food - 1912-1913
325.4 Ventilation Study
325.6 Milbank Fund - Social Welfare Department - 1913-1918

BOX #53

325.6 Milbank Fund - Social Welfare Department - 1934-1938
325.6 Milbank Fund - Social Welfare Department - 1929-1935
325.6 Milbank Fund - Social Welfare Department - 1913-1923
325.6 Milbank Fund - Social Welfare Department - 1925-1930
325.7 Social Welfare Department - Elizabeth M. Anderson
Correspondence, 1913-1914
325.9 Social Welfare Department - Minutes of Meetings, 1913-
1914
325.9b Social Welfare Department - Bureau of Welfare of School

Children - Minutes, 1896-1916
 325.9e Social Welfare Department - New York School Lunch
 Committee Minutes, 1913
 325.9c Social Welfare Department - Committee on Food Supply
 Minutes, 1914-1916
 325.9d Social Welfare Department - Ventilation Commission
 Minutes, 1913

BOX #54

325.11 Social Welfare Department - Public Health and Hygiene,
 1925-1929
 325.11a Social Welfare Department - Public Health and Hygiene,
 1913-1914
 325.11b Mental Hygiene in the AICP
 325.11c Wet Wash Laundry, 1911-1913
 325.11c Wet Wash Laundry, 1914-1928
 325.11d Social Welfare Department - Comfort Stations
 325.11e Social Welfare Department - Fly Campaign
 325.11g Social Welfare Department - School Lunches, 1915-1918
 325.11i Social Welfare Department - Medical Inspections of
 Schools, 1914

BOX #55

325.14 Social Welfare Department - Establishment, 1913
 325.19 Social Welfare Department - Reorganization, 1923
 325.20 An Experiment in Intake Interviewing, 1934-1935
 326 Nary Case
 329 Family Welfare Association Publications
 345 Men's Coffee House and Public Kitchen - Establishment
 345 Men's Coffee House and Public Kitchen - 1916-1920

BOX #56

350 Lenox Hill Association (General)
 350 Lenox Hill Association 1932-1935
 350 Lenox Hill Association 1928-1936
 350 Lenox Hill Housing Corporation, 1933-1934
 350 Lenox Hill - Budgets, etc., 1932-1937
 350 Lenox Hill Nursing, 1936-1938
 350 Lenox Hill - Correspondence with AICP
 350A Lenox Hill - AICP Correspondence

BOX #57

355 National Social Unit Organization, 1919-1920
 361.1a Mayor's Milk Committee, 1916-1917

362 Prohibition, 1917-1927
362.6 Ward Manor
366.2 Repair - Tenement Houses, 1918
366.3 Victoria Apartments
366.4 Home Hospital, 1918-1923
366.7 Home Hospital, 1918-1925

BOX #58

366.8 Home Hospital, 1925-1926
366.10 Victoria Apartments/Home Hospital, 1919-1926
367 J.H. Berkowitz Reports
367 Mulberry Community House - Audit Reports
367 Mulberry Health Center, 1918-1919
367 Mulberry Health Center Miscellaneous, 1924-1929
367 Mulberry Health Center, 1924-1934

BOX #59

367.5 Idleness and the Health of a Neighborhood (Mulberry District Study, 1933)
367.5 Mulberry Health Center - Preschool Health Program, 1919-1923
367.5 Mulberry Health Center - Preschool Health Program, 1924-1933
367.6 Mulberry Health Center Rickets Campaign, 1921-1924
367.6 Mulberry Health Center Rickets Campaign, 1922-1928

BOX #60

367.7 Laura Spelman Rockefeller Memorial Fund, 1918-1930
367.8 Mulberry Health Center - Reports and Miscellaneous
367.11 Child Health Program, 1929-1937
367.11 Mulberry Health Center - Special Reports, 1934-1936
367.11 Mulberry Health Center Reports and Miscellaneous, 1926-1928

BOX #61

367.11 Mulberry Health Center - Statistics, 1915-1925
367.12 Health Centers, 1922-1925
367.13 Mulberry District, 1922-1929
367.14 Special Studies
368 AICP Clinics

BOX #62

369 Sea Breeze, 1919-1929
369.6 Sea Breeze, 1920-1924
371.3b Home Hospital Planning, 1921
371.5d Milbank Memorial Demonstration, 1923
371.8 Bellevue-Yorkville Health Demonstration, 1924-1930
371.8 Bellevue-Yorkville Health Center, 1923-1926

BOX #63

371.8a Bellevue-Yorkville Health Center, 1925-1934
371.8b Bellevue-Yorkville Health Center, 1931-1934
(371.8b) Bellevue-Yorkville Health Center Minutes,
1924-1928 - 1 volume

BOX #64

(371.8b) Bellevue-Yorkville Health Center, Minutes,
1929-1930 - 1 volume
371.8c Bellevue-Yorkville Health Center Interim Committee,
1925-1926
371.8g Bellevue-Yorkville Health Demonstration, 1927-1933
371.8j Bellevue-Yorkville Health Demonstration Pamphlets and
Reports, 1926-1934

BOX #65

372.1 Citizens' Committee
372.2 Auxiliaries, 1924-1925
372.2 Auxiliaries, 1926-1927
372.3 Trade Memberships, 1924-1929

- Box 61 367.11 Mulberry Health Center - Statistics, 1915-1925
 367.12 Health Centers, 1922-1925
 367.13 Mulberry District, 1922-1929
 367.14 Special Studies
 368 AICP Clinics
- Box 62 369 Sea Breeze, 1919-1929
 369.6 " 1920-1924
 371.3b Home Hospital Planning, 1921
 371.5d Milbank Memorial Demonstration, 1923
 371.8 Bellevue-Yorkville Health Demonstration, 1924-1930
 371.8 Bellevue-Yorkville Health Centers, 1923-1926
- Box 63 371.8a Bellevue-Yorkville Health Center, 1925-1934
 371.8b " 1931-1934
 [371.8b] " Minutes, 1924-1928 - 1 volume
- Box 64 [371.8b] Bellevue-Yorkville Health Center, Minutes, 1929-1930 - 1 volume
 371.8c " Interim Committee, 1925-1926
 371.8g Bellevue-Yorkville Health Demonstration, 1927-1933
 371.8j " Pamphlets and Reports, 1926-1934
- Box 65 372.1 Citizens' Committee
 372.2 Auxiliaries, 1924-1925
 " " 1926-1927
 372.3 Trade Memberships, 1924-1929

Alphabetical Files

- Box 66 Adopt-a-Family Service
 Agencies Started by AICP or COS
 AICP - 70th Anniversary
 Budgets, Family
 Building Plans
 Caroline Country Club
 Caroline Rest
 Clinics - Dental and Medical
 Columbus Hill Health Center
 Crawford Shops
 Directory, AICP - 1867-1868
- Box 67 Educational Nursing Service, 1842-1948
 Emergency Work Bureau of New York City, 1930-1933
 Health Education and Nursing Programs, 1842-1947
 Health Service
 Historical Material (2 folders)
 Homemaker Service
 Index
 Lenox Hill Hygiene Service, 1935-1951
 Mental Hygiene Clinic
 Merger
 Mulberry Health Center
- x 68 Nurses House
 Nutrition Service, 1906-1945 (Volumes I - IV)

- 69 Nutrition Notes, 1937-1939
 1934-1949
 Nutrition (general)
 Old Age Problems (report, 1929)
 Opportunity Shop
 Personalities: Bailey B. Burritt
 Lucy Gillett
 Robert M. Hartley
 William H. Matthews
 miscellaneous

Box 70 Public Health Nursing Service
 Purchase of Service
 Seaside (Sea Breeze) Hospital
 Sea Breeze Vacation Camp
 Sunset Lodge
 Tuberculosis
 Unemployed Council, 1933
 Ward Camp
 Ward Lea
 Ward Manor (3 folders)
 Work Bureau

Box 71 Annual Reports (SEE ALSO: Bound Volumes)
 1845-1877, 1884

72 1891-1922

Box 73 1923-1928
 Monthly Reports of the General Agent to the Board of Managers, 1888-1894

Box 74 Committees: Adopt-a-Family, 1934-1939
 Agriculture, 1894-1896
 Auxiliaries, 1924
 Baths, 1890-1912
 Bronx, 1915, 1916, 1930, 1931
 Caroline Country Club, 1908-1913
 Caroline Rest Building, 1922-1923
 Clinics, 1920-1921
 Cultivation of Vacant Lots, 1895-1898
 Cooper Union Labor Bureau, 1895-1900

Box 75 Dwellings Department, 1893-1910
 Dental Advisory, 1920-1925
 Emergency Work and Relief Bureau, 1930-1933
 Executive, 1914-1923

Box 76 Executive, 1924-1939

77 Finance, 1896-1926

78 Finance, 1927-1936

- Box 79 Committees: Finance, 1937-1939
Food Supply Department and Settlement Work, 1896-1917
Fresh Air Work, 1902-1906
1907-1910
1911-1912
1913-1915
Fund Raising, 1924-1936
- Box 80 Health and Hygiene, 1896-1916
Home Hospital, 1914-1917
Hospital Needs and Finances, 1905
Kitchens, 1915
Lenox Hill Neighborhood Association and AICP Joint Committee, 1935-1936
Lenox Hill Hygiene Service, 1937-1939
Mental Hygiene Committee, 1928-1931
Milk Committee, 1917
- Box 81 Mulberry Community House, 1919-1921
Nursing (Educational), 1908-1917
" " 1918-1925
Nurses House, 1924-1938
" " 1939-1947
Pensions, 1908-1916
Permanent Aspects of Unemployment, 1930-1931
- Box 82 Relief, 1897-1916 (7 folders)
- 83 Relief, 1917-1936 (3 folders)
Rickets, 1921-1922
School Children, 1913-1915
School Lunch, 1909-1916
Sea Breeze Building, 1920-1922
Seaside Hospital Building, 1897-1915
- Box 84 Social Welfare Department, 1913
Tuberculosis (Prevention and Relief) 1924-1929
" " 1930-1939
Ward Manor, 1929-1933
Work Shops, 1916-1917
- Box 85 Hartley, Robert. Correspondence, manuscripts and documents, Volume I - 1842-1865
Volume II - 1865-1872
- Box 86 Hartley, Robert. Correspondence, manuscripts and documents, Volume III - 1872-1876
Copies, V. I (1842-1859)
V. II (1859-1869)
- Box 87 Hartley, Robert. Correspondence, manuscripts and documents, Copies, V. III (1868-1873)
V. IV (1874-1876)
Fund-Raising Literature, 1849-1905
- 88 Bound Volumes: Finance Committee Reports, 1888-1891
(Dismantled) Financial Statements, 1898-1907
Relief Statistics and Comparative Statements, 1892-1894
Schools and Educational Institutions, Department of, 1892
(SEE ALSO Bound Volumes at end of collection)

Box 89 Pamphlets and Reprints

Box 90 Pamphlets and Reprints
AICP News Bulletin, 1927 - 1938

Charity Organization Society

Box 91

Administration - AICP - COS Relations

Administration - AIC-COS Relations 1844-1904

Cooperation - Method of handling cases

Report of Committee on relations - 19--

Statements on cooperative relationships & working agreements of
AICP & COS

Chief issue: Practice where by AICP gave relief to cases
transferred to it by COS

Material describing philosophy & functions of both agencies

Method of handling reports on cases by both agencies

Proposal for a new "League" to raise money for AICP to defray relief
costs on cases referred to AICP & COS Annuity Plan

Undated notes commenting on relationships

Appeal letter

Reilly case - 1904 referred to Chaffee correspondence (see Admini-
stration AICP-COS relations)

Chaffee 1911-12

AICP-COS relationships & working agreements

Administration - AICP & COS relations - Dr. Chaffee correspondence 1911-12

Very important folder - Correspondence with case material shows the

COS & AICP policies regarding cases to be referred to either.

Policies re: Assistance & valuable criticisms of methods of COS

Case material indicates living costs at this time - extent and nature
of relief.

Dr. Chaffee's letters advocating rights of older people to remain
as long as possible in their own homes show an advanced attitude
re: Care of the Aged

Administration - Asst. Secy' Applicants 1897

Correspondence with applicants for Asst. Secy' position reflects
the background of training & experience with which people feel
qualified to apply.

The Mary E. Richmond correspondence of 1896 has been removed and
placed in a Mary E. Richmond file.

Administration - Annuity Plan

Administration - Constitution & By Laws

Administration - Bureau of Advice and
Information

Box 92 Administration - Constitution & By Laws 1907

Administration - Criticisms

Administration criticisms of agency and staff

Box 92 (cont'd)

Administration - Departmental Investigation

Administration - General Procedure - 1887-1892

Office procedure - personnel practices - job descriptions - case-work processes and methods

Administration - General Work Reports 1907-11

Administration - Internal Study Plan 1909

Study Plan 1909 - for a COS self-appraisal of all aspects of agency work

Administration Manual - Burrows 1920

A critical examination of work of departments of COS

Administration - Miscellaneous

Newspaper clippings - Kingsbury's protest against AICPs' not rising endowment for current need 1938

Work relief program - newspaper clippings & correspondence

Social Security legislation - NY State 1935 - the AICP position

Box 93

Administration - Office Management Report - 1916

Administration - Record of One Day's Work 1907

This folder contains reports from all districts & other district service units of COS, including the Registration Bureau of the actual services given on one day in September 1907

Administration - Reorganization Plans 1933

Administration - Space Study

Administration - Staff Council

Adjustment Service

Aged

Aged Boarding Care for in NY State 1899

Aged - Welfare Council Committee 1927-31

See: Welfare Council Committee - Aged 1927-31

Agencies

Agents - Training of 1899

This folder contains data in letters about the deForest family

Alcoholism

Aliens Interned - 1918

Box 94

American Association for Organizing Family Social Work

See: National Association of Societies for Organizing Charity
(Forerunner of FSAA)

American Association for Organizing Family Social Work - 1910-15

American Association for Organizing Family Social Work - 1918-19

American Association for Organizing Family Social Work - March-Dec - 1920

American Association for Organizing Family Social Work - Jan 1923 - April 1924

American Association for Organizing Family Social Work - 1927 - 1930

American Association for Organizing Family Social Work - Institutes 1912-27

Origins of the Institutes - changing character of these programs shown

Box 95

American Association for Organizing Family Social Work - Training 1920-25

Minutes of Committee on training and recruitment and of New York
Subcommittee proposed standards of training

American Provident Society

American Red Cross

Cooperation of COS in disaster work
COS Institutional Membership in ARC
Development of a Home Service Program

American Red Cross - 1907-11

Formation of Emergency Relief Dept. of American Red Cross in 1907,
which involved co-operation structure with voluntary philanthropic
agencies

American Red Cross - Civilian Relief Committee - 1916 Minutes

Box 96

American Red Cross - Dependents of Guardsmen

Family allowances made to dependents of men serving in the military -
by company employers

American Red Cross - Emergency Relief Committee

American Red Cross - Home Service Section 1918-21

American Red Cross - Nutrition Center - Jointly sponsored with COS

See: Home Economics - School Lunches

Box 96 (cont'd)

American Red Cross - War Dept's Relief to Dependents of Guardsmen

Anniversaries

Miscellaneous

50th - 1932

53rd - 1935

54th - 1936

Box 97

Annual Report Planning

See: Welfare Council Bulletin "Planning the Annual Report" Bertram Brown, Page 5, Volume III, Feb-March 1930

Apprentices

See: Casework - Training

Casework - Visitors in Training (COS Training Course ~~Outline~~)

Assistant District Secretaries Meeting - Oct. 1923-Oct. 1927

See District Secretaries (Assistants) Meeting Oct. 1923 - Oct. 1927

Association of Day Nurseries

Shows relationship between day nurseries and COS

Describes an early course given by Child Study Assn to day nursery staff members

Babies Clinic

See: Mothers' Discussion Groups

Babies Clinic - 1909-11

Babies Welfare Federation

See: Child Welfare Federation 1914-29

"Beginnings"

Digested Statistics and documentation of COS & AICP's pioneer work in starting various agencies, hospitals and public departments

Bread Line 1914-15

COS activity and protests

Shows development of public attitudes toward a "charity"; criticism of COS; interpretation of COS work and efforts to interpret to the public

Board of Child Welfare - Cases Aided by COS

Box 97 (cont'd)

Board of Child Welfare COS Cases 1915-29

Development of the Board
 Development of Criteria of eligibility for relief grants
 Policies of relationship between BCW and private agencies
 Annual reports
 Discussion in meeting re: BCW
 Correspondence reflective about the development of a category of public relief such as this
 Annual reports of BCW

Box 98

Board of Child Welfare COS Cases 1930-35

Board of Education

Bronx Budget Schedules

Bundle Day 1915

Bureau of Advice & Information - See: Administration
 Bureau in the Interest of Children

Valuable for research into origins of the U.S. Children's Bureau

Bureau of Children Guidance (Proposed training center for NY school 1922)

See: New York School of Social Work

Camp TERA

Rehabilitation camp for unattached females.

Casework - Caroline Goodyear Study 1911-12

Casework - Committee on Case Recording

Casework - Committee on Methods

Casework - Compared - AICP & COS 1923

See also letter of 2/7/24 to Mr. deForest - relative to current discussion of possible merger - in folder Merger - AICP & COS discussion of

Casework - Confidentiality of Records

Box 99

Casework - Difficult Cases Committee

Casework - Duties of Agents

Casework - Effectiveness of (study 1909)

Case reports - a research study of effectiveness of case work in 1909 - spot checks of practices, etc.

Casework - Ethics of

Casework - Film Study of Social Work

Cora Kasius - Casework Direction

Box 99 (cont'd)

Combined

(Casework - "Friendly Visiting" - Zilpha D. Smith

(How to do personal work

(Miss Smith's paper given to a class at NY school of Philanthropy
(and elsewhere

(Casework - Friendly Visitors Course - Z.D. Smith 1898-99.

Casework - Investigation 1907.

Casework - Issues of Non-residence (Service to clients)

Casework - Manual.

Casework - Methods & Process

Casework - Methods, Study of - Comparison of casework - AICP & COS -

Casework - Record Forms 1908-13. (contains samples of old cases and one
(of 1894

Casework - Practice

Casework - Research Plans 1934-35.

Casework - Relief by District 1908-16.

Relief expenditure by district.

Box 100

Casework - Relief in Districts.

See: Studies - Relief in COS 1921-1927.

Casework - Size of Load 1921-24.

Casework - Staff Development.

Casework - Studies.

Casework - Summaries

Casework - Supervisors Conference Colcord 1929.

Methods of Supervision (Probably 1915-16 - author not known)

See also: Studies.

Casework - Teaching Conference 1929-Klien.

Casework - Techniques - Marcus Notes.

Casework - Training.

See also: Casework - Friendly Visitors Course - Zilpha D Smith 1898-99

Casework - Treatment M.E. Richmond.

"The Beginnings of Treatment" discussion by M.E. Richmond &
Boston social workers (transcript of discussion).

List of types of situations encountered in practice and the
recommended treatment measures. Source of material not
indicated - not dated (Presumably around 1911 judging by
other content in folder from which it was taken).

Casework - Visitors Qualifications.

Early attempts in developing criteria.

Box 100 (cont'd)

Casework - Visitors Training 1924-26

Box 101 Casework & Community Institute 1929

COS material used (auspices American Assn for Organizing Family Social Work now FSAA)

Catholic Charities COS Cooperation

Causes of Distress in Family Life 1898

Central Auxilliary Committee of Ladies

Central Council 1907-17 Central Bureau

(SEE ALSO Boxes 205-211)

Reports to central council 11-15-16; 12-5-17 bound bk.

Reports (1916-1928) in bound book

Box 102 Publicity reports to central council 1916-20

Reports from Social Service Exchange 1915-20

Reports from Central Office Operations 1911-12

Central Financing 1929-32

Covers Welfare Council's Study - Pro & Con Comments

Box 103 Central Office Group

See District Secretaries CO Group

Chapin = Alumnae Health Bureau

See Also: Districts - Hudson-Clinton

Charities Dispute - 1916

See Also: Charities Review

Charities - New York City Conference 1900

Charities Publication 1899-1907

See also: Charities Review

Charities - Publications 1900-01

See also: Charities Review

Charities - Publication 1904-11

Valuable data showing the management, development and "trail" of publishing of a social work journal.

See also: Charities Review

Charity Organization Society - London

Box 103 (cont'd)

Charity Rates 1923

Contains transportation agreements between agencies and states

Box 104

Charity Rates 1924-29

Charity Rates - Railroad 1905-18

Charity Rates - Railroad 1927-33

Charter and By-laws

Child Care - Negro

1937 Proposal by Welfare Council for a placement study for
Negro children and youth.

1935 Study by Welfare Council of provisions for care of Negro
boys under 12 adjudged delinquent.

Child Labor

Child Labor Committee

Formation of the National Child Labor Committee & participation
of COS unit.

Child Welfare

Box 105

Child Welfare Federation - 1914-29

Until 1922 known as Babies Welfare Federation Shows agency position
in developing services to children.

Child Welfare League of America

Child Guidance - Bureau of

See also: New York School of Social Work

Childrens Bureau NYC 1899-1915

Children's Bureau 1914-15 Cases Referred

Children's Bureau - United States

Children's Court

Christmas Giving

Christmas Dinner Parties Given 1925-26

Christmas Giving by COS Districts 1912-16

Christmas Clearing Bureau 1923

Christmas Dinners 1903-12

Box 106

Chronically Ill Study by Mary C. Jarrett 1931

See: Welfare Council Chronically Ill Study 1931

Box 106 (cont'd)

Church and Social Work

Church and Social Work - Grace Church 1933-38

Shows the cooperation between COS and Grace Church

Citizens Family Welfare Committee

Citizens Family Welfare Committee - 1933 Campaign Radio Skits

Box 107

Citizens Family Welfare Committee - 1934-35 Campaign Radio Skits

Citizens Family Welfare Committee - 1936 Campaign Radio Skits

Clinics - Clinton Dental

Clinics - Fees

Clinics - Yorkville Dental

1916-18

1919-23

1924-33

Box 108

Coal & Fuel Investigation 1898

Valuable historical data refers to COS investigation of 1898
which resulted in the abolition of outdoor relief by DPC.
Opposition to a free coal bill in State legislature.

Cocaine, Sale of

See: Drug Addiction

Committee - Congestion of Population in NYC 1908

Shows participation of COS in a study concerned with rapid
population growth in NYC and inadequate health, recreation,
etc. resources.

Committee - Dependent Children

Committee - Dispensary Development 1921-26

Committee - Mendicancy - 1901-14

Committee - Mental Hygiene

Shows the varying states of understanding of mental hygiene
values among NYC agencies, different patterns of organization
to implement use of growing knowledge, etc.

Box 108 (cont'd)

Committee = Mental Hygiene

See also: Mental Hygiene & Casework
National Committee on Mental Hygiene

Committee - Prevention of Tuberculosis - General Correspondence
1909-1922-1927

Box 109 Committee - Prevention of Tuberculosis minutes 1907-1914-1919

Committee - Relief Program 1935

Proposals for a program of Federal Relief

Committee - Research

Minutes 1926-28
General Correspondence

Committee - Relief Program

See: American Association of Social Workers

Committee - Standard of Living

8th NY State Conference of Charities & Correction Nov. 1907

Committee - Standard of Living

See also: Costs of Living
Detailed material from a study of living costs in
NYC in 1907 among working men's families.

Committee - Tenement House

SEE: Tenement House Committee

Committee - Venereal Disease 1925-1927

Committee of Fourteen 1911-26

Committee on Criminal Courts

See also: Courts

Committee on the Care of the Poor 1907 Report

Author and agency not known
May be useful to one studying treatment of poverty during this period.

Box 109 (cont'd)

Committee to study the work of District Committees: SEE:
 District Committee to study work of District Committees
 Community Organization. SEE: National Social Unit Organization
 Conference - Monthly
 Confidentiality. SEE: Casework: Confidentiality of Records

Box 110

Consolidation Proposals, AICP/COS. SEE: Merger Proposals, 1894-1919
 Constitution
 Contributors Information Bureau
 Cooperative Social Settlement Society
 Cost of Care - Public Institutions, 1897
 Cost of Living
 Courts - Children
 Courts, Committee on Criminal

Box 111

Courts, Committee on Criminal, 1911-1920
 1923-1928
 1933 - June 1934
 1935

Box 112

Courts, Committee on Criminal, 1936
 Courts, Committee on Criminal - Minutes, 1910-1936

Box 113

Courts, Committee on Criminal - Reports, etc.

Box 114

Courts - Domestic Relations, New York City
 Courts, Magistrates
 Criteria for Position. SEE: Casework - Visitor in Training
 Day Care of Children - Survey Proposal, 1917. SEE: Child Welfare

de Forest, Robert Weeks
 Delinquency. SEE: Lippincott, Earl

Continued on next page

Box 114 (cont'd)

Dependent Children 1898-1907

Important Historical material re: provisions for care of dependent, neglected and delinquent children.
 Studies, philosophy expressed by different people.
 Review of facilities
 Shows activity of COS in participating on committee in NYC with child care.

Dependent Children - Cases 1899

Summaries of cases
 Interesting picture of case load problems of the times and of methods of handling.

Box 115 Depression - 1931-33

The beginnings of concern about effects of the depression are reflected in minutes of meetings of social workers (COS represented).

Depression - Police Cooperation 1930-31

Desertion - 1902-09

Contains material on a project in which N.J. Palzer of National Desertion Bureau worked with COS on its desertion cases. Shows developing methodology in location work.

Detention Facilities for Children 1900

See: Child Welfare

Directory of Charities

See: Directory of Social Agencies

Directory of Social Agencies

Disaster Relief - Aid to Defrauded Persons

Clark Brothers Relief - 1929

Disaster Relief - Home Services

Disaster Relief - Hudson River

Box 116 Disaster Relief - Park Place

Disaster Relief - Paterson N. J. Fire & Flood

Disaster Relief - Slocum

Disaster Relief - Thessalonika

Box 116 (cont'd)

Disaster Relief - Titanic

Disaster Relief - Volturno

Districts. SEE ALSO Boxes 198-202.

Districts - Boundary Changes

Protests on proposed changes in location, boundaries & consolidation of district offices.

Districts - Boundary maps 1882-1905

Districts - Bronx

Districts - Chelsea

Districts - Clinton

Box 117

District - Committee on Cooperation 1916-23

Districts - Committee on District Work 1887-1909

Districts - Committee to study the Work of District Committee

Districts - Committee to Study the Work of

Box 118

Districts - Chelsea-Lowell

Districts - Corlears

Districts - Harlem

Districts - Hudson

Districts - Hudson-Clinton

See also - Chapin - Alumnae Health Bureau

Districts - Intake Policies

Districts - Gramercy

Districts - Jefferson

Districts - Kips Bay

Districts - Riverside

Districts - Yorkville "Schermerhorn Park"

This folder tells a story of how activity of the Yorkville District Committee brought into being as a playground, the present Schermerhorn Park, East 67th & 68th Sts.

District Work - Committee on Cooperation

Box 118 (cont'd)

Districts - Yorkville

Districts - Relief Budgets 1928-34

Districts Secretaries - Central Office Group

Discussions of affairs related to casework operations
Responsibility during depression, etc.

(This was a sort of steering committee of the Dist. Secy. group)

District Secretaries - The Work of

See: Personalities - Richmond, Mary E.

District Secretaries Meeting 1909

Called "Agents Meeting"

District - Secretaries Meeting - 1911-1914

District-Secretaries Meeting - Oct. 1914-June 1915

Box 119 District-Secretaries Meeting - Oct. 1915-July 1916

District-Secretaries Meeting - Oct. 1916-Dec. 1917

District-Secretaries Meeting - 1918-1922

District-Secretaries Meeting - Jan. 1923-Dec. 1924

District-Secretaries Meeting-1923-1925

Box 120 District-Secretaries Meeting - Jan. 1925-Sept. 1926

District-Secretaries Meeting - Oct. 1926-Jan. 1927

District-Secretaries Meeting - 1926-1929

District-Secretaries Meeting - 1931-1933

District-Secretaries Meeting - Oct. 1930-Aug. 1931

District-Secretaries Meeting 1934-35

District-Secretaries Meeting - Oct. 1935-July 1938

Box 121 District-Secretaries (Assistants) Meeting Oct. 1923-Oct. 1927

District-Secretaries (Assistants) - Visitors Meeting 1910-12

In-Service training and discussion of case practice

District - Secretaries Meeting - Work and Procedure 1915

Box 121 (cont'd)

- Districts - Secretaries Meeting - Special, 1920-1922
 - Central Office Group
 - Program, 1912-1924
- Districts - Work and Procedure, 1915
- District Work - Reports
- District Work - Appointment, Visits, Salaries Paid
 - Mr. Devine Reviews Visits
- District Workers 2-day conference (1935 papers)
- Docket
- East Harlem Nursing and Health Service - Committee on Education, 1929-1930
- East Harlem Health Center, 1921-1922

Box 122

East Harlem Health Center, 1923-1925
Educational Clinics, 1916-1925
CCNY-COS Cooperation
Emergency Home Relief Bureau, 1931-1932
Its development from first stages; Welfare Council Committee material on subject.

Box 123

Emergency Unemployment Relief
Employment Bureau for the Handicapped, 1906-1912
Employment Service - COS-Riverside Church (Folder 1)
Reports, 1931-1933, by May Preuss; 1931-1935
Employment Service - COS-Riverside Church (Folder 2)

Box 124

Eviction Cases, 1914-1915
Eviction Clippings
Executive Committee. SEE Boxes 212-214.
Exhibits - Buffalo, 1903; Paris 1900
- World's Fair, St. Louis, 1903
Eye Glasses for School Children
Family Agencies - Function of
Family Service - Change in Name

Box 125

Family Service. District Secretaries
Committee, 1882-1910

Box 126

Family Welfare Association of Baltimore, 1914-1921 (speeches, etc.)
Family Welfare Association of Queens
Federation of Protestant Welfare Agencies

Continued on next page

Box 126 (cont'd)

Fees for Counseling Services
Folks, Homer - Commissioner of Charities

See: NYC Charities Dept. of 1898-1903

Forwarding Center Plan 1909-23

Forms - Sample Relief Tickets 1883

Historical forms data indicating various methods dispensing relief.

Fresh Air Fund

Material from 1901-36; Contains information about how COS conducted Fresh Air work and opinions about various kinds of placement used.

Fresh Air Home

Describes COS experience in 1919. Summer use of a boarding home on Connecticut shore for groups of mothers and young children for two weeks periods each.

Box 127 Friendly Visitors

Visitors

See: Casework - Friendly/Course by Zilpha D. Smith 1898-99

See also - Mary E Richmond, Notes on 1887 Annual Report

Fuel Savings

Fund Raising 1883-1909

Fund Raising - Central Financing

Fund Raising - Central Financing - Protestant Chest Proposal

Fund Raising - J. P. Jones Plan 1934

Fund Raising - Special Appeal (Violin appeal for "Jimmy")

German Soap Wrappers - Receipts.. SEE ALSO Box 308.

Gifts in Kind - See:- Thanksgiving Dinners - 1910-1921

Goodwill, Mary C.

Paper "Family Re-adjustment After the War" delivered at Atlantic City - undated.

See folder: American Red Cross

Goodyear, Caroline - Study of 500 Cases 1911-12 . SEE Casework - Caroline Goodyear Guardianship. Study.

Handbooks (2 volumes)

Handbooks (3 volumes)

Harlem Relief Society

Box 128

See Districts - Harlem

Harpers Weekly(Attack on COS)

See: Press and Social Work (Harpers)

Box 128 (cont'd)

Hartsdale Conference April 1911

Hill, Octavia

See: COS London, England

History - Fifteen Year Chronology COS 1896 Original Copy

Valuable pamphlets and bulletins; Some outside contemporary articles included to reflect the climate of the times.

History - 3 folder, 2 volumes

Box 129 Hodges, Dean George - 1910 Speech "Practical Philanthropy"

See also: Amer Assn for Organizing Family Social Work

Home Economics

Home Economics - Budget Standards - 1906
- Committee (2 folders)

Home Economics - Food & Clothing Prices 1919-21

Home Economics - Food Prices (Newspaper Clippings)

Home Economics - School Lunches

Home Economics and Social Work

Describes content of courses given by home economist (COS) to social workers & information about social science content of curricula for training in home economics.

Box 130 Home Economist 1916

Home Economist 1917-18

Home Economist 1919-26

Home Economist - Budget Study

Home Economics - Minutes

Box 131 Home Economics - Monthly Reports 1917-20

Home Economics - Students 1919-21

Home Work

Homemaker Service

See: Welfare Council - Housekeeping Service Report 1938-43

Also: Visiting Housekeeper Service & Nutrition
Homeless

Homeless - 1927-33

Box 131 (cont'd)

Homeless Clippings - Articles

Homeless - Federation of Agencies for Homeless Men 1922-25

Homeless - Municipal Lodging House 1914-15

Social Service Advisory Committee to Municipal Lodging House

Box 132 Homeless - Subcommittee - Welfare Council 1927-1929

Homeless - Subcommittee Welfare Council - Family Section

Homeless - Work Study 1930

Homeless and Unattached Females

See: Camp TERA

Homemaking Courses

Box 133 Hospitals & Social Service

Describes COS responsibility for investigating ability to pay clinic fees at hospital; describes assistance given to hospitals by COS in setting up social service departments.

House of Refuge and House of Detention, 1899-1902

Housing (7 folders)

Box 134 Housing (2 folders)

Immigration Committee - 1899-1902

India House

Industrial Development Studies 1896-1931

Infant Mortality, 1909

Infantile Paralysis

Box 135 Joint Application Bureau- Minutes, 1906-1916
Joint Application Bureau 1904-1919

General correspondence & memos; budget material; staff job description.

Joint Application Bureau - 1904-1911

Joint Application Bureau - 1907-1920

Analysis of cases 1905-1906

Definition of homeless men 1907

Study of conditions in lodging houses 1912

Study of conditions and working conditions in New Catskill

Aqueduct 1911

Annual Reports

Reports by contributors 1912-1920

Early material has lists of staff members

Joint Application Bureau 1908-1910

Box 136

Joint Application Bureau-Jan. 1910-Dec. 1912

Reports on JAB casework at Municipal Lodging Houses

Reports by social secretary - Are Homeless men permanently made self supporting?

Outline - What a social workers job at the municipal lodging house should entail.

Joint Application Bureau - Dec. 1912-1913

Joint Application Bureau - July 1912-March 1915

Correspondence & brief progress reports indicate scope of Charles B. Barnes' study of homeless men.

Joint Application Bureau - Jan.1914-Jan. 1917

Joint Application Bureau - Feb.-Aug. 1920

Services to ex-servicemen

Joint Application Bureau - Budworth Case

Box 137 Joint Application Bureau - Cooperative Workshop Plan 1934

Joint Application Bureau - Study of the Homeless 1931, 1938

Jones, John Price (Mr. Church)

Junior League 1910-30

Junior League - Children's Scholarship 1930-1932

Junior League - Assn. of

Junior League - Provisional Course

Junior Month

See various folders of samples of Student logs & evaluations - kept for illustration of process rather than reference on individuals.

Junior Month

Letters from Clare M. Tousley - show content & style of letter written to prospective & former Junior Month Students.

Junior Month - College President's Letters

Junior Month - COS publicity

Junior Month = History & Sample Programs

Junior Month - Pictures

Box 138

Junior Month - Student Logs & Evaluations - Bryn Mawr
 Junior Month - Student Logs & Evaluations - Connecticut
 Junior Month - Student Logs & Evaluations - Elmira
 Junior Month - Student Logs & Evaluations - Goucher
 Junior Month - Student Logs & Evaluations - Mt. Holyoke
 Junior Month - Student Logs & Evaluations - Radcliffe
 Junior Month - Student Logs & Evaluations - Smith
 Junior Month - Student Logs & Evaluations - Swarthmore

Box 139

Junior Month - Student Logs & Evaluations - Wellesley
 Junior Month - Vassar

Kasius, Cora

See: "Six Characters in Search of _____", 1925-Kasius
 Kennedy Employment Service
 Laundry 1894-1934

Laundry 1905-1916 (not found, 10/19879)
 Law Committee
 Legal Aid, Committee on

Legal Fees - 1913-1924

Fees for legal service paid deForest Bros-legacy and corporate service.

Legal Questions

Box 140

Legal Service
 Legal Suggestions for Friendly Visitors

Legislation

Admitting Children to Places of Amusement
 Antin Bill

Child Labor Amendment

Child Marriage

Child Welfare Bill

City Bond Issue

Civil Rights Issue

Correspondence

Equal Rights for Women 1922-23

Equal Rights for Women 1924

Farm Colony = Vagrants

Feebleminded

Insanity Laws

Box 141

Box 141 (cont'd)

Legislation

Jury Trials

Kerr Bill - Immigration, Naturalization, Deportation

Marriage Laws

Legislation, 1902-1929

Box 142

Legislation

Housing, 1913-1917

Legislation - New York State

Legislation - New York State for Tuberculosis Care

Legislative Bills, 1912-1913

Legislation (6 folders)

Box 143

Lenox Hill

Lippincott, Earl

Liverpool

Lodging Houses

Lowell, Josephine Shaw (7 folders)

Box 144

Lowell, Josephine Shaw (2 folders)

Lyons

Manhattan Trade School

Medical Exams

Mendicancy, 1883-1920 (SEE ALSO: Committees - Mendicancy; Vagrancy; NYC Police)

McLean Study of Queens. SEE Queens Family Service.

Mental Health Clinic, Proposal for, 1925

Merchants Association of New York, 1907-1925

(One of the early forerunners of National Information Bureau)

Box 145

Merger Proposals, 1894, 1914, 1923

Milford Conference

Milford Conference, 11/30/32 - 6/30/33

Final Report of the Committee of Five to the Milford Conference, November 1928

Milford Conference minutes and reports, 1925 - 1934

Molfird Conference Report, 1928, and Minutes, 1933

Box 146

Milk Committee, 1907

Milk Committee - New York, 1908-1915

Milk Strike, 1916 - Effects of

Municipal Physicians and Nurses

Narcotics

Box 147

National Alien Enemy Relief Committee

National Association of Societies for Organizing Charity

Important beginnings of Family Service Association of America

National Child Labor Committee

National Committee for Mental Hygiene

Box 148

National Conference of Charities & Correction 1897-1907

Contains Theodore Roosevelt's signature (as Gov. of NYS);
correspondence shows the variety of people and their interests
who were invited to the National Conference.

National Dept. of Health

Concern re: Health here expressed pre-dates establishment of a
United States Public Health Service or a Dept. of Health, Education
and Welfare.

National Information Bureau 1924-26; 1919-22; 1922-23

See also: Merchants Assn of NY
National Investigation Bureau & Organization of National Information

National Investigation Bureau & Organization of National Information

Forerunner of National Information Bureau
See: Merchants Assn. of NY

National Social Unit Organization

Historical interest lies in showing the beginnings of organized
attempts at community organization based on local community effects.

Box 149

Neighborhood Buildings - 1905

Proposal by COS of need for neighborhood centers where, in addition
to recreational facilities, relief needs could be met.

Nels Anderson Study

See: Welfare Council - Study - Homeless Cases 1931-32

New York Assn. of Day Nurseries

See: Assn. of Day Nurseries

NYC Charities Dept. of 1898-1903

New York City Charter Bill

Point of view of COS about the City Charter Bill Provision 1911 -
has historical interest as reflective of the times.

New York City - Commission Work Bureau 1931-32

New York City - Conference on Social Work 1914-25

New York City - Crime Commission

New York City - Department of Charities 1915-16

Predecessor of Dept. of Welfare

Box 149 (cont'd)

New York City - Dept. of Hospitals 1899-1908

Box 150 New York City - Dept. of Public Welfare - Reports on the Division & Boards of Child Welfare.

New York City - Dept. of Recreation - Dept. of Docks

New York City - Dept. of Welfare

See: New York City Dept. of Charities

New York City - Police Dept. - Relations COS

Historical Contents:

Mendicancy

Police Department and Relief - 1917

Police Work with Delinquent Boys - 1917

Police Welfare Bureau 1917

Appointment of Women as Police Officers

New York City - Probation System

New York Emergency Work Commission Report - Dec. 1931-May 1932

New York House & School Industry - 1910-1919

Describes COS's arrangement with this organization for training women for household jobs. Interesting example of a primitive form of vocational training.

New York School of Social Work - Oct. 1903-Feb. 1904

Early courses in Philanthropy - Beginnings of what became New York School of Social Work (Oct. 1903-Feb. 1904)

Box 151 New York School of Social Work - 1909-17

Contains important material e.g.

Field work plans of family agencies other than NY COS

Subjects taught in NYSSCO curriculum

Assignments of students to COS districts

Evaluative statements about students

COS staff teaching at school

New York School of Social Work-1911-12 Miscellaneous

See: 1909 paper on Co-operation Casework

New York School of Social Work - 1918-26

New York School of Social Work - Committee on Field Work 1925-1927

New York School of Social Work - 1909-20 COS District Plans for Field Work Training

New York School of Social Work - Extension Courses - 1926-28

Box 151 (cont'd)

New York School of Social Work - Field Work 1917-22

New York School of Social Work - Full record of one students experience 1912

Miss Mary P. Wheeler's file

Box 152 New York School of Social Work - Carnegie Building
New York School of Social Work - Richmond & Lee 1910-17

(New York State Conference on Social Work
(New York State Conference of Charities & Correction
(Miscellaneous Programs
(1900 (First Conference)1936

See Publication Box - Mezzanine Shelves

New York State - Probation

Nursing Service - COS 1900-1903-1904

Nursing Service - Field Work 1910-12 . Contains Mary E. Richmond's course for nurses: "Sickness as a Family Problem."

Old Age Assistance

Orphans

Penny Provident Fund

Personalities - Bannard, Otto T.

Personalities - Davison, Henry P.

Box 153 Personalities - Devine, Edward T.

Personalities - DeForest, Robert W.

Personalities - de Schweinitz, Karl

Personalities - Famous Autographs

Harry Hopkins	Jessie Taft
Will Rogers	Homer Folks
Betty Rogers	Robert La Follette
Kermit Roosevelt	Frances Perkins
James Rorty	Fiorello H. La Guardia
Leonard Wood	William Hodson

Personalities - Ford, Louise F.

Personalities - Kellog, C.D.-First General Secretary of COS

Personalities - La Guardia, Fiorello

Personalities - Hodson, William

Personalities - Kelley, Florence

Contains letters from Jane Adams and Julia C. Lathrop

Personalities - Kellog, Arthur P.

Box 153 (cont'd)

Personalities - Kennedy, John S.

Personalities - Lee, Porter R.

Personalities - Purdy, Lawson

Box 154 Personalities - Richmond, Mary E.

(1) 1893-1915

(2) 1916-1930

(3) The Work of District Secretary

See also: Richmond, Mary E.

Personalities - Sutro, Lionel - 1916

Personalities - Tousley, Clare M.

Reprints of articles by CMT re interpretation of casework services

Personalities - Wald, Lillian D.

Personnel

Philanthropy - School of

See: New York School of Social Work

Politics in Charities - 1902

An interesting example of social action to improve State
Hospital Care

Box 155 Position Classification (not found, 10/1979)

See also: Casework - Visitors Qualifications

Press & Social Work

See also: Charities Dispute 1916

Press & Social Work - 1907-11

Press & Social Work - 1912-14

Contains newspaper articles attacking charity - critical
correspondence and replies.

Press and Social Work - 1915-16

Press & Social Work - 1916-1924

Box 155 (cont'd)Press and Social Work
Criticism of COS

Various newspaper clippings - Feb. 1897 - Dec. 1898

"	"	"	- Jan. 1899
"	"	"	- 1906, 1907, 1908
"	"	"	- 1911

Press and Social Work

Press and Social Work - Evening Graphic

Press and Social Work - Harpers Weekly

Oct. 1914-Dec. 1914

Sept. 1914

August 1914

Box 156

Press and Social Work - Lawsuit 1888 - DeCosta - Howell

Suit brought against COS and Charles D. Kellogg for alleged libel.

Press and Social Work - Miscellaneous Items

Press and Social Work - NY American Attack on COS

Press and Social Work - New York Evening Post 1915-1920

Shows close relationship and good publicity given to COS

Shows Post's fund-raising for relief of elderly couples

The Press and Social Work - Pearson's Magazine

Pearson's Magazine articles by George Creel

Professional Education

1900 Syllabus "The Care of the Poor"

Lecture on "The New Concepts of Charity"

1929-30 Committee on Preparation for Social Work - Limited data

Professional Education

See: Casework - Teaching Conference 1921 - Klein

See: Casework - Training

Box 157Program: Community Development in the Depression
Prostitution

See: Committee of Fourteen 1911-1926

Protestant Fund - 1933-1936

COS statistics on numbers of Protestants served and costs; developed during the "Blaine Committee" fund raising era. Important for a study of Protestant agencies, volume of work with Protestants, etc. Contains pros & cons re a Protestant Federation and centralized fund-raising.

Provident Loan Society

Public Outdoor Relief

Publicity

Box 157 (cont'd)**Queens Family Service - Survey of Queens**

Queens Family Service (includes also Citizens Committee - limited data)

Radio Skits

Records Retention

Red Cross

Registration Bureau

Registration Bureau, 1892-1936

Box 158**Relief**

SEE ALSO: Districts - Relief Budget

Relief - Harlem - Mt. Morris District 1931-32

Records - Retention Schedule Plan

Relief - Strikers Families - COS position 1916

Relief Giving - Conference on

Hartsdale Conference - April 1927

Relief Supplementation - Fitzherbert Study

Relief Work - Suggestions 1906-1909

Very important for study of emerging casework processes.

Contains instructions to districts re: Relief giving and management.

Contains notes on a class given in Boston on investigation.

Contains articles on particular groups (e.g. working mothers who might be in need of relief)

Reports to Central Council (not found, 10/1979)

11/15/16 - 12/5/17

1/4/18 - 5/9/28

Research (not found, 10/1979)

See also: Casework - (Research Plans

(Technical Planning Committee

Richmond, Mary E.

See: American Association of Societies for Organizing Family
Social Work

See: National Alien Relief Committee

See: Casework - Treatment

See: Personalities - Mary E Richmond

Rockefeller Foundation

Russell Sage Foundation

Box 159

Grants to COS

Mrs. Sage's gifts (folder also contains Memorial on death of

Mrs. Sage, together with news clipping.

Box 159 (cont'd)

Russell Sage Foundation - Winter Exchange

Sabbatical Leaves

Inquires into practice - 1926

For discussion, refer to minutes of D.S. meeting

Saint Louis Exposition

See: Exhibits - World's Fair 1903

Salary Scale Study 1923-25 (also 1917 & 1918) (not found, 10/1979)

Comparative scales as reported by agencies

Early attempt to evolve position classification

See: American Association for Organizing Family Social Work

Saloons - Investigation of 1914-16

Important study in a study of care of homeless men (men slept overnight in saloons)

Sanders, Catherine

See: Studies - Sanders - Child Placing

Scannell, Ruth - March 1938

See: Studies - History of COS 1882-1935

School Census

School Lunches

See: Home Economics - School Lunches

Self Support Loan Fund 1907-11

Self Support Loan Fund 1914-17

Box 160

Seminars - Fitch - Industry & Social Work

"Six Characters in Search of -----" Kasius - 1925

Prepared in connection with Mobilization for Human Needs

Conference - Washington, D.C. - Sept. 1925

Smith, Zilpha D - See: Casework - Friendly Visitors Course
Social Action

See also: Politics in Charities

Social Conditions - Department for improving 1907-1924

Organization of Dept. for improving Social Conditions

Meeting of Central Council to consider question of new

department and discussion of appointing Lawrence Vgiller

Box 161

Social Laws Handbook - 1915-1917

Social Security & Social Case Work - Paper by Russell H. Kurtz - 1938

Social Service Exchange - 1912-1933

Steps leading to transfer of SSE from COS to Welfare Council

Society for the Prevention of Cruelty to Children

Staff Lists

Staff Paper - "Column Write"

Contains many items covering agency activities - it's personnel, etc.
which could be valuable aid to an historical researcher.

Staff Turnover Study CROSS REFERENCE

See: American Association for Organizing Family Social Work -1927-30

Box 162

State Board of Charities

State Charities Aid Association

Studies

Two hundred families in COS district - 1911

Italian Families - Gramercy

Intake - Gramercy District

Housing in Chelsea-Lowell District - 1935

Food Orders - 1915 - Emma Winslow (a study of 500 food orders sent
to families in need)

Court Hearing Procedure - Alice D. Taggart

COS Program in Depression Years

Child Care Agencies - Ethel Taylor

Intake - Case Material - 1928

Joint Committee on Home - 1916 (Mary Hurebutts' study of homes -
comments by COS in its' cases which were included shows the
work of the time)

Box 163

Studies - Child Placing - Sanders

Good picture of child placement needs in NYC as of 1923 as seen by
COS - Catherine Sanders, auther.

Studies - Child Placing - Taylor 1929

Studies - Crime & Behavior - Van Kleeck - 1930

Mary Van Kleeck's Study for Commission on Law Observance and
Enforcement

Contains a statement as to causes for crime & criminal behavior

Studies - Foster Care

Studies - Food Orders - 1915 - Emma Winslow

A study of 500 food orders sent to families in need

Box 163 (cont'd)

Studies, History of COS, 1882-1935 (Ruth Scannell, March 1938)
 SEE Box 128.
 Studies - Old Age - Ethel Taylor, 1929
 Studies - Relief, 1928 - Grace Marcus
 Draft of Grace Marcus' book
 Miss Marcus' summarized report
 Responses of social workers to report
 Russell Sage Foundation Study, 1926 - Comparative Statistics for 39
 Family Welfare Agencies on relief practices
 Material from American Association for Organizing Family Social Work
 bearing on their proposed relief study
 Studies - Relief - COS 1921 - 1927
 Studies - Supervision - Questionnaire on Methods - Joanna C. Colcord, 1916
 Studies - Venereal Disease - Grace Child

Box 164

Studies - Casework
 Studies - Manhattanville (Stauffer)
 Studies - Puerto Ricans
 Survey Associates
 Taylor, Ethel. SEE: Studies - Child Placing, 1929
 Studies - Old Age
 Tax Exemption
 Tenement House Committee - Correspondence, 1898-1912

Box 165

Tenement House Committee - Correspondence, 1918-1937
 General
 Annual Reports
 Adequacy of Courts in New York, Tenement Committee 1917
 Architects' Drawings, 1914
 Brooklyn Bureau of Charities, 1914
 Cellar-Basement Dwellings, 1917
 Cement Blocks, 1915
 Clean-up Week
 Committee - Interior Planning of Tenement Houses, 1914
 Committee of Fourteen, 1917-1922

Box 166

Tenement House Committee - Complaints, 1914
 Complaints - Action Taken, 1914
 Concrete Houses
 Exhibit, 1899-1900 (Clayton and McNeary Bills)
 Fire Prevention
 Fireproofing Old Law Tenements Committee, 1922
 Five Steps Forward
 Four Family House - Dowling Bill, 1918
 For You
 Heights of Buildings, 1912-1915
 Housing Shortage, 1918
 Improving Housing
 Inspection
 Legislation, 1911

Box 167

Tenement House Committee - Legislation, 1914
 1917
 1918
 1921
 Black Bill

Box 167 (cont'd)

Tenement House Committee - Legislation - Dodge and Leninger Bills
Lawson Bill (revision of) I
Lawson Bill (revision of) II
Miscellaneous correspondence, 1914
1917
1918
1919-1922
Model Tenement, 1914-1917
Model Tenement Districts, 1917

Box 168

Tenement House Committee - "Murder" Stable Block, 1917
National Housing Association, 1914-1917
Neighborhood Association, 1914
New York City Bureau of Buildings, 1914
New York City - Consolidation of City Departments, 1914
New York City Tenement House Department, 1914
New York City Tenement House Department, 1921
Newspaper Clippings
Open Stairs, 1922
Photographs, 1917 (not found, 10/1979)
Prosecutions - Decisions (violation of THC laws) 1914
Prostitution, 1914
Publications - "For You" 1914-1917
Publications - "For You" 1917
Publications - Small House Report - Newdick

Box 169

Tenement House Committee - Publicity
Rats, Children and Houses
Reports, 1917
Reports, 1918
The Residential Districts (protecting) 1915
Rooms or Cells
Sanitary Code, 1914
Shall the Law Permit. . . , 1913
Taxation - Single Tax - tax exemption on new buildings
Tenants League - responsibility, etc.
Tenement Construction
Testimonials
Three Family House Campaign, 1912
1913
1913-1915

Box 170

Tenement House Committee - Three Family Houses, 1913-1914
1914 (2 folders)
1918
Advisory Council of Real Estate
Interests, 1915
Cotillo Bill, 1915
Lawson Bill, 1917
Newspaper Clippings, 1917
Drawings, Plans

Box 171

Tenement House Committee - Three Family Houses, 1914-1917
1915-1926
Thomas, Andrew - Architect

Box 171 (cont'd)

Tenement House Committee - War Housing, 1918
 What the Law Requires
 Why Abandoned Buildings Should be Demolished
 Wire Fences, 1915
 Wire Fences, 1917
 Zoning, 1917
 Minutes, 1898-1917 (1 volume)

Box 172

Tenement House Committee - Minutes, 1908-1937 (four folders)
 Correspondence, 1900-1901 (1 volume)

Box 173

Tenement House Committee - Correspondence, 1917
 Reports and miscellaneous

Box 174

Tenement House Committee - Reports and miscellenous

Box 175

Tenement House Committee - Hearings
 Clippings

Boxes 176 - 179

Tenement House Committee - Clippings

Box 180

Thanksgiving Dinners, 1910-1921
 Examples of "in kind" giving which may be pertinent to
 future "social progress report."
 Theatre Investigation, 1906-1912
 Contents show COS representation on a committee to investigate
 movies, places of entertainment, dance halls, etc. Result:
 Draft of a bill to regulate places of amusement. Reflects
 concern in 1904 about violence in movies, possible destruction,
 effects on young people, etc.
 Testimonials, 1887-1895 (not found, 10/1979)
 Training. SEE Casework - training
 Casework - Visitors in Training (COS training course outline)
 Transients, 1935 (SEE ALSO Welfare Council - care of unattached)
 Transportation Agreement. SEE Charity Rates, 1923
 Tuberculosis
 Contains Study, 1902, by Miss M. E. Very, consisting of interviews
 with NYC physicians on cases and prevention of TB (See leather book.)
 Report on TB Congress in Berlin, May 1899
 Report on cases under care of Committee on Prevention of Tuberculosis
 (AICP, 1902-1903)
 Tuberculosis, 1916-1917
 Contains intensive study of four tubercular families, 1916
 Forcible removal of tubercular individuals from families

Box 181

Unemployment, 1904-1915 (2 folders)
 Unemployment in New York City - Welfare Council reports
 Unemployment relief, Governor's Committee on, 1935
 United Charities Store (proposal for joint purchases and supply)
 United States Children's Bureau. SEE; Bureau in the Interest of Children
 Children's Bureau, United States

MICROFILM

Box 182

Vacation School Proposal, 1894
 Vacation Services

See: Fresh Air Fund

See: Fresh Air Home

Vagrancy

Veiller, Lawrence

See: Social Conditions - Dept. for Improving

Venereal Disease

See: Studies Venereal Disease - Grace Child

See: Committee on Venereal Disease

Visitors - Friendly
 Visitors' Handbook **MICROFILM**

Visitors-Organization

Vocational Service for Juniors - Co-Op Plan COS

Case Summaries suggest range of services in behalf of children
 being given by district caseworkers.

Volunteers

Box 183 Volunteers - Association of

Volunteers - General

Volunteers - Lenten Classes 1915-1917

Volunteers - Meeting of March 1917

Volunteers - Monthly Reports 1924-1925

Volunteers - Monthly Reports 1927

Volunteers - Statistics

Volunteers - Study Class 1911-1916

Volunteers - Training of 1917-18-19

Criteria employed in judging work, types of assignments, school
 courses given.

Wartime Activities

See: Aliens Interned - 1918

Box 184

Wayfarer's Lodge

Started by COS in 1893 as Woodyard
See: Woodyard 1893-1919

Welfare Council - 1927

Mr. William Matthews of A.I.C.P. active
Beginnings of community interest in problems of aged

Welfare Council - Beginnings

Welfare Council - Central Registration Bureau - 1933-1934

Welfare Council - Chronically Ill Study - 1931

Welfare Council - Coordinating Committee on Unemployment, 1930-1931

Box 185

Welfare Council - Coordinating Committee on Unemployment 1934-1935

Welfare Council - Housekeeping Service Report 1938-1943

Welfare Council - Study - Homeless Cases

Logan Thomas Studies

Confidential Report on the Greater New York Gospel Mission
Report on the Homeless Men's Department of the Jewish Social
Service Association.

Nels Anderson Study

Confidential Report on the Hebrew Sheltering and Immigrant Aid
Society of America

Welfare Council - Study Homeless Cases - 1926

14 Agencies

Box 186

Welfare Council - Study-Homeless Cases - 1931

Nels Anderson Study

Report on the Men's Social Service Dept. of the Salvation Army
in New York City.

Welfare Council - Study - Homeless Cases 1932

Nels Anderson

The Method and Terminology of the Psychiatrists
Municipal Lodging House of New York City (Part I-II)

Welfare Council Bulletin

Contains only the following issues

Jan.	1930
Feb. & March	1930
Jan	1931
March	1931
April	1931
June	1931

Box 186 (cont'd)

Welfare Council Committee - Aged - 1927-1931

Material on needs, suggested solutions & reactions to legislative proposals re aged, from minutes of Welfare Council Committee on aged.
Establishment of Central Bureau on Care of Aged - 1927 at Welfare Council
COS policy re Care of Aged - 1929

Box 187 Widowed Mothers - State Committee on Relief of 1913-1914

Widow's Pension - April 1899 - March 1912
Widow's Pension - 1912-1914
Widows Pensions - 1907-1919

Box 188 Widow's Pension - Dec. 1910-Nov. 1917

Widow's Pension - May 1912-March 1913
Widow's Pension - 1913 - Abstract
Widow's Pension - 1913-1914

Box 189 Widow's Pension - Feb. 1913-Oct. 1920

Widow's Pension - Mr. Pearson's file - Cases and Reports
Winslow, Emma A.

See: Home Economics & Social Work Training Course

Woodyard

See also: Bread Line

Woodyard - 1893-1910

Woodyard - 1898

Plus COS operation of Woodyards competing against Commercial Woodyards

Woodyard - 1909-1924

Box 190 Woodyard - 1926-1931

Woodyard - 1930 - 1938

Woodyard - Finance Statement
Woodyard - Committee - 1899-1914

Box 191 Woodyard & Laundry - 1915-1926 (SEE ALSO: Laundry)

Woodyard and Laundry, 1925

Workroom - Unskilled Women (gives good picture of attitude of the times [1894-1903])

The Workroom seen as predecessor to the laundry.

Works Progress administration. (Limited data but fairly important historical data in relation to COS & AICP points of view and attitudes.)

Charity Organization Society

BOX		
192	Annual Reports, 1883-1904	
193		1905-1920
194		1921-1938
195	Bulletins	1910-1915 and miscellaneous
196		1916-1927
197		1928-1939
198	District Committee Minutes - First District	
199		Fourth and Fifth Districts
200		9th, 11 th, 14th, 16th, and Chelsea Districts
201		Corlears District
202		Corlears, Greenwich, and Yorkville Districts
203	Pamphlets and Reprints	
204	Consultatives, 1893-1897	
205	Central Council Minutes	1882-1893
206		1894-1912
207		1912-1939
208	Central Council Reports	Volumes 2 - 3 (Volume 1 not received)
209		Volumes 4 - 5
210		Volumes 6 - 7
211		Volume 8
212	Executive Committee Minutes	Volumes 1 - 3
213		Volumes 4 - 6
214		Volumes 7 - 8 and unnumbered (1915-1939)
215	Miscellaneous Volumes:	Central Office Committee, 1888-1891 Committee on Cooperations and District Work, 1910-1923 Committee Book: Visitors' Reports, 1893 History, 1882-1907 (3 copies)

Community Service Society

BOX
216 Press Releases, 1944 - 1947
217 1948 - 1953
218 1954 - 1956
219 1966 - 1970; Scrapbook

Masters Theses

220 Index
A - An
221 Ar - Ba
222 Be - Bo
223 Br - Ca
224 Ch - Dea
225 Del - Ek
226 El - Ga
227 Gi - Had
228 Hal - Hum
229 Hus - Ke
230 Ki - La
231 Le - Me
232 Mi - Pa
233 Pe - R
234 Sa - Sh
235 Si - Ste
236 Sti - Un
237 Ur - W
238 Y - Z

Casework Files

Boxes 239 - 286 (including 240A)

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

Boxes 287 - 294

A sampling of cases, in alphabetical order by name of client family. The files contain the same types of materials described above, and cover the years 1935-1940. The reason for the gap between 1918 and 1935 is not known; it is suspected by the Community Service Society that case records during those years were microfilmed and the originals destroyed and that the films were subsequently lost or destroyed.

Box 295

Miscellaneous cases and casework forms.

SEE DESCRIPTION SHEET FOR RESTRICTION ON USE OF
CASEWORK MATERIALS

Photographs

<u>Box-296</u>	Photograph albums 1 - 4
<u>Box 297</u>	5 - 8
<u>Box 298</u>	9 - 12
<u>Box 299</u>	13 - 15A
<u>Box 300</u>	16 - 18
<u>Box 301</u>	Photographs (miscellaneous) and art Box 301A: Photocopies of material in Box 301
<u>Box 302</u>	Photographs - negatives (including glass negatives) SEE ALSO OVERSIZE

Printed

<u>Box 303</u>	Family Service Association of America Family Welfare Association of America
<u>Box 304</u>	National Housing Association
<u>Box 305</u>	New York State Conference on Social Work
<u>Box 306</u>	Pamphlets - CSS and miscellaneous
<u>Box 307</u>	Pamphlets - miscellaneous

Box 308 Memorabilia and miscellaneous items
 Award, 1900
 Higgins German Laundry Soap Wrappers
 Microfilm (1 reel - clippings)
 Card index (AICP)
 Processing notes
 Medals - France, 1900 (2)
 Buffalo, 1901 (1) } 1982 Addition
Bound Volumes

Association for Improving the Condition of the Poor

Minutes, Board, 1850-1939	33 volumes
Minutes, Annual and Special Meetings, 1926-1938	1 volume
Minutes, Executive Committee, 1888-1893	1 "
Register, Visiting Committee, 1889-1890	1 "
Reports, 1845-1938, Volumes 1-23	2 volumes
Reprints, 1895-1931	2 volumes
Publications, 1844-1936, Volumes 1-6, ¹ * copies (copy 2 returned to CSS 10/6/94)	6 12 "
Clippings, 1914-1939	6 12 "
House Committee Minutes, 1880-1898	1 volume
AICP Notes, 1896	1 "
Bagdad on the Subway, 1917-1919	1 "
Home Hospital, 1912-1913	1 "
AICP Documents, 1883-1897 (by-laws, studies, etc.)	1 "

Charity Organization Society

Reports and Papers, 1882-1939	11 volumes
Lawson Purdy Resignation - Presentation Volume, 1933	1 volume

Miscellaneous volumes

Opportunity Shop (AICP-CSS) - Minutes, 1927-1943	3 volumes
- clippings	2 "
Nutrition Scrapbook (CSS)	1 volume
Report to the Council, AICP, COS, CAS, SCAA, 1923 (2 copies)	2 volumes
Membership Committee Lists (unidentified)	1 volume
New York City Board of Inebriety. Minutes, 1914-1917	1 volume
Bureau of Welfare of School Children. Committee on Foods and Feeding, 1910	1 volume
Day Book, 1891	1 volume
Ledger, 1886-1890 } 1982 Addition - - - - -	1 volume
<u>Oversize</u>	

Photographs and Artwork - General - - - - -	2 folders
- Album (Ward Manor)	1 volume
- Ward Manor	2 framed items
Index of New Cases, 1906-1908 MICROFILM	1 volume MICROFILM
Awards (3), 1893-1915	1 package

HISTORICAL DATA INDEX

COMMUNITY SERVICE SOCIETY OF NEW YORK
1939 - 1960

Section IV Part I

BOX #309

Abortions, Policy 1941

Administration, Policy: paper by Mildred Kilinski, 1958,
Discussion

Adolescents - see Youth Bureau

Agencies, Relations to Other 1951

Aging

- Budget Standards for Aging Persons, 1955-56
- Interdepartmental Committee on Services to the Aged,
Ollie Randall and others, 1947-49
- Miscellaneous I. 1947-52 (also contains 1921 AICP
Confidential report).

II 1952-60

- OASI Special Referral Project - Miscellaneous, 1957-59
- OASI Special Referral Project, Schedules, 1958
- OASI Special Referral Project, Reports 1957-61

BOX #310

Aging

- Residences for Aging Persons, see Tompkins Square House,
Ward Manor
- Services for: Study Project Annual Reports 1955-58
- Study Project - "Old Age Project" Planning for Study by
Ad Hoc Committee on Old Age Problems and Services, 1949-
51

- Study Project, Old Age Project (Staff) Committee Minutes 1949-51
- Study Project; Manuals and Reports, 1955-59

BOX #310

Aging

- Study Project: Miscellaneous 1950-58
Miscellaneous 1962-65
- Study Project - Minutes Research Staff Planning Conference, 1955
- Study Project, Rockefeller Brothers Fund Correspondence 1951-58
- Study Project - Technical Advisory Committee, 1955-56, Including Minutes
- Tompkins House Tenant "Broncho Charley" Case

BOX #312

American Theater Wing, "Broken Circle," Community Play
Commissioned by CSS 1957-58

- "The Maze"
- Miscellaneous 1954-1958

Anniversaries - see Hundredth

Application and Reporting Service - Annual Report 1956-57

Audit Reports

Birth Control - Policy on Giving Information and Advice, 1941-58

Boarding Home Service - Reports, Minutes of Staff Committee,
1944-46

Boys House - see Youth Bureau Residences

Boys Bureau and Bureau for Men and Boys see Youth Bureau

Brooklyn Bureau of Social Service and Children's Aid Society -
Proposal to Merge CSS with BBSS, 1960

Budgets (of the entire agency) 1939-40, 1945-46 (also in printed

annual reports)

BULLETIN of CSS, Comments on

By-Laws - 1939, 1962

Camps, see Vacation Services

Caroline Country Club - Minutes of Committee, 1939-46

Case Record Retention - Policy, 1954-55

Case Recording - System of, 1960; also Clerical Procedures
Pertaining to Case Records, 1960

Casework - also see Family Service

- Confidentiality, 1943-57

- Conference on, Charity Organization Society, 1935
(prior to Merger)

BOX #313

Casework

- Intake Policy 1951-60

- Interpretation of, n.d.

- With Children, 1953-56

- With Children - Workshop 1954-55

- Service to Court-Referred Children a Working Document
by Bertram M. Beck, 1951

- "Social Casework Practice", statement by Mildred
Kilinski and Staff Committee - 11/15/57

- Supervision, Concepts of, 1956-57

Casework - Nursing Collaboration - Minutes, 1952-53, etc.

Casework Position Classification - 1954

Central Services Department and Services for the Aging, 1953-54

Chelsea District - History of the Area Served

Chinatown

- Services to, see in Health-Nursing and Committees

- Rebuilding Proposal, 1950-51

Churches

- Church-Welfare Agency Cooperation 1950-52
- Grace Church, Miscellaneous, 1937 (Charity Organization Society) - 1952 (CSS)
- Grace Church Project 1944-45
- Riverside Church Contributions for Employment Service, District Office, 1935-49

Citizens Advice Bureau - English Model, 1958

Civil Defense

- Federal, Emergency Welfare Services, 1951-53
- New York City-Emergency Welfare Division, 1950-56

Clippings - Destruction ordered for 1945-53

- See: Reports Section

BOX #314

Committee Minutes - Filed in Three Drawers following XYZ - This Section

Committee - Adopt-A-Family

- Annual Reports, 1940-41, 1950-51 to 1957-58
- Adopt-A-Family, Appeals, Reports, Lists, from 1932 When It was in the Women's Division of the Emergency Unemployment Relief Committee) Then in AICP, and CSS 1943
- Adopt-A-Family, Benefits, 1932-39
- Adopt-A-Family - Endowed Beds, 1935; Red Cross Cases, 1944-46
- Adopt-A-Family - Family Service Cases, Agreements with various Other Departments, 1942-49
- Adopt-A-Family-John Price Jones Fund Raising Plan, 1933

- Adopt-A-Family - Membership, 1932
- Adopt-A-Family, Miscellaneous, 1932-59

BOX #315

Committees

- Adopt-A-Family, News Clippings 1930's-1940
- Adopt-A-Family, News Releases, 1930's - 1940
- Adopt-A-Family, Printed Material, Forms and Their Uses, 1932
- Adopt-A-Family - Relations with CSS as Parent Body 1932-60
- Child Care, 1943-50
- Chinatown Health, 1954-62
- Contributors' - Miscellaneous, 1950-52
- Dental Advisory, 1939-56
Minutes 1943-1957

BOX #316

Committees

- District Committees of Family Service Dept., General
- Family Service
- Fee (staff)
- Fund Raising, 1939-40
- Health, 1942-44
1948-53
- Health - Subcommittee on Dental Clinics
- Health - Subcommittee on Medical Service Club and Health Examination Clinics of Department of Educational Nursing
- Housing: Members 1946-60
- Joint Research (staff), 1957-60

BOX #317

Committees

- Nursing, 1941-42
- Old Age Problems and Services, Ad Hoc Committee, 1949-51
- Personnel Needs 1956-57
- Personnel Practices, Formation and Membership, 1939-44
- Research, 1939 ff.
- Survey 1948-49
- Vacations 1940-1941
- Ward Manor (re: discontinuance) 1955
- Workroom 1955
- Youth Bureau 1960
- Youth and Justice, 1945

Contributors

- Case, Florence L. and E.P., residents of Wassaic, Dutchess County, sent hand-made baby clothes and small cash gifts, 1930-66
- Largest Individual, Listed, 1958-59
- Miscellaneous (also see Personalities)

BOX #318

Contributors

- Pierce, General & Mrs. Palmer E. 1927-49
- Reese, Mrs. E.P.
- Rockefeller, John D., Jr. 1940-60 (includes correspondence re: client named Rockefeller.) See also in Foundations and Personalities
- Root, Elihu Jr. 1912-50

- Sloan Alfred P., Jr. 1916-45
- Stewart, William A.W., Jr. 1922-57
- Whitney, Gertrude Vanderbilt, Harry Payne, William C., Foundation

Contributors, Report Letter to, from Board Chairman 1957, 1959, 1960

Cost-Study Data: Cost of Service, Cost of Fund Raising, 1952-53

Courts and Family Casework, 1937 (Charity Organization Society) - 1957

Crawford Shops, 1946

Day Care Programs for Children (Proposal for a Study, 1959)

Day Nurseries and Play Schools, 1940-46

Day Nurseries, N.Y. Association of, 1947-50 (A Project Espoused by Anna Kempshall, Family Service Director of CSS) Minutes and Constitution

Dental Clinics-see Committees: Dental Advisory Committee, 1943-57

Displaced Persons

- 1944-53. (also see Immigrants, New)

BOX #319

Displaced Persons

- Greek Orphans

District Secretary Meetings

- Oct. 1938 - July 1946
- 1946 - 1952

Desoris, Study and Treatment Residence for Adolescent Girls, 1947
- see Youth Bureau Residences

Doctoral Dissertation Policy, Use of Source Material Originating in This Agency, 1952-58

Employment: Kennedy Employment Service

- Annual Reports 1938-49

- Miscellaneous 1932 (C.O.S.)-1949

Box #320

Endowed Beds (in hospitals) 1930's - 40's

Family Agencies

- Seven, later Eight, Group, 1942-48
- Seven, Eight Group Leaflets

Family Court see Courts and Correction

Family Life Education

- 1951-58
- The Question of (Staff) Committee on Study of Group-Education Approach in Client Service, Minutes 3/51 to 9/51

Family Services Department

also see Casework

- Annual Reports (also see Casework) 1943-44, 1959-60
- Director: Position Qualifications, 1952
- District Map Cards and Boundaries
- District Offices, Training Guide for Office Supervisor in 1954
- District Offices: Outposts and Projects
- District Offices, Miscellaneous
- Family Service Department, Function and Purpose, 1950-55

BOX #321

Family Service Department

- Family Service Manual (Vol. II) C.O.S. no date, apparently done in the 1930's
- Family Service Manual, 1954-59
- Family Service Manuals, for Caseworkers, 1946; for

Student Supervisors, 1951, 1952

- Family Services Manuals, Organization Manual, 1954
- Family Services, Miscellaneous
- Family Service, Professional Responsibility Study of, 1947-49

BOX #322

Family Services Division, Office Survey, 1954, (re: Open Floor Plan)

- Policies and Procedures, Miscellaneous, 1955-58
- Position Classifications, 1951-52
- Self Study, 1959, Prepared for Use of Board-Staff Committee in Study of CSS
- Social Casework Practice, Statement on, 1957
- Staff Development
- Student Training, 1952-57
- Unit Reports on "General Trends and Needs in the Community," as Part of "Searchlight" Study in Preparation, 1959

Family Service in World War II

- American Red Cross

BOX #323

Family Service in World War II

- U.S. Army: Personal Affairs Office, Emergency Relief Office
- Department of Public Interest Liaison Comm. 1954-55

Fees for Casework Service, 1937-1960 (a Round-Up)

Fellowship Program, 1929-58

Financial Assistance Practice, History, 1937-1950 ("Relief" Practice) see also "Relief"

Foundation Presentations, Miscellaneous

Foundations

- Commonwealth Fund, 1936-44
- Congressional Investigation, 1953-54
- Guggenheim Memorial Fund 1949-50 (Not Found 7/81)
- Hayden Foundation
- James, 1943-59 (Not Found 7/81)
- James Foundation and Arthur Curtiss James,
1931-59
- Milbank Memorial Fund
1949-57

BOX #324

- Milbank Memorial Fund
Requests 1939-43
- Miscellaneous Foundations A-F, M-Q, R-Z
- Rockefeller Brothers Fund, 1951-60 (See also in
Contributors, Personalities)
- Rockefeller Foundation, 1921-55 (and see above)
- Rockefeller, Laura Spellman Memorial, 1919-34
- Sage, Russell
- Schimper, F. and A., - Ehrmann Foundation
- Tinker, Annie R., Memorial Home, 1933-56
- Turrell Fund, 1937-58

BOX #325

Fund Raising

see also (N.Y.) TIMES Neediest Cases

- Annual Report of Family Service Fund 1936-37 (?)

(C.O.S.)

- Campaign Mailings

1939-40

1948-49: Appeals, Reports, Acknowledgements

BOX #326

Fund Raising

- Campaign Mailings

1950-51, Program Support Fund

- Campaign Reports, 1939-40, 1948-49, 1951

- Campaign: Women's Committee 1956, '57, '58 '59

- Campaigns: Family Fund News 1955-59, CSS Reporter
Oct., Dec. 1950, Jan. 1951.

- Contribution and Contributor Statistics 1945-59 (See
also Contributors)

- Costs, 1953-59

- Inquiry, 1953-54, Se. Tompkins Joint Legislative
Committee.

BOX #327

Fund Raising

- Miscellaneous, 1939-59

- Orientation for Volunteers, "N.Y.Close-Up" luncheons

- Proposal by John Price Jones Corp. July 1939

- Record Room Reorganized, 1957-58

- Regular Mail Appeals, 1938-39

- Studies and Plans I, 1939. 1942. 1948-49

BOX #328

Fund Raising

- Studies and Plans II, 1950-56

) **General, CSS the Oldest Family Society, Some Facts to
Substantiate This Claim**

- New Program for 1960-61, as Prepared for Rockefeller
Brothers Fund and Based on "Searchlight on New
York," 10/27/60
- Purposes, Program, 1939-59

Gifts-in-Kind

- Christmas and Other, from Employee Groups such as
ATT, Metropolitan Life, and also from Schools
- Miscellaneous
- Streeter Com (Re: Policy) 1956

Greater New York Fund

- Committee on Capital Funds, 1939-40

BOX #329

) **Greater New York Fund**

- Community Council, Study of Re: Financial Support of
Selected Activities of the Council, 1956-58
- Criteria for Admission to, 1938-44
- Discretionary Fund Grants-Casework Demonstration
- Distribution of
- Formation
- Study of Imbalance of Services
- Solicitation of Privately Owned Firms (Brunie Report)

BOX #330

Greater New York Fund

- Operation of Fund, 1942
- Proposed Study, 1952
- Renewal Claims

- Grants, 1938-1961
- Handbook
- Miscellaneous
- Formula for Solicitation, 1939-1959

Group Therapy, Papers on, 1949-60

HANA - Harlem Neighborhood Association

- 1959-60
- Correspondence

BOX #331

Harlem Scholarship Fund, 1940-60

Harlem School Project, P.S. 184

Harlem: Uptown Chamber of Commerce (as Contributor)

Health Associate, Job Description, 1951

Health: Clinics

- Dental Clinics, 1947-56
- Dental and Health Clinics, 1947, 1948-49
- Dental Nutrition Project of the Murray Hill Health Service, 1941-42
- Medical Service Club (Includes History Since 1926)

Health: - Family Health Maintenance Demonstration

- Financial Data
- General I 1943-50

BOX #332

Health: - Family Health Maintenance Demonstration

- General II 1950-56
- General III 1957-60

- Minutes of Committee, later Operating Board, 1945-56
- Round Table, 1953

Health - Nursing (also see in Studies, Internal)

- Annual Departmental Reports

Folder I 1946-49

Folder II 1950-58

- Bronx District

Gillen Report: "Helping the Physically Under-Par Child and His Family with their Health Problems" 1946

Reports 1946, 1949

Projects & Proposed Projects 1942-45

- Casework-Nursing Collaboration

Folder I 1950-52

Folder II 1953-60

BOX #334

Health-Nursing

- Casework-Nursing Collaboration
 - Staff Advisory Group on Health Program. 1955-1956
 - Committee on 1953-1954
 - Committee Study 1957
- Casework-Nursing, Consultant Plan, Staff Committee Minutes, 1950-51
- Casework-Nursing Consultant, 1958-59
- Casework-Nursing Relations, Ad Hoc (Staff) Committee on Department of

BOX #335

Health-Nursing

- Educational Nursing-Family Service Department

Relations 1949-50 (Minutes)

- Casework-Nursing Relations

1939-40 (Efforts to Work Out Merger Problems)

Joint (Staff) Committee Meetings 1939-40

- Chinatown Health Service, 1944-60 INCLUDES: Report on Growth and Development to CSS Public Health Service in Chinatown Oct. 1944 - Jan. 1953 by Beatrice Dunham

- Chinatown - Nurses' Logs 1948-51

- "Doctorless Days", Newspaper Series by Nursing Staff 1943

- Educational Nursing Department

1939-52 (also see, as later named, Public Health Nursing Service)

Description Prepared for 100th Anniversary Survey Committee 1948 by Caroline Falls

History, Miscellaneous

Outline of Historical Data 1948

BOX #336

Health-Nursing

- Educational Nursing Studies 1945-49
- Educational Nursing Study by M.L. Shetland 1943, Correspondence
- Educational Nursing Summary (Camery) 1957
- Field Work Contacts
- Foster Home Supervision, the Nurses' Part in Family Service Project to Place Infants in Foster Homes, 1944-1946
- Gross Dental Needs in 324 PHNS Families 1954
- Harlem River Tuberculosis Service 1941-44
- Health Examination Clinics of D.E.N. 1950

- Health Improvement Classes 1944-45
- Lenox Hill Health Service, 1943, 1951

BOX #337

Health-Nursing

- Manuals of Practice, 1959, 1954, 1948
- Moton Health Service 1939 ff.
- Public Health Nursing Service (Formerly Educational Nursing Dept.) 1952-60
- Publications of D.E.N. and of the P.H.N.S. of Family Services Department, 1943-53. Includes "Guide" samples
- Recreation 1948
- Student Training 1938-42
- Time Spent in Direct Service to 89 Families by East River Public Health Nurses 1955
- Time Study, PHN Section, 1957

BOX #338

Health: Tuberculosis

- Historical Background of TB Family Division, 1843 to Merger 1939
- Miscellaneous
- Otisville Sanatorium
- Study Committee 1939-42
- (TB) Work of AICP and COS, Summary of Study, 1941

BOX #339

Health: Miscellaneous

- Asian Flu 1957
- Fluoridation, Statement 1957

- Goldwater Hospital Project: An Evaluation of the Post-Discharge Needs of Rehabilitated Older Persons, 1959-60
- Health Problems of Families Under Care in Family Service Department Jan. 1940
- Maternity Service Project (Public Affairs Dept.) 1957-62
- New York Hospital: Dr. Webster's Study of Health of Some CSS Families 1940
- Program of Health Associate 1951-55
- Proposed Health Project with Cornell Medical school 1954

Historical Data (Miscellaneous)

Home Economics and Nutrition

- Budget Planning
- Budgets for Boarding Homes
- Cost Schedules
 - 1940-49, Budget Standards for Families
 - 1950-60

BOX #340

Home Economics and Nutrition

- History, Nutrition Service
- Home Economics Committee
 - 1945-47
 - 1941-44
- Miscellaneous
- Nutrition for Older Persons
- Nutrition Service (fully described) 1948

Homemaker Service

- Advisory Committee, 1946-47, 1948-49

BOX #341

Homemaker Service

- Annual Reports, 1946-60
- Extended Homemaker Service Project, 1954-59
- Harlem Scholarship Fund, 1948-58
- Homemakers' Club, 1946-50
- Human Interest Case Stories
- Miscellaneous, 1945-56

BOX #342

Homemaker Service

- National Committee, 1949-61
- Study Group, 1948
- Tenth Anniversary 1956

Housing

- Abandoned Buildings
- Adjusted Rents
- Airshafts, 1940-41
- Cellar Occupancy
- Cellar Occupancy Photos n.d.
- City Council Bills with Comments 6/39-6/39;10/39-10/40
- Function and Policy of Committee on Housing, 1941 ff.
- James Weldon Johnson Community Center, 1947-55

BOX #343

Housing

- Legislative Action by Committee, Miscellaneous, 1939-

1959

- Legislative Book I Book I; Book II; 1939
- Miscellaneous, 1939-42
- ** - Miscellaneous Activities of AICP
- ** - Miscellaneous: C.O.S. 1938-39
- Old Law Tenement Awards, 1939
- Photos - Miscellaneous snapshots, negatives, New York City, 1940's
- Relocation of Residential Site Tenants

BOX #344

Housing

- Reports, Annual 1938 ff., Biennial, 40-year (C.O.S.) 1938, 50 year 1948
- Service to Families and Individuals, 1936-48
- Urban Development, 1956-58: Speeches, Statement of Positions

Hundred Year Association, Dinners for

- Howard Rusk 1960
- John D. Rockefeller III 1959
- Keith McHugh 1958

Hundredth Anniversary Book, "Frontiers in Human Welfare" 1948,
see in REPORTS section

- Letters and Memos
- Program and Publicity Plans

BOX #345

Hundredth Anniversary Book

- Survey and Plan, John Price Jones; Report and Suggestions, Prof. Otto Pollak

- Symposia Programs, Bulletins
- Symposium I Papers, "Human Relations in Science and Practice", 1948
- Symposium II Papers, "Health and Family Life", 1948
- Symposium III Papers "Professional Social Work: Its Substance and World Significance" (Also the 50th anniversary of the N.Y. School of Social Work of Columbia University and the Community Service Society) 1948
- Symposium Publications: Book Review N.Y. Times Aug 21, 1949 Columbia University Press: "The Family in a Democratic Society" and "Social Work as Human Relations"
- Symposium Synopsis: "Guideposts for a Second Century of Community Service", 1948 (Duplicate in Reports Section)
- Town Hall Meeting 1/22/48

BOX #346

Immigrants (New): Church World Service, Project for the Integration of New Immigrants, 1947, 1954

Immigrants and New Americans Project Serving People from Eastern Europe Located in Chelsea-Lowell District, 1955-60

Immigrants and New Americans

- 1939-54

- Minutes of Welfare Council Committee, 1951-55

Intercommunication, (Staff) Committee on, 1953-54

Inter-professional Staff Meetings (in Family Service Dept.) 1951-53

BOX #347

James Weldon Johnson Community Center, Committee Minutes, 1948-49

Jefferson Houses Site Relocation Service - East River District

of Family Service 1956-57

Juvenile Delinquency, Miscellaneous, 1959

Kempshall, Anna see: Reorganization, 1951-1952

**** "Kingsbury Affair" 1938 (AICP)**

Library Plan, Catalog Lists, Forms, Staff Committee, 1951-55

Library, Reports 1953-56

Library Advisory (Staff) Committee, Minutes, etc., 1953-63

**** Library, of Russell Sage Foundation and CSS, 1912-49**

Lobbying for Social Legislation, 1936, 1959

Mailing Samples for Special Events, mainly 1959

Meetings, General Staff, 1953-58

BOX #348

Mental Health: Greenberg Bill to Amend State Medical Practice Act, 1949-54

Mental Health in Family Service, Miscellaneous Papers by Staff, 1950-59

Merger of AICP and COS to Form CSS

- Completed: Certificate of Consolidation, 1939; Last Separate Annual Reports, First CSS Annual Report, first Organization Chart, CSS; First Descriptive Brochure, CSS; First List of Officers and Committee Members of CSS
- Comments from Prominent Persons, from Contributors, et al 1939
- Correspondence and Minutes of AICP re: Merger 1938-39
- COS Correspondence and Report RE: Merger 1939
- Miscellaneous Correspondence, Minutes and Signed Proxies, 1939

BOX #349

Merger of AICP and COS to Form CSS

- First Year After
- Founders Meeting 10/17/79
- Meetings - Administrative Committee & Board 4/39
- Miscellaneous
- Naming the New Society, 1939
- News Clippings
- Photos, 1939
- Documents
- Pre-merger Thinking

BOX #350

Minutes - Includes staff committees only if "twinned" with Board Com., like Staff Plan and Scope Committee, other staff committees in straight alphabetical order. Minutes are filed separately at the end of the alphabet.

- Committees, Miscellaneous, ca. 1940-41
- Adopt-A-Family 1939-48; 1949-54; 1955-59
- Budget, 1940-55

BOX #351

Minutes

- Budget and Planning, 1956-59
- Bureau for Men and Boys, 1939-41; 1942-45; 1946 - June 1950; continued as Youth Bureau
- Child Care, 1945-50

BOX #352

Minutes

- Chinatown Health, 1950-61
- Contributors, 1942, 1943, 1950, 1951-56

- District Committees:

- Bronx 1952-59
- Chelsea-Lowell 1942-46; 1947-52

Box 353

- District Committees:

- Chelsea-Lowell 1953-55, 1956-60 (4 Volumes)
- East River 1953-56; 1957-59 (A combination of former Yorkville, Mt. Morris, and Jefferson Districts) (2 Volumes)
- Gramercy 1946-49
- Harlem 1942-49

BOX #354

- District Committees

- Harlem 1950-55; 1956-58
- Jefferson 1947-52
- Jefferson-Yorkville 1952-53
- Mt. Morris 1945-46
- Queens 1939-48; 1950-60
- Queens Subcommittees, 1939-48

BOX #355

- District Committees

- Queens Subcommittees, 1946-51
- Riverdale (West Bronx Advisory) 1949-52
- Riverside 1944-48; 1949-54; 1955-60 (3 Volumes)
- Yorkville 1940-43

BOX #356

- District Committees

- Yorkville 1944-49; 1950-52

Minutes

- Executive Council 1939-40; 1941-42; 1943-44

BOX #357

Minutes

- Family Service (s) 1943-47; 1948-53; 1954-57; 1958-60 (4 Folders)
- Finance 1940-43

BOX #358

Minutes

- Finance 1944-46; 1947-51; 1952-59
- Health 1943-51
- Hospitality 1957
- Housing 1939-41

BOX #359

Minutes

- Housing 1942-49; 1950-54; 1955-57; 1958-60 (5 Volumes)
- Opportunity Shop 1944-47; 1948-51

BOX #360

Minutes

- Housing 1952-57; 1958-60
- Opportunity Shop Board of Managers 1941-59
- Opportunity Shop Special Meetings 1941
- Personnel Needs 1956-57
- Plan and Scope 1949-51 (Board)
- Plan and Scope 1949-51 (Staff)

BOX #361

Minutes

- Public Affairs 1952-55; 1956-59
- Public Interest 1942-58
- Real Estate 1939-53
- Research 1940-43; 1944-45

BOX #362

Minutes

- Research 1946, 1947, 1948, 1949, 1950-59
- Survey (Hundredth Anniversary) Jan. 1948 - Feb. 1949

BOX #363

Minutes

- Trustees, Board of, and Administrative Com.
 - First Meeting April 12, 1939
 - May 1939 - March 1940 (Includes Annual Corporate Meeting)
 - April 1940 - Dec. 1940

BOX #364

Minutes

- Trustees
 - 1941; 1942; 1943

BOX #365

Minutes

- Trustees
 - 1944*, 1945; 1946; 1947

BOX #366

Minutes

- Trustees

- 1948; 1949; 1950

BOX #367

Minutes

- Trustees
 - 1951; 1952; 1953; 1954

BOX #368

Minutes

- Trustees
 - 1955; 1956; 1957; 1958 - Oct. 1959; Dec. 1959 - Dec. 1960 *not found

BOX #369

Minutes

- Tuberculosis Study Dec. 1940 - Oct. 1941
- Volunteer Education 1956-57 and Nov. 1960 "Orientation and Education"
- Volunteer Workroom 1956-57
- War Emergency Agencies 1943-46
- Women's Committee and/or Council 1939-51
- Women's Council Executive 1940-42; 1952-55; 1956-60
- Youth Bureau 1950-55

BOX #370

Minutes

- Youth Bureau 1956-60; Subcommittee on Legal Problems 1958
- Youth Bureau Executive 1932-40
- Youth and Justice 1939-47

Narcotics, 1951 Report by Leonard V. Harrison; 1959

New York Association of Day Nurseries 1948-52

New York City Welfare Department

- 1947-50
- Allowances 1949-50
- Report of Mayor's Committee of Inquiry 1959-60

BOX #371

New York City Youth Board

- Committee on Child Welfare and Family Services - 1950-1960
- Contracts 1952-60
- Correspondence Regarding Contracts 1949-1962
- Miscellaneous 1950-60

New York Educational Projects, Inc. 1945

BOX #372

N.Y. School of Social Work (Later Columbia University School)

- Early Classes (photos)
- Fund Raising
- General
- 60th Anniversary Dinner

Non-Sectarian (Family) Agencies: Association of Independent Agencies 1947-54

BOX 373

Non-Sectarian (Family) Agencies

- Miscellaneous 1944-51; 1951-55

N.Y. TIMES Neediest Cases, see TIMES neediest Cases Appeal

Nursing, Dept. see Health

Nurses House, Inc. (Formerly Cobble Court Inc.) 1947-48 Minutes, etc.

- Deeds and other Legal Papers Re; Property in Babylon,

L.I. 1924 (AICP) -47

Nutrition see Home Economics and ...

Office Space: To Move or Not to Move, etc. 1955-59

- Minutes of Special Committee on Housing of Offices 1956-59

Opportunity Shops 1959-60

Optical Membership Plan (for Staff) 1944-57

BOX #374

Organization Charts 1941-58, Actual and Proposed

Organizations, Miscellaneous

- Citizens' Advice Bureaus in Great Britain, from 1939
- Community Chest for New York? 1939 or earlier to 1948
- Community Council see Separate Listing: Welfare Council
- Greater New York Fund see Separate Listing
- International Conference of Social Work 1956 (re: participation by CSS General Director)
- Junior League of N.Y.C. 1940-57
- Miscellaneous 1940 ff.
- N.Y.Hospital, Collaboration in Dunbar Study of Mental Components of Organic Disease 1938 (C.O.S.)
- Planned Parenthood 1953-58
- Society of St. Johnsland 1957-58
- Survey Associates 1948
- United Councils of Greater New York, (proposed) Proposal to United Welfare, Health and Hospital Councils 1946

BOX #375

Participation, Ad Hoc Staff Committee on, 1954-55

Personalities (also see Contributors)

- Atterbury, Grosvenor, Committee on Housing 1936 (C.O.S.) - 1956
- Barnes, Mrs. Courtland D. (Katherine D. Barney, Board Member from 1920
- Clark, Stephen C. and Susan V.H. Clark as Donors 1915 ff.
- Davies Stanley Powell: General Director C.O.S. 1933-39; CSS 1939-57; Associate in Planning 1957-58
- DeForest; Robert W. (including Several Photos); Johnston; Story of Cecelia Beau portrait of Robert
- Ecker, Frederick H. 1923-64
- Emerson, Guy, and Mrs. 1935-69
- Flagler, Harry Harkness 1933-58
- Foster, Austin T. and Mrs. Marjories 1938-58
- Gifford, Walter S. (2 folders): in CSS 1939 ff, in C.O.S. 1928-39

BOX #376

Personalities

- Goodrich, Ernest P. - Committee on Housing 1927 (C.O.S.) - 1955 (CSS)
- Hartley, Robert M. - Descendants of AICP Founder
- Horner, Frederick C. - Com. on Housing and Former Tenement House Com., CSS and C.O.S.
- Kirkbride, Franklin 1934....
- Leffingwell, Russell C. and Mrs. Lucy Hewitt L.
- Lowell, Josephine Shaw (1843-1905) a Pamphlet by Margaret Rich 1954
- Matthews, William H. - photo and early Bio (His Papers at N.Y. Public Library)

- McCook, the Hon. Philip J. and Mrs. McCook 1905-63
- Merrill, Edwin K. and Edwin G.-Correspondence 1915 ff
- Milbank, Albert G.
- Miscellaneous: Folder I, A-L; Folder II, M-Z
(Includes Ms of a Bulletin "Service by Families" by
Elsie Kearns for the 100th Anniversary in 1948; also
some photos

BOX #377

Personalities

- Morgan, J.P. and Junius
- Osborn Mrs. William Henry (Katherine S. Haven
Redmond) and Mrs. William Osborn (Alice) 1908 ff.
- Pope, Bayard F. 1932-1966
- Purdy, Lawson, C.O.S. Secretary and Director 1918
39; Com. on Housing 1917-38
- Randall, Ollie A.
- Rockefeller, John D., III and Mrs. Blanchette Hooker
R. 1931 - also see Rockefellers in Foundations and in
Contributors
- Roosevelt, Pres. Franklin D. and Mrs. 1929-54
- Saville, Thorndike
- Scott, S. Spencer, 1950-56, Trustee and Chairman of
Public Interest Com.
- Schwarz, F.A.O. and Mrs. (duBois) 1937-52
- Sloan, George A., and Mrs. 1938-48, AICP and CSS
Trustee
- Stanley, Harold, and Mrs.
- Statler Mrs. Ellsworth, 1936-58
- Streeter, Edward, 1931-58
- Thomas Andrew J. of Housing Com. and Architect of
Early Housing Projects

- Tousley, Clare M., Includes Autobiography, "Letter to Jeanie"
- Warburg, Felix, 1907-1927
- White Harold T. and Mrs. Emily de Forest W.

BOX #378

Personnel

- General Staff Meetings, 1956-59
- Manuals
- Personnel Practices Committee (Staff) 1939-49
- Personnel Practices Com. Minutes 1939-42; 1943-46; 1947-49

BOX #379

Personnel

- Personnel Practices Com. Minutes 1950-54; 1955-59
- Personnel Practices, Conference Group on Minutes and Memos 1941-43
- Recruitment of Puerto Rican Social Workers, 1950-63
- Staff Lists 1939-54
- Staff Participation 1955-56
- Union Organization Effort 1946

Policies and Procedures, Miscellaneous

Private Schools Project, 1934-40

BOX #380

Professional Conference (in Family Services) 1958, Vols. I, II, III, IV (Proceedings)

Psychiatric Consultants in Family Services, 1950-55

Public Affairs Bureau, then Department

- Program and Purpose, 1946-60
- Bureau Self-Study 1959 (for Board Study of CSS)
- Study of Court Structure, Court Reorganization, 1952-61
- Housing, see Housing
- Interdepartmental Committee (Staff) Minutes 1949-51

BOX #381

Public Affairs Bureau

- Maternity Service Project, see Health
- Miscellaneous 1950 ff.
- Report of 1959-60
- Public Welfare 1959-60
- Residency Requirements for Public Welfare

Public Funds, Use of, see Purchase of Service

Public Interest Committee

- 12/49 to 6/58 Minutes
- Department 1940-60

Purchase of Service: Use of Public Funds by Voluntary Agency

Queens Borough Office of CSS

- Annexation of Family Welfare Society of Queens by COS in 1937
- History of Borough Office to 1948

Relief

- Miscellaneous, 1889 ff.
- Practice, Study of, and Philosophy by Gramercy and Gorlears District Staffs 1939

BOX #382

Relief

- Study Conference 1941
- Conference Discussion, 1941

Reorganization

- 1949-54: Change in Structure Recommended by 100th Anniversary Survey Committee 1949, and ff.
- 1951-1952 - Closed until 2000 see Box 424
- 1960 see Study of CSS "Searchlight on New York"

Research see also Studies, Internal

- Annual Reports of Institute of Welfare Research 1950-61; Summaries 1941-42 1939-40

BOX #383

Research

- Formation of Institute of Welfare Research 1939-41
- Institute of Welfare Research Miscellaneous I 1942-51; Miscellaneous II
- Joint Research Com 1953-60, Minutes
- Studies: Components of Movement (in Casework) - Includes Proposal and Planning; also see in Reports Section

BOX #384

Research

- Studies: Diagnostic Study on Child Observations in Queens District 1942 -
- Studies: Electrical Recording of Interviews with Clients 1950, 1955
- Studies: "Family Relations in Sickness and Health" with Cornell U. Medical College 1939-43, to be published as "Patients Have Families" by Commonwealth Fund
- Studies: Measuring Movement in Casework 1942-48; also see in Reports Section

- The Short-Term Case in a Family Agency 1953-57
- Young Family Project, Proposed 1954-55

Residency Laws for Public Assistance Clients

Rikers Island Project 1957-59: Proposed Casework Service to Families of Inmates

BOX #385

Social Work Recruiting Committee

- Minutes 1956-58
- Miscellaneous 1954-59

Social Service Exchange 1882 (C.O.S.) - 1963 (Misfiled? Not Found)

Speeches and Papers

- Burritt, Bailey B.
- Davies, Stanley P.
- Guests

BOX #386

Speeches and Papers

- Board and Staff, Miscellaneous Vols. I, II, III, IV
- at Interdepartmental Meetings

Staten Island, Questions of Merging with S.I. Family Agency, 1940-59

Statistics

- Financial
- Financial and Service, Monthly Charts 1948-52

BOX #387

Statistics

- Financial and Service, Monthly Charts 1943-47; 1940-42

Statistics - Service

- Analysis of Family Service Statistics 1939-42
- Casework Statistics Subcommittee on, 1953
- Handbook for Caseworkers: Family Service Statistics, 1950; Handbook for Office Assistant: Family Service Statistics 1950
- Total Family Service Statistics 1938-39 to 1959-60 (14 folders) 1938-1942

BOX #388

Statistics

- Total Family Service Statistics 1942-1951

BOX #389

Statistics

- Total Family Service Statistics 1951-1960

Studies, Internal: Self Studies of the Society's Function, re: Future Program

- Family Services 1959, see in Studies: Searchlight
- Family Services Time-Cost Study 1957 (Casework)
- Family Services Time-Cost Study 1957 (PHN Section)

BOX #390

Studies, Internal

- Institute of Welfare Research Self Study 1959
- Plan and Scope Committee of the Board, Miscellaneous 1949-55
- Plan and Scope Com. Study of CSS Committees 1951
- Plan and Scope Com. Consultant Plan (Nurses and Caseworkers)
- Plan and Scope Com. Educational Nursing Department, Folders I & II, 1949-51

BOX #391

Studies, Internal

- Plan and Scope Com. Institute of Welfare Research 1950-51
- Plan and Scope Com. Record Books I and II 1949-52
- Proposed Future Program for CSS by Alice D. Taggart 1958
- "Searchlight on New York", 1960; Board Action and Costs
- "Searchlight on New York", Family Services 1959
- "Searchlight on New York", Interviews 1959, Folders I and II

BOX #392

Studies, Internal

- "Searchlight on New York", Minutes of Conferences 1958-60
- "Searchlight on New York", Miscellaneous
- "Searchlight on New York", Outlines and Plans 1958-59
- "Searchlight on New York", Publicity, Sampling of Comments 1960
- "Searchlight on New York", Questionnaire Replies
- "Searchlight on New York", Reports, 1960, Internal and Public
- Survey of CSS 1949, Booz, Allen and Hamilton Reports Vol. I with Separate Recommendations; Vol. II

BOX #393

- Survey (Hundredth Anniversary) Report to Survey Com. by Otto Pollak on Objectives, Methods., etc., of the Agency
- Survey of CSS 1949, Report of 100th Anniversary Survey Com. to the Board (Acceptance of Report and Decision to Set up Committee on Plan and Scope to Implement It, Follow-up Report on Recommendations

1959)

- Ward Manor Houses, 1958; Public Health Nursing, 1959;
Public Affairs 1959

- Youth Bureau 1959 (257 pp.)

Tax Exempt Status, 1949, 1956

TIMES (N.Y.) Neediest Cases Appeal

Tompkins Square House

- History by a Resident, 1968; Discussion of by Ollie A.
Randall, 1940

BOX #394

Tompkins Square House

- Memorabilia Album Compiled by Mary W.A. Weiss, Supt., 1947-
1953

Truancy Study, Family Service Dept 1944

Trustees and Corporate Members: Dinners 1950-59

Trustees, General

Trustees, Interviewed on Fund Raising, 1951

United Charities Building, Correspondence, Documents, Clippings
1890-1919

BOX #395

Vacation Services

- Bungalow Hill Annual Reports 1952-59

- Bungalow Hill, General 1936-59

- Camp Fees

- Camp Freedom (AICP) 1937

- General: Annual Reports 1946-47

- Health Examinations

BOX #396

Vacation Services

- Miscellaneous 1939-61
- Overhill Camp
- Professional Advisory Committee on Camps 1953
- Review of Program 1951-58
- Sea Breeze Camp "History" 1949, Description 1959
- Sea Breeze Camp Legal and Property Matters 1953-60
- Sea Breeze Camp Nursing Program
- Sea Breeze Camp Reports, I- 1949-55, II- 1955-60

BOX #397

Vacatioin Services

- Sea Breeze Camp Sale 1960-1961
- Snug-in-the-Woods Camp
- Statistics 1948-53
- Sunset Lodge Camp, Miscellaneous 1954-59
- Sunset Lodge Reports 1953-59

Volunteers

- General, 1936 (C.O.S.) - 1959
- Junior League - CSS Project 1955-56
- Workroom

War-Related Activities

- CSS 1942 ff
- COS-AICP 1915-18
- 1898

Ward Manor Residences

- Annual Reports 1927, 1928, 1935, 1953-54

(
(Caution: Some Real Names)

BOX #398

Ward Manor Residences

- Funds, 1926, 1940, 1940
- General
- Miscellaneous 1925-60
- Rates 1946-58
- Sale and Divestment

Miscellaneous 1951-57

BOX #399

Ward Manor Residences

- Sale and Divestment

Contacts with Representative of Ward Family 1951-59

Crugers Island 1955-60

Catholic Charities Correspondence 1959-60

- Study of, 1951 (Russell Kurtz)
- Survey and Appraisals 1957-63

Ward, Mr. and Mrs. William B. - Correspondence and Reports,
1932-40

Welfare: Public and Voluntary Welfare in New York City, from 1657
to the Present by Alice D. Taggart, 1960

Welfare Council

- (Later Community Council) 1953-57
- Borough Councils, 1956-57
- Planned Parenthood Controversy 1953

Clippings 1953

- Social Service Exchange, 1942 ff.

BOX #400

Western Queens Nursery School, 1942-47

Women's Council

- Executive Committee and Women's Committee 1950-60 (also see in Minutes)
- Membership List 1956, Annotated
- Spring and Fall Meetings 1951-59

Youth Bureau and Predecessors

- Annual Reports 1951-58
- Boys Bureau, Bureau for Men and Boys, 1931-48

BOX #401

Youth Bureau and Predecessors

- General I, 1950-57; II, 1957-59; III, 1959-60

BOX #402

Youth Bureau and Predecessors

- Handbooks of Bureau for Men and Boys 1946-49
- Intake Studies 1932-49
- Joint Application Bureau 1931 (C.O.S.) to 1943
- Predecessors: Miscellaneous, 1935-50
- Residence Facility (Proposed) for Young Offenders
- Residences: Boys House 1941-60

BOX #403

Youth Bureau and Predecessors

- Residences: Boys House Buildings 1945-51
- Residences: Dosoris (for Girls)
- Residences: Manual on House Cases

- Residences: A Study of Boys' Needs for Residences
1939

- Studies: Boys Bureau and Dept. of Welfare, 1940-42

Youth Counsel Bureau, Inc. 1942

Youth Gangs; Chelsea-Lowell District and Lower East Side
Neighborhood Association.

Youth and Justice: "The Legal Process in the Handling of
Offenders in New York" Preliminary Draft of "Youth in the
Toils", by Harrison and (the late) Grant, MacMillan, 1938.

COMMUNITY SERVICE SOCIETY OF NEW YORK

**REPORTS, PAMPHLETS, PICTURES
1939-1960**

Section V Part I

BOX #404

Adolescents Unattached

- Boys Bureau - The First Ten Years 1931-41
- Boys House, An Evaluation of the Second, 1950
- Club-Residences and Room Registries, a Study of Residence Needs of Unattached Boys, 1939, by Subcommittee of the Bureau for Men and Boys
- A Few Lives, a Report of Dosoris, Study and Treatment Home for Adolescent Girls, 1945-47 by Aileen Burton 1948
- A Study of Youth Bureau of the CSS of NY by the CSS Institute of Welfare Research, 1959
- Survey of Unmet Needs of Unattached Adolescents in NYC by Emanuel Hallowitz, 1955
- Twenty-One Residents of Boys House & Dosoris by Ruth Brenner, 1954
- Youth Bureau, Report by John Boyd, 1954, on Miss Coursey's Study; and Youth Bureau, Studies of Practice, Part II, by Patricia Coursey, 1953. (Caution: Contains Real Names)

Aging

- Aging, Family Health Series Guide for Public Health Nurses No. 8, 1948; and The Aging by Kathryn Rummel, 1959
- Budget Standards for Aging Persons, 1956
- Experimental Research in Social Work, Three Papers Presented at National Conference on Social Welfare May, 1959
- Foods for Health as We Grow Older 1949

BOX #405

Aging

- Old Age Study Project, Blenkner and Jahn 1956
- Old Age Study Project, Report of First Year, 1950, Wilma Winnick; and Digest
- Old Age and Survivors' Insurance Referral Project 1959
- A Psychiatric Approach to Institutional Work With the Aged, Minutes of a Seminar, 1955

Annual Reports of CSS, Unbound, 1939-49; 1949-60; Other Reports

BOX #406

Bulletin of CSS from April 17, 1939 (Merger) Through Dec. 1959, # to 600, Mounted in 37 Folders (a Few Missing) 1939-1951

BOX #407

Bulletin of CSS 1952- 1959

Case Record Use Study, Longitudinal, for New Cases Opened May 1951, by Institute of Welfare Research 1953

Cases, New see in InTake

Cases That Return After First Closing, A Study of, by Kogan and Brown of I.W.R. 1958

Casework, Method and Process in Social, Report of Staff Committee 1958

City Employees and Consumer Credit, Study Requested by Queens District, by Walter Kuzmich 1942

BOX #408 - 410

Clippings from the Press

1945, 1947 (a few) 1945-53 (Destroyed per Memo 3/4/64), 1954, 1955, 1957, 1958, 1959 Miscellaneous V.V.O. one envelope AICP & COS; one COS 1882-1899

Clippings: Nutrition, 1949, 1959 (outsized)

BOX #411

Community Service Society Program and Resources, by Robert T. Lansdale 1942

Components of Movement (Studies 1951, '54, '57) see in Movement

Consumer Credit (Not Found 7/81)

Consumer Credit Handbook, 1943, by Ward Stalnaker

Courts and Correction

- Attempts at Family Court Reform in New York City 1956-57, etc., Bernard C. Fisher "Working Papers"
- Chaos in Sentencing Youth Offenders, by Leonard V. Harrison 1943
- Correctional Treatment of Youthful Offenders, by Leonard V. Harrison 1944
- Judicial Conference on Modernization of the Court Structure in New York State, 1958
- Justice for Youth, by Bernard C. Fisher 1955
- Manhattan Family Court Project 1956-58
- For the Family in Court, by Bernard C. Fisher 1956
- Five States, a Study of the Youth Authority Program as Promulgated by the American Law Institute, by Bertram M. Beck 1951
- A New Pattern for Family Justice, Bureau of Public Affairs 1954
- Preventing Criminal Careers, by Leonard V. Harrison 1941

BOX 412

Courts and Correction

- Prisons Costs Too Much, by Leonard V. Harrison with William V. Vargish 1942
- Thirty-Seven Court Referrals, by Bertram M. Beck 1951
- While Children Wait, by Bertram M. Beck 1949

- A Year's Work for Justice, by Committee on Criminal Courts of COS 1933

- The Youth Court Proposal, A Dissent 1955

- Youth Within Walls, by Bertram M. Beck 1950

Cultural Problems in Social Casework, by Elise de la Fontaine et al

Direct Treatment of Children in a Family Agency, a Seminar by Dr. Sidney L. Green, 1953, Summarized 1955. 42pp.

Dosoris 1945, a Scrap Book (tooled leather) Presented by Mrs. Harold T. White 1960 (Includes Photos)

Emergency Employment Committee, New York City, Report Oct. 1, 1930
- July 1, 1931 Emergency Employment Committee, Formation requested by AICP and COS

Employment Service, How Will They Get Work Now? by Emilie T. Strauss, 1943

Family Service Agency, Scope and Methods see Scope

Family Service Department - Educational Nursing Consultant Plan, a Study of by Sophia M. Robison, 1952

Family Study, The, by Elise de la Fontaine, Caroline Falls Marianne Horney (Study of the Family in Relation to Sickness and Health Care) 1940, Discussion

BOX #413

Family Service Case Survey, Institute of Welfare Research 1960
-61, Reports 1-7 & 8-18

Family Service Statistics

- Analysis of, 1939-42

- Handbook for Caseworkers, 1950 see Statistics Handbook

Few Lives, A re: Dosoris, 1948 see Adolescents

Field Work of Students, evaluating the, see Students

Frontiers in Human Welfare, 1848-1948, The Story of a Hundred Years of Service to the Community of New York, CSS 1948

Fund Raising Brochure: "Four in One" 1950

Growth and Development of Italian Children in New York City, AICP
1924

Guideposts for a Second Century of Community Service, a Synopsis
of the Symposia Marking the Hundredth Anniversary, by Bertram
Beck (unsigned) 1948?

BOX #414

HEALTH REPORTS AND OTHER HEALTH PUBLICATIONS

- Evaluation of Service to 658 Families, Department of
Educational Nursing 1949, 1951
- Experiment in the Control of Tuberculosis Among Negroes,
by Jean Downes, Milbank Memorial Fund 1956
- Family Health Maintenance Demonstration: Proceeding of a
Round Table, Milbank Memorial Fund 1954 (251pp)
- Family Health Series: Guides for Public Health Nurses
 - Cardiac Conditions 1946
 - Child Care and Development 1953, 1959
 - Diabetes Mellitus 1941
 - Fun for the Family 1949
 - The Health Examination 1947
 - Posture 1947
 - Some Parasitic Infections Affecting Man 1957
 - Syphilis 1947
 - Tuberculosis 1956 (rev.) 1942, '43, '46
 - Photos, 1914, outsized
- Family Health Service, a Study of the Department of
Educational Nursing by Margaret Shetland 1943 (170pp.)
- Family Medical Care a Report on the Family Health
Maintenance Demonstration (1950-58) by George A. Silver,
Harvard University Press 1963 (hardcover, 359pp.)
- Follow-Up Study of Patients Given Health Examinations by
the Department of Educational Nursing, Kogan and Weber
mimeo 1951
- Gross Dental Needs in 324 Public-Health-Nursing-Service
Families 1954
- Handbook of Information on Home Management for CSS Public
Health Nurses 1953
- Health Work for Mothers and Children in a Colored
Community AICP 1924

- Mulberry Health Center (AICP) 1919-23

BOX #415

- Some Observations on the Health Problems of CSS Families, Bruce Webster, M.D. 1940

Health Nursing

- Bag and Thermometer Techniques - Photos Annotated for PHNs when Teaching Families
- Child Care - Photos Annotated for Use of PHNs in Education Families ca. 1948
- Health Examinations, Men, Photos in Album outsized
- Health Examinations, Women, Photos with Captions Loose in Large Red Envelope, outsized
- Health Examinations, Women, Pictures in Red Album outsized
- Intestinal Parasites: Have you Met the Parasite Family? Mildred Chapman, D.E.N. 1951
- "Keep Well" Photo Series ca. 1948 Outsized, in Last Drawer Beneath Reports
- Play - Photos with Pamphlet "Fun for the Family" 1949
- Maternity Service: Serving the Maternity Patient Through Family-Centered Public Health Nursing, 1958-61 Shyne, LeMat, Kogan, 1962
- Patients Discharged or Transferred from the Geriatric Rehabilitation Service of Goldwater Memorial Hospital During 1958, 1959, and 1960. 1960
- Study of Twenty-Eight Months of Service Given by a CSS Public Health Nurse, Pearl Miles, R.N., 1952
- Time Spent in Direct Service to 89 Families by East River Public Health Nurses 1955

Health - Tuberculosis

- TB, Family Health Series Photos, Annotated, outsized
- The Home Hospital Experiment (AICP) 1912-1914
- Tuberculosis Among Negroes, four Papers by Jean Downes et al, 1942-50

- Tuberculosis - A.M.A. Certificate of Honor 1909

History

- Frontiers in Human Welfare: 1848-1948 The Story of a Hundred Years of Service to the Community of New York CSS 1948
- Growth and Development of AICP and COS, Lilian Brandt, Institute of Welfare Research 1942
- History of the Charity Organization Society of New York from 1882-1935 Ruth Scannell

BOX #416

History

- The New York School of Social Work 1898-1941, Saul Bernstein et al, Institute of Welfare Research 1942

Homeless Man, Study of the, Draft 1938

Homemaker Service - Extended, Project Reports 1954 '56, '58

Housing Reports (Including Urban Development)

- Adjusted Rents 1940
- Apartment Rooming-House Survey, Supplement to Life in One Room 1941
- Cellars and Basements, A Digest of Multiple Dwelling Law as It Relates to, and Criticism Thereof A. Dunham 1945
- Clearance and Redevelopment of Obsolescent Areas, 1939, a Report Submitted to City Planning Commission
- Entrance to Home, A Report on Lighting of Public Halls in Tenement Houses 1941
- Fifty Years of Action on the Housing Front, John C. Hill 1948?
- Forty Years of Housing, the Story of the Tenement House Committee of the COS 1938, and Through Forty Years, 1938? pub. by COS
- Gold Medal Award to Tenement House Com. of COS for Models and Plans of Tenement 1901
- Grace Chapel Area, a Social Study of Census Tract #34 1941

- Greenwich Village; Observed Social Trends 1945
- Housing Information, a Periodical Jan. 1940 - March 1949

BOX #417

- Housing Legislation in New York State Summarized 1959, '58, '57, '56, '52, and '51, 1945-1950, 1939-43, seven folders

BOX #418

- Housing Regulation in War Time (1941 or 42?)
- How Rent Control Works for You, by CSS et Alia 1944
- Keep Out the Invader, A Memorandum on the Need for Making Multiple Dwellings Ratproof 1941
- Kips Bay Neighborhood Study 1943
- Legislative Reports 1940-45
- Let the Sun In 1941
- Life in One Room 1940
- Major Housing Programs, Laws, and Agencies 1959
- Master City Plan proposed 1939, Statement to City Planning Commission by Committee Attorney Frederick Beebe
- Minimum Standards for Family Dwellings 1945
- Miscellaneous COS Pamphlets
- Multiple Dwelling Law: Administration of 1946, Enforcement of, 1946-47
- Multiple Dwelling Law, a Clarification 1945

BOX #419

Housing Reports

- Not Without Hope, A Report and Recommendations on Family Relocation 1958
- Old Law Tenements, Twenty-Seven Suggestions for Improving 1939

- One-and-Two-Family Houses, "The Forgotten Ten Thousand" (3rd Draft 1950)
- Pictures, Mainly from Europe - COS Tenement House Com. (Outsized, in Box)
- Pictures of Model Houses for Workers, etc., from Hopedale, Mass. - COS Tenement House Com. (Outsize, in Box)
- Providing for the Lowest Income Families in Housing Projects 1939
- Rehousing Needs of Families on Stuyvesant Town Site 1944, 1945
- Relocation of Residential Site Tenants 1956
- Rent Practices in Family Agencies 1941
- Safeguarding Ill-Housed Families 1939, 1940 (Revised)
- The Slums New York Forgot - Substandard One-and-Two-Family Houses, a Study, 1950-51; Recommendations for Regulation, Sept. 1953; The Facts and What to Do About Them, 1953
- The St. Marks Neighborhood, a Study of Housing and General Property Conditions in a Congested Area 1941, Revised 1943
- Taft Site Report, A Study of Site Tenants Potentially Eligible for Public Housing 1960
- They Live Underground, a Survey of Cellar Dwellings COS 1939; They Still Live Underground CSS 1940
- Through 40 Years, a History of the COS Tenement House Com., later Housing Com., 1938?
- Toward Lower Cost Housing COS 1938
- Wagner-Ellender Housing Bill, Report on, 1945

BOX #420

Intake, A Study of - New Cases Coming to Family Service During March, 1947, Blenkner, Hunt, and Kogan, Institute of Welfare Research 1950

Intake Study 1941, see Queens

Longitudinal Case Record Use Study for New Cases Opened May 1951,
Report I: May-Nov. 1951; Report II: Dec. 1951-May 1952; see
Case Record Use

Manual on Judging Movement in Clients of Social Casework, Hunt,
J. McV., et al, Institute of Welfare Research 1950

Method and Process in Social Casework, Report of Staff Com. 1958,
see Casework Method

Measuring Movement in Casework, J. McV. Hunt (Reprint, Journal of
Social Casework 11/48)

Measuring Results in Social Casework, a Manual on Judging
Movement, Hunt and Kogan, IWR 1950

Movement, Definition and Scale for Rating, J. McV. Hunt et al,
IWR, 1946-47

Movement, A Study of the Components of, 117 pp & Appendix 59 pp.
1957, Ann W. Shyne and Leonard Kogan, IWR; Summary Article 2
pp. 1957; Prior Reports 1951, 1954

Narcotics, The Problem of, in New York City - Leonard V. Harrison
1951

Nutrition Education, Influence of in Families of Mulberry Area
of NYC, Bovee & Downes 1941

Nutrition: 14-Day Diet 1949; 5-Day Diet, 1959 (See Clippings,
Outsize in Box)

Observations of Non-Problem Children in the Playroom of Queens
District Office, Fitzherbert and Mahler 1943 Vols. I & II
(Caution to Confidentiality: Real Names in Text)

BOX #421

Pamphlets, Miscellaneous, From Related Organizations

Playroom Interviews Used for Preventive Mental Hygiene in Family
Casework, a Queens District Study, Fitzherbert and Wolf
1948

Positions in Social Work, Edward T. Devine and Mary VanKleeck,
N.Y.School of Philanthropy - Pamphlet 1916

Probation Bureau, Joint Report on, by Mayor's Committee on
Juvenile Delinquency and CSS Committee on Youth and Justice,
June 1944; and Related Reports

Queens District Playroom Study, see Observations of Non-Problem Children

Queens Intake Feb. 1941

Reporter of the BMB - Bureau for Men and Boys Periodical 1935-40
(Probably for Committee and Staff)

Relief Practices, Report on Survey of 1940

Scope and Methods of the Family Service Agency

Sea Breeze - Role of Summer Camp for Mothers and Children in the
CSS Program, an NYSSW Student Project 1951

Short-Term Cases at the Community Service Society of N.Y. Leonard
S. Kogan, IWR 1957 (140 pp. & Two Appendices)

The Short-Term Case in the Family Agency - Shyner, Kogan & Wasser
- Family Service Association of America Reprint 1957

BOX #422

Simple Arithmetic About Complex Children, A Study of Temporary
Shelter Facilities for New York City's Children - Bertram M.
Beck, 1952

Smallest Democracy, For the - Gifford Fosdick, Belmont, et al
1939-40

Social Studies Project in Private Schools - in Cooperation with
Parents' League 1939-40

Social Work Practice in a Family Agency, Papers from CSS
Professional Conference 1958 Reprinted from Social Casework
1959

Staff Newsletter: What's Going On 1956-59

Statistical Recording and Reporting in Family Welfare Agencies,
Helen A. Fisk; 1934

Students, Evaluating the Field Work of, by Rosemary Reynolds,
FSAA Pamphlet 1946

Study of the Youth Bureau of the CSS 1959, see Adolescents,
Unattached

Testing Results in Social Casework, a Field Test of the Movement
Scale, Hunt, Blenkner & Kogan, FSAA 1950

Twenty Truants Under Care of Family Service 1945 (Unfinished?)

Urban Development, see Housing

Vacation Services - Camp Photos by W.H. Matthews 1941 Others 1951
- (Outsize)

Volunteers for Family Service, Chapter V by CSS Staff Member,
FWAA 1942

Ward Manor - Enlarged Photos of Two Main Houses, Water Color of
Gate House (Outsize Box)

While Children Wait

Youth, see Adolescents

Youth and Correction - Chaos in Sentencing Youth Offenders 1943,
et al, see Courts and Correction

ADDITIONAL MATERIALS:

BOX #423

PHOTOGRAPHS: Album, Camp, 1941

See also: - Photos-Miscellaneous snapshots,
negatives, New York City 1940's
- Merger of AICP & COS to form CSS-
Photos 1939
- N.Y. School of Social Work - early
classes - photos
- Personalities (also see contributors)
Deforest; Robert W., Matthews,
William H. and Miscellaneous

BOOKS

BOX #424

RESTRICTED FILES:

REORGANIZATION, 1951-1952 CLOSED UNTIL 2000

OVERSIZED MATERIALS:

Photograph Albums and Packages:

Nurses' Family Health Series: TB

Bag and Thermometer Technique

Moton Health Center (Black) ca. 1944
Nurses' Educational "Keep Well" Series
Lenox Hill, 1948-1949
Principles of Child Care
Health Exam - Men
Health Exam - Women (2)
Tenement House Committee - Hopedale, Mass.
- Europe
Ward Manor

Certificates:

Certificate of Honor
American Medical Association, 1909
Gold Medal
Tenement House Committee, 1901

COMMUNITY SERVICES SOCIETY OF NEW YORK

HISTORICAL DATA INDEX

1960-1970

Section IV Part II

BOX #425

ABORTION LAW - revision

ADMINISTRATIVE MEMOS - to staff, 1955-1968

ADOPT-A-FAMILY COMMITTEE

- Annual Reports, 1961-1969
- AAFC Funds, general, 1960-1968
- Miscellaneous 1959-1969
- Scholarship Funds 1961-1969

BOX #426

ADVERTISEMENTS, 1942-1959

AGING

- Geriatric Rehabilitation Project
- Miscellaneous, 1962-1969
- Nursing Homes Symposium 1968-1970
- Senior Advisory Service 1965-1969

ALCOHOLISM - 1962 study

ANNIVERSARY PAPERS, 1974

ARCHIVES

- General, 1955-1968

- Gifts and Accessions, 1957-1969

AICP'S FIRST BOARD OF MANAGERS - their occupations, 1845

BOX #427

BIRTH CONTROL

BOARD MEETINGS, Annual, 1962-1964

BOYS' HOUSE SALE, 1960-1961

BROOKLYN BUREAU OF SOCIAL SERVICE - Merger with, Proposed, 1967

BUDGET FOR AGENCY, 1949

BUDGETS FOR FAMILIES, 1965

BUS TOUR FOR VOLUNTEERS, 1962

CASE RECORDS OF 1960'S - (8 folders)

BOX #428

CASEWORK, MANUAL, 1962-1967

CASEWORK METHODS AND PROCEDURES, An Experimental Study of, 1964-1968, By Reid & Shyne

CASEWORK: Private Practice, 1963

CASEWORKER POSITION CLASSIFICATIONS & PERFORMANCE CRITERIA FOR PROMOTION

CHELSEA CONSERVATION AND REHABILITATION STUDY

CHILD ABUSE

CHINATOWN HEALTH PROJECT

CHINATOWN PHN PROJECT: report of casework consultant, 1961-1964

CITY REORGANIZATION

BOX #429

COMMITTEE CORRESPONDENCE

- Budget and Planning Committee, 1955-1959

- Miscellaneous

COMMONWEALTH FUND - re: 1966 Grant of \$75,000

COMMUNITY ACTION NEIGHBORHOOD DEVELOPMENT, INC. 3 proposals, 1966

COMMUNITY ACTION PROGRAM ("GAP")

- General and Miscellaneous

- Staff Meeting Minutes, 11/1962-6/1965

- Neighborhood Advisory Committee

BOX #430

COMMUNITY GROUP EDUCATION, 1962-1966, Report by Mary Overton

COMMUNITY MENTAL HEALTH CENTERS - relations with voluntary family agencies

CONSTITUTIONAL CONVENTION, 1967 (NY State)

DAY CARE, 1958-1965

see also under Reports: The Public-Voluntary Agency

DOCTORAL DISSERTATION POLICY, 1963

DOSORIS, SALE OF, 1960-1963 (Study and Treatment Home for Adolescent Girls)

DRUG ABUSE - NARCOTICS, 1960, 1969

EAST HARLEM DEMONSTRATION

- ADC Family Rehabilitation Project 1961

- Neighborhood Conservation Project, 1963

BOX #431

EVENTS, MISCELLANEOUS - Exhibitions, Anniversaries, etc. 1961-1967

FACTS AND FIGURES, Miscellaneous, re: AICP and COS

FAMILY FAIR, 1960 (see also Public Relations)

FAMILY HEALTH MAINTENANCE DEMONSTRATION - report of Dr. George A. Silver's book

FAMILY LIFE EDUCATION - 1967 REPORT

FAMILY SERVICE

- Budget, 1949
- Code of Ethics, 1965
- Position Classification
- Manual for Caseworkers, 1966
- Programs, 1960-1963
- Research, 1950
- Research Survey, 1961
- Research Studies, 1969
- Supervision, 1961-1965

BOX #432

FEES FOR SERVICE, 1960-1971

FELLOWSHIP PROGRAM, 1965-1967

FINANCIAL ASSISTANCE, 1963-1965

FOUNDATIONS

- Appeals and Reports
- Miscellaneous
- Field
- James
- Rockefeller Brothers Fund

FRAME OF REFERENCE FOR STUDYING THE CONTEMPORARY FAMILY

GENERAL - ANNUAL REPORTS (as prepared for Rockefeller Brothers Fund, 1962-1963)

GIFTS-IN-KIND POLICY, 1964

BOX #433

GREATER NEW YORK FUND, 1966-1969

GROUP THERAPY HANDBOOK, 1966

HARLEM SCHOLARSHIP FUND, 1960-1962

HEALTH COMMITTEE

- Position Statements, 1965, 1969
- Health, miscellaneous, 1962-1963
- Public Health Nursing Projects: forms manual, 1962

- Manual of Practice & Procedure - Public Health Nursing

HISTORICAL DATA, Miscellaneous

HISTORY OF AICP & COS by Lilian Brandt - correspondence about, 1941-1969 (see Brandt, Lilian: The C.O.S....1907 - Growth & Development of AICP & COS, 1941)

HOMEMAKER SERVICE

- Handbooks, 1960, 1962
- Miscellaneous, 1962
- Cooperative Project with Hospitals, 1962

BOX #434

HOUSING AND URBAN DEVELOPMENT

- 1960'S
- Committee on, Annual Reports, 1963-1967
- Statements, 1961-1970
- Committee Members

BOX #435

HOUSING AND URBAN DEVELOPMENT

- Subcommittee on Urban Development

HUNDRED YEAR ASSOCIATION, Membership List 1957

HUNTER COLLEGE SCHOOL OF SOCIAL WORK - Advisory Committee, 1960-1967

INTERDEPARTMENTAL GROUP - Meetings, etc. 1963-1965

BOX #436

LEGISLATION

LIBRARY (circulating) 1960-1965; 1963

MERGER OF AICP AND COS TO FORM CSS, (with the New York School of Social Work - 1939 - legal documents, etc.)

NATIONAL INSTITUTES OF HEALTH - Financial Contributions

NEWBURGH, NEW YORK - Welfare Plan, 1961-1964

NEW YORK CITY MISSION SOCIETY - 150th Anniversary Observance, 1962

NEW YORK COMMUNITY TRUST, 1959-1966

BOX #437

NEW YORK SCHOOL OF SOCIAL WORK (later Columbia University School
of Social Work) 1962-1965

NEW YORK TIMES NEEDIEST CASE FUND

- Clippings and List Folders
- General
- Handbook
- Reports, old samples

NEWSPAPER CONTROVERSY, 1882-1899

NURSES' HOUSE SALE, 1959-1961

NURSING HOMES SYMPOSIUM

OFFICE SPACE, 1961-1963

OFFICERS' MEETINGS, ETC., 1961-1969

OLDER PERSONS SERVICE, 1966-1969

OPPORTUNITY SHOP

- 1965-1968
- Photographs, ca. 1965

BOX #438

ORGANIZATIONS

- Community Council: Social Service Exchange, CSS
withdrawal, 1961
- Family Agencies - New York City, 1943-1948
- Family Service Association
- Harlem Neighborhoods Association, 1959-1963
- Miscellaneous, 1949-1969
- National Commission on Voluntary Health and Welfare
Agencies

PARTICIPATION BY STAFF - Statement, 1953-1956

PERSONALITIES

A-M

(Anderson, Belmont, Burritt, Davies, Fisk, Funnell, Gibson, Gifford, Hadley, Hallwachs, Hammarskjold, Hartley (descendants), Hertel, Hogan, McCabe, McHugh)

N-Z

(Orton, Regensburg, Reynolds, Shyne Siegle, Taggart, Tobin, White)

BOX #439

PERSONNEL - Miscellaneous, 1960

PERSONNEL PRACTICES

- 1953-1970
- Committee, 1939-1950
- Manual of AICP, 1930 Handbook of COS, 1935-1949
- Retirement Annuities
- Chronological Digest, 1939-1949

PHOTOGRAPHS, 1939-1969

POLICIES AND PROCEDURES, Miscellaneous - 1963

POVERTY PROGRAM - THE "WAR ON POVERTY" Under the Economic Opportunity Act of 1964

BOX #440

PRESS RELEASES, 1961-1962

PROFESSIONAL CONFERENCE, Intramural, 1964

PROFESSIONAL EDUCATION, Intramural, 1961-1967

PUBLIC AFFAIRS DEPARTMENT

- Family responsibility in Public Assistance, 1963-1964
- Family and Child welfare, 1960-1968 (includes final report: "ADC Family Rehabilitation Project, October 1961)

- General and miscellaneous, 1962-1967; 1946-1956
- West Side area study, 1960-1961

BOX #441

PUBLIC FUNDS, USE OF

PUBLIC RELATIONS AND SUPPORT

- Benefits
- Bus tour to East Harlem
- Camp Appeals
- Campaign, Women's Division
- Community Group Development
- Contributor Baird
- Contributor Robeson
- Contributor Seagram & Sons
- Contributor Young

BOX #442

PUBLIC RELATIONS AND SUPPORT

- Contributors - Solicitation and Cultivation
- Contributors - survey of
- Fund Raising, miscellaneous
- Joan Barton columns
- Printed matter - samples
- Radio Spot Announcements

PUBLIC AND VOLUNTARY WELFARE

RECORDING HANDBOOK

RESEARCH, Miscellaneous, 1962-1970

ROCKEFELLER BROTHERS FUND, 1961-1969

RODEO

SCHWECKENDIECK FUND, 1936-1965

BOX #443

"SEARCHLIGHT ON NEW YORK"

- Digest of Internal Study on the Agency
- 1958-1960 (full copy in Report Series)

SECRETARIES' MANUAL - Family Service Department, 1960

SERVE 1968-1969 (Serve and Enrich Retirement by Volunteer Experience)

"SOCIAL CASEWORK" - Bulletin 616, March 1961 by Malvina Kinard, a volunteer

SOCIAL SERVICE EXCHANGE 1961-1963

SOCIAL WORK RECRUITING

- Center, 1968-1969
- Committee, 1968-1969

SPEAKERS' BUREAU

- Engagements
- Manual and Training Course
- Miscellaneous

BOX #444

SPEAKERS' BUREAU

- News Clippings and releases
- Sample letters and card file of speakers
- Speakers' Reports
- Speeches

STAFF MEETINGS, General 1962-1965

STATEN ISLAND FAMILY SERVICE - question of merging with, 1959-1967

STATISTICAL MANUALS (Family Services) 1962, 1967, 1968

STATISTICAL REPORTS, 1964-1968

TAX EXEMPT STATUS

TOMPKINS SQUARE HOUSE

- 1960-1968
- Internal Publicity

BOX #445

U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE, Miscellaneous, 1962

VACATION SERVICES

VOLUNTEER CASE AIDES PROGRAM, 1964-1966

VOLUNTEERS

WARD MANOR

- Narcotic license surrender, 1961-1964
- Sale and divestment, 1959-1964
- Residences for the Aged, 1958

WILLIAMS, H.K.S., TRUST II, 1944-1969

YOUTH BOARD - New York City 1960-1965

YOUTH BUREAU - Termination, 1960-1966

YOUTH AND CORRECTION, 1966-1970

CSS SERIES III, 1960-1970 - REPORTS, PAMPHLETS, CLIPPINGS

Box 446

- Adolescent girls, concerns of - Committee on Health and Family Life Education, 1968
- Adopt-a-Family Committee - minutes, 1960-1964
- 1965-1966
- minutes and reports, 1966-1969
- Advisory Committee on Benefits, 1968
- Aging, Committee on--Annual Reports, 1964-1968
- Minutes, 1967-1969
- 1964-1967

Box 447

Aging, Committee on - Minutes, 1961-1963
Aging - see also Serving the Aging
Annual Reports of CSS, 1960's and 1970's
Annual Reports of departments and committees, see:

Aging
Central Services
Chinatown
Community Action Program
Family and Child Welfare
Family Life Education
Family Services Department
S.E.R.V.E.
Sepcial Services
Volunteers
Welfare Research
Youth and Correction

Beck, Bertram M., studies, 1949-1952
Bequest pamphlet: "In League with the Future"
Birth control information in family planning, the right to - McCabe and LeMat, 1964
Brief: amici curiae re AFDC program by CSS et al

Box 448

Bulletin of CSS, #616-693 (12/1969)
Campaign News, 1963-1968, and Family Fund News, 1959-1960
Central Services Committee minutes, 1965-1971
Central Services, Annual Reports 1961-1969 (departmental)
Chesea Conservation and Rehabilitation Study, 1960
Chinatown - health, welfare and social organization in Chinatown, NYC, 1962, 1970
Chinatown Neighborhood Health Project, 1963-1965 - annual reports
Chinatown - two pamphlets - Aspects of Medical Care of Members of Chinatown's
 Golden Age Club, 1968
 - Head Start Experience and Medical Care in 36
 Chinatown Families, 1968
Civil Rights - In Support of Federal Civil Rights Legislation by the
 Committee on Public Affairs, 1963

Box 449

Clues to the Impact of two Camping Programs for Children - Lyman and Weis, IWR 1969
Community Action Program - annual reports, 1962-1964
Community Action Program ("CAP") - Report on Five-year demonstration program in St. Mary's neighborhood, South Bronx - Engel and Kernohan, 1967

(continued on next page)

- Box 449 Consumer problems - home service, 1968, and legal aspects of consumer protection - Public Affairs Counsel, 1968
(cont'd) Continuity of Care for Older Impaired Persons - Harry Posman, 1964
Demonstration Projects of Social Needs, Methods of Social Intervention - McCabe, 1963
Disclosure of Marital Problems - Mayer and Zander, 1966
Dynamic Approaches to Serving Families, 1970 - with related documents, by Else Siegle et al
East Harlem Neighborhood Conservation Project - McCabe, Decorato, and Tarran for the Committee on Families and Child Welfare, 1967, 210p.
- Box 450 The Elderly and the State Mental Hospital in New York State, 1969, by the Committee on Aging and Health
An Evaluation of the Post-discharge needs of Older Rehabilitated Persons - HEW Project 455 - progress reports March 1960, 1961, 1962
Familial Responsibility and Public Welfare - issues and recommendations, 1964
Family and Child Welfare Committee - 1961-1970 annual reports
- Box 451 Family and Child Welfare Committee - minutes, 1961-1970
Subcommittee on Cresap Report, minutes, 1961
East Harlem Demonstration, minutes, 1962-1964
Family Court Handbook and related studies, 1962, 1963
Family Court Procedures, Joint Committee on, 1961
Family Fair program
Family Life Discussion Groups, tenant response to - 1966 Committee on Family Life Education, by Elizabeth Lyman for IWR
Family Life Education - annual reports, 1962-1963 and 1965-1966 to 1968-1969
- Box 452 Family Life Education - committee minutes, 1962-1967
1968-1971
Family Services Department - annual reports, 1960-1969 (2 folders)
Family Services Committee - minutes, 1961-1964
- Box 453 Family Services Committee - minutes, 1965-1967, 1967-1971
Forty Forgotten Families - A Study of Young AFDC Families - McCabe et al, 1965, 183p.
Foundations Committee with appendix, ca. 100p
Geriatric Rehabilitation Project
Group Education, Coordinating Committee for, 1963-1965 - minutes
Guidelines for a Good Life in Later Years - five-session lecture series by Randall et al, 1961
HANA Newsletter - Harlem Neighborhood Association, 1961-1964
Health Care Insurance for the Aged: The Rocky Road to Health Security, 1963
Health, Committee on - minutes
- Box 454 Health Services, Reports of the Committee on Health, 1963-1969
Homemaker Service - annual statistical reports, 1961-1969
Housing and Urban Development Committee - minutes, 1960 - 1970
- Box 455 Housing and Urban Development Committee - subcommittee on low income housing
Code Enforcement for Multiple Dwellings
in New York City - Part I - 1962
- Part II - 1965 -
Enforcement Through Criminal Court Action

(continued on next page)

Box 455
(cont'd)

Housing handbook: A Guide to Housing Programs, Policies and Regulations in
New York City - Committee on Housing and Urban Development
- 1962
- 1963 (second edition)
- 1965 (third edition)
Housing Programs in New York State and City, A Digest, 1969
Housing reports, 1962-1969 - Public Housing in England, 1969
Rent and Income Policies in Public Housing, 1968
Survey of 34 Public Housing Applicants, 1965
Rent Subsidies, 1964
The Role of Government-aided Rehabilitation in
New York City Housing Program, 1968
Publicly Assisted Cooperative Housing, 1962
Social Aspects of Cooperative Non-profit Housing, 1968
The Intellectually Superior Child in a Deprived Social Area - school project,
MH-701; from East Harlem Demonstration Center, 1964-5

Box 456

Junior Committee, minutes, 1958-1969
Legislation in New York State - sample reports - Aging, 1965-1966
Family and Child Welfare, 1965
Health, 1968
Legislation, 1968
Medical Care for the Aged - background material, by Committee Aging, 1962
Memo to Members, 1962-1966
Narcotics: Treatment - "The Long Road Back from a Living Death" - a study
of four voluntary treatment and rehabilitation programs
for New York City's narcotics addicts, Part I, 1967;
Part II, 1969 - "Lifeline to Tomorrow" - Committee on
Youth and Correction

Box 457

Nursing Home Symposium - Numbers 1 - 6, January 1968 - January 1970 - a publication
Nutrition pamphlets, Chinese and English, 1964-1969
Older People on the Lower East Side, 1964 - A. Rosenblatt for the Committee
on Aging, 113 & 30 page summary
Older Persons Applying to CSS for Residential Care - student thesis, 1962
Opportunity Shop - minutes, 1961-1963
1964-1970
Other People's Marital Problems, 1966- the "knowledgeability" of lower or
middle-class wives, by John E. Mayer with Mary Zander,
IWR
Out of Sight, Out of Mind - re New York State Training Schools, 1967-1968

Box 458

Pamphlets re CSS, miscellaneous, 1961-1967
Parent-Leader Training, 1968
Parents Say Yes, 1968

Box 459

Personnel Practices Manuals (or employment manuals)
Charity Organization Society, 1937; CSS 1940-1964, 1965-1971
Personnel Practices Committee - minutes or summaries, 1939-1945, 1951-1964

Box 460

Personnel Practices Committee - minutes or summaries, 1964-1970
Planned Short-term Service, a Search for Criteria for - the report of a study
of intake to the four family service centers of the CSS, 1965
Preventing Chronic Dependency, an evaluation of public-private collaborative
intervention with first-time public assistance families, by
Mullen, Chazin, Feldstein, with Taran, 1966-1970

(continued on next page)

- Box 460 Psychological Functioning of Older People in Institutions and in the
(cont'd) Community, by Goldfarb and Turner, 1967
Public Affairs Committee - miscellaneous
Minutes, 1960 - May 1967
- Box 461 Public Affairs Committee - minutes, June 1967 - 1973
Public Affairs Department - annual reports, 1962-1970
Public Relations Committee minutes, 1969
Public Relations and Support Committee, minutes, 1961-1969;
Subcommittees, 1960-1965
Public Health Nursing, One Exploration into Content and Method of, 1963, by
LeMat, Aline
The Public-Voluntary Agency Sponsored Day Care Program for Children - Levine
and McCabe, 1965
- Box 462 Public Welfare - Moreland Committee Report, 1963
"Public Welfare - a Benefit to All" - 1962
The Pursuit of a Promise, a study of the intellectually superior child in a
socially deprived area, by McCabe et al, 1967 - NIMH Project 701
Relocation - a demonstration project in, 1967, by the Committee on Family
and Child Welfare and Committee on Housing and Urban Development
Research: Committee on Welfare Research - minutes, 1960-1970
School Suspensions at the District Level in One Manhattan School District -
Reichsman, Health Committee, 1969
Searchlight on New York - a progress report on human welfare in New York City, 1960
(gray binding for internal use, blue binding for external use) - printed
in April 1960
- Box 463 Senior Advisory Service for Public Housing Tenants - proposals and progress
reports, 1964-1966
report, 1969
"SERVE" - progress reports, 1967, 1968
"SERVE" - newsletter, 1967-1969
Service following rehabilitation training - PHN service to disabled
older persons, Dahlin, 1965
Serving the aged - an experiment in social work and public health nursing,
March 1964, 248p., by Blenkner, John and Wasser
- Box 464 Serving the aging - three methodological supplements, 1964
Special Services Division - annual reports, 1940-1944
Speeches and papers by staff: Addiss, Berkowitz, Bernstein
Blenkner, Bright, Garretson, Hallowitz, Hertel,
Kogan, Leyendecker
McCabe, Posman, Sainer, Scheidlinger, Shyne,
Wasser, Wiedeman
Statistics, Annual Service, 1967-1968
1965-1966
1964-1963
- Box 465 A Survey of TB Patients in the South Bronx, 1966 - Committee on Health
Voluntary Family Agencies and Community Mental Health Centers, On the
Relationship Between - report of a staff committee, 1968, Elizabeth
Speare, chair
Volunteer Case Aides Advisory Committee - minutes, 1965-1969
Volunteer Opportunities for Older Adults - Arthur Garson, Chair, 1965
Volunteer Services Committee - minutes, 1961-1962
Welfare Research, Institute of - annual reports, 1960-1961, to 1968-1969

Box 466 What's Going On - staff newsletter, 1960-1966
Youth and Correction Committee - annual reports, 1962, 1963, 1966, 1969
minutes, 1961-1969
minutes of subcommittees, 1962-1963

Boxes 467-
469 Clippings, 1960s

Box 470 Publications by and about CSS:
Committee on the Prevention of TB, 1903-1916, 4v.
Social Work as Human Relations, 1949
In Memoriam, Josephine Shaw Lowell, 1906
Tenement House Committee Reports, 1899-1916
Kasius, Cora: Relief Practice in a Family Agency, 1942
Marcus, Grace F.: Some Aspects of Relief in Family Casework, 1929
Shetland, Margaret L.: Family Health Service, 1943

Box 471 Brandt, Lilian: The C.O.S... .1907
Growth and Development of AICP and COS, 1941
CSS Annual Reports, 1960-1970
Scrapbook, 1960-1965
Miscellaneous Printed material

1

COMMUNITY SERVICE SOCIETY OF NEW YORK

HISTORICAL DATA INDEX

1970 - 1987

Section IV Part IV

BOX #472

Abortion

ACCESS Project I 1974-2/77, II 3/77-7/78, "Aid to Consumers
Concerning Entitled Support Services"

Accounting Department

Administration

- Correspondence, Charles Langdon, Alvin Schorr, et al 1976
ff
- Memos 1970 ff

Advisory Committee Report 12/15/76, Eliot D. Hawkins, Chairman
Re: Relations between Trustees and Officers, the General
Director and Staff and the Volunteer Committees. With
Minority Report re: Alvin Schorr by Jewelle W. Bickford
a.k.a. "Hawkins Committee"

Advocates for Children

Proposed program of New York State Division for Youth thru New
York City Youth Bureau offering after school employment and
help with school functioning to 300 14-17 year olds referred
to Family Court, 1978. With United Automobile Workers.
Affirmative Action (also in Personnel: Equal Opportunity
Hiring)

BOX #473

Aging

- Lecture Series "Horizons for Later Life" 1972
- Miscellaneous
- Symposium on Alternatives to Institutional Care for the
Elderly, etc., 1975
- Services Described to Gerontology Meetings 1974-1978,
Hunter College Colloquium
- See also AGING: Horizons for Later Life
- CASC
- Committee on Aging
- Crime Against the Elderly

BOX #474**Aging**

- Frail Elderly
- Friendship Center

see also: Jamaica Service Program for Older Adults, Older Persons Services, RSVP, etc.

BOX #475

Aliens, Undocumented - Task Force 1978

Anniversary, Hundredth - Publication of Symposia

Anniversary, 25th - Symposium 1974

Annual Meeting 12/14/77 - Addressed by Bertram Beck as "recently named General Director"

BOX #476

Annual Meetings

Annual Report Digest 1983-1984

Application Service

Archives

- Case records
- Committee
- General
- Lists AICP and Cos
- Gifts and Accessions
- Photos
- Requests for Use, folder I (A-P)

BOX #477**Archives**

- Requests for Use, folder II (Q-Z)
- Theses
- Transferred to Columbia University Library, Lists kept at CSS: AICP and COS; CSS 1939-1960, 1960-1970 ff

Automobile Lease and Insurance 1979-1980

Bilingual Education

- General
- Districts, Information
- Districts 1, 3, 5, 7, 9, 11, 13, 15

BOX #478**Bilingual Education**

- Districts 17K, 19, 21, 23, 27, 29, 31
(also in Reports Section)

Board Information Folder - Sample (First Edition 3/78) Re:
information for Trustees. Also see: "Retreat" and Trustees,
Board of

Brooklyn - Office

BUCCS (Budget & Credit Counseling Service), Folder I - 1976-78,
Folder 2 - 1970 ff

Budget (of CSS) 1975-1985 I to 5/82

BOX #479

Budget (of CSS) II, and III

Budget Committee

Budget Handbook Family Services 1975

Bulletin of CSS

- 6 covers 1914-1961
- "Happy Birthday" 1964 (50th) Copies in Reports Section

By-Laws - changes 1939 ff, 1971, 1976, 1978, 1979, 1980

Cable TV re: Open Access 1982

Cafeteria for CSS

CAMP - See vacation

BOX #480

Case Records - COS Records copied by University of Pennsylvania
Student 1982. Also see Group Therapy in Reports Section.

Case Record Retention Policy

Casework, Shift from Practice of, 1971

CAUSE (Community Association United in Service for Everyone)
1973-1978 Folders 1-4

BOX #481

4
CAUSE Folder 5

CETA (Comprehensive Employment Training Act) 1977-1980

CHELSEA Inter-Agency Council "CIAC," 1978

Child Abuse, 1976-1978

Child Care

- Informal 1976-1978 also see: Reports Section: I

BOX #482

Child Care

- Mobicentrics on...1976-1977

Chinatown

- Services to, 1971 ff
- 25th Anniversary Banquet 4/21/71
- Planning for - see: Schilt Report in Report Section
- Mental Health Programming for

City, (CSS) Department of

City Mission Society 1977

Citywide Coalition of Community Boards

Clippings - Miscellaneous 1975 ff

Collaboration - see: Community Council re: it and State Charities
Aid with CSS

Columbia Library Columns - November 1982, Volume XXXII No. 1
re: old CSS (AICP and COS) records given to the Library and
February 1982 Volume XXXI No. 2 Pg. 37
re: CSS additional gift of "nearly 70,000" pieces of
correspondence, etc. dating from Merger 1939.

Columbia University Library see also: Archives Transferred to...

BOX #483

Commissions - Guidelines and Chart 1/1982 and 1981

Committee Lists 1979 ff

Committees

- Fee Committee - see in "F", Pilot Survey re: Fees for
Casework Service 1949
- Program - formerly "Survival Issues Committee" 1978-1981
- Planning and Research

5

Community (Planning) Board Project

- I 1976-4/1977
- II 4/1977-6/1978

Community

- Care Facilities
- Center, Jack Varick, et al

BOX #484

Community

- Council
- Development Department 1983
- Department and Community Services Department
- Organizing
- Supports Commission - see: Three-Year Plan

Computer Services, Office of

Confidentiality

- Supreme Court Decision 1967 ff
- Gladys Baer vs. The Welfare Inspector General, 1978
- New York Appellate Division Ruling 1978

Consolidated Edison - re: Possible neighborhood economic development co-sponsored with CSS 2/80. Also see: Economic Development Neighborhoods 1979

Consolidation, Certificate of 1939 and Amendment 1980
(AICP, COS, CSS)

Consultants

Consumer Participation - Draft by Thelma Stackhouse of proposed statement 1977, 39 pp. and parts of other proposed statements of the subject. Fragmentary.

Consumer Protection

Continuing Services 1976-1977

Contributions, Tax Exemption of, and Miscellaneous, including monies contributed by CSS.

Contributors - Examples: Dean, Guggenheimer, Moore, Page, et al

Corporate Meeting Minutes - 6/16/82 and Corporate Information Booklet 10/80

Counsel

"CRESAP" Report 1981 - Correspondence re: role of volunteers in policy formation

Crime Against the Elderly, 1977-1980 see: Aging

Criminal and Juvenile Justice

- Curriculum at John Jay College included
- Coalition on Criminal and Juvenile Justice

BOX # 485

Data Processing: Design proposal for Project JOEY, et al

Day Care Study, 1977, 1982 (fragmentary)

Default Judgements

deForest, Robert

- PORTRAIT by Cicelia Beaux in General Director's Office
- Study of: "Four Ways of Looking at a Philanthropist" by James A. Hijiya 12/80

DAMP

Department Heads' Meetings with Bertram Beck 1978-1979

Direct Mail Solicitation

Direct Service

- Beck Memo to File 3/1978 2 1/2 pp.
- Unsigned Mimeod Memo of 1/10/75
- Committee Meeting 3/16/76

Direction Service - 1977-1978 for families with handicapped children - in independent status renamed "Synergia" (Inc.) providing "professional expertise and mutual help groups to solve overwhelming family problems."

Disabled Children

Divorce Reform 1967

- Plea to the Legislature
- Committee on Youth, Correction, Department of Public Affairs January 1967

Drug Abuse

BOX #486

East Harlem Interfaith Welfare Committee 1980

East Harlem Planning Statement - Thelma Stackhouse 4/1977

Economic Development; of Neighborhoods 1979 - A proposal that CSS assist therein

Education (Committee) and Education Miscellaneous Statements
1974-1978

Employee Relations (ex-Personnel) 1978

Employment

- Sub-committee 1977
- Procedures
- General

Employment - "Chasing the American Dream", Dale Mann 1980
see: Reports

Equal Employment Program - see: Personnel, Equal Opportunity
Hiring

Endowed Funds and Bequests 1977 ff

Ethics - also see: Confidentiality

Executive Committee for Planning, Executive Committee for
Administration

Ex-Offenders Employment, 1972-1974, A Project of Committee on
Volunteer Programs

Family Court Proposed - Mental Health Service 1977 ff

Family Day Care, A Proposal, 1976

BOX #487

Family and Individual Well-Being Department 1978 ff

Family Service Association of America II: "Family Advocacy"

Family Service Project, South Bronx 1982

Family Service Time Study Research Project, Public Health Nursing
Section 1957-1958

(Fall) Fashion Show 1973

Federal Fund Applications

Fee Committee - Pilot Survey 1949

(Many references, client's names must be disguised)

Fellows - Fellow in Government: Paul du Brul 1/78

Financial Assistance 1974, 1976, 1977, 1978

Financial Investment Policy 1978-1979

Financial Statements 1973 ff

Fiscal Policy

Fiscal Year: 7/1-6/30 - By-Law 1978

BOX #488

Floor Plans - 105 East 22nd Street 1975

Focus and Direction - Task Force 1984-1985

Food Stamps and Food Assistance, Food Miscellaneous

Foster Care: Rate Study 1977 ff: Structure and Functions

Foundations

- Support
- Miscellaneous

Friendship Center 10/77-4/80, 10/76-9/77, 11/72-10/76

Public Relations see: Aging

FUND for the City of New York

Fund Raising - Sample Contributor Correspondence

BOX #489

Funds - Restricted and Unrestricted

General 1977 ff: Structure and Functions

General Director

- Miscellaneous
- Deputy and Assistant
- Evaluation of his performance 1982-1985 (closed until 2004)

General Programs and Issues Committee: 1977 Project on City Governance

General Services, Office of

Goldberg, Gertrude S., Correspondence re: Dissertation 1975: "New Directions for the CSS of NY: A Study of Organizational Change" (Ms. in Reports Section)

Government Funds

Governments, Local and Urban Problems

Greater New York Fund 1970-1978

BOX #490

Griggs, Emily - Fund in the New York Community Trust 1954-1963

Grosvenor House - Proposal and Collaboration, 1975

Group Health Insurance

Haitian Entrants and Haitian Refugee Assistance Program

Handicapped Children - Proposal to Identify Problems and Needs
49 pp. ca. 1980

Hawkins Committee - see: Advisory Committee

Health Committee

- Correspondence
- Position Statements

Health Benefits (for Staff) 1975, 1979

BOX #491

History of CSS

- *Highlights 1948-1959 and "Basic Purposes," Charts and Summary descriptions of program, 1948
- Criticisms of Lilian Brande's "Growth and Development of AICP and COS," Q.V. in Reports Section
- History
 - I re: Bright and other possible writers;
 - II Miscellany re: Bright Ms.
- Oral History 1980-1981 filed Reports Tousley and Randall
 - *Duplicates, originals at Columbia
- 1971-1973 re: Brandt's Growth and Development of AICP and COS, 1942, which CSS more or less repudiated
- Sallie E. Bright's unfinished Ms. See in Reports also V. herein I

History Oral - Davies' at Columbia University
(to be copied for CSS)

Home Attendant Training 1977-1978

Home Care 1973-1978 see: Aging

Homeless - also see Reports "Private Lives...", "One Year Later"

Homeless Youth - see Youth

Hospitals, Municipal: Recommendations 1978, Review 11/1977

BOX #492

Housing, Enriched, For the Elderly - 1978-1979, 1982

Housing Statement - Re: Museum of Modern Art Proposal 1977 and
Other Statements - Housing Committee

Housing and Urban Development - Sub-committee
also see Department of Alternative Management Programs
"DAMP"

Housing and Urban Development Members (in the 70's)
- H U D Correspondence
- see Committee on H U D Legislation in New York State 1974,
1973
- Minutes in "Reports"

Human Resources Administration (ex. Welfare Department) and Human
Services 1971

Hundred Year Association - CSS admitted 1/30/48

Immigration, Naturalization

Information Center

Information and Referral (includes Storefront Venture)

Information Directories Listed

BOX #493

Initiatives Proposed 1978 ff

Insurance, Varieties CSS Carries - 1978

Investments

Jamaica Service Program for Older Adults (JSPOA)

- Folder #1: 4/72 - 12/74
- Folder #2: 1/75 - 12/76
- Folder #3: 1/77 - 12/79 ff

BOX #494

Jamaica Service Program for Older Adults (JSPOA)

- Folder #4: JSPOA Publicity 2/73 - 3/79
- Folder #5 Transition Proposal
- Folder #6 JSPOA Printed Materials

Jobs and Economic Development Committee 1978-1979

11
JOEY, Project (Job Opportunities and Education for Youth) 1978-1980 also see: Data Processing

JOEY Admission Records 1978-1979
- Confidential

Junior Committee Handbook, etc. 1970

Junior League of New York

Junior Month, 1919-1922 - omitted from earlier lists
see: Tousley Memoir

BOX #495

Justice for Youth - The Courts for Wayward Youth in New York City
by Bernard C. Fisher for CSS Bureau of Public Affairs,
1955, \$1.00, 154 pp., with other bound books

Juvenile Justice Project "Return" (Wilderness Project)

Large Grievances about Small Causes: New York City's Small Claims
Court - Special committee on consumer protection, 1974 see:
Small Claims Court

Law and Lobbying

Lawyers Committee

Lay-Staff Relationships - Seminar 1975

Legacies

Legislation - Miscellaneous 1975 ff

Liability, 1978 Correspondence

Library, Central

Library of Russell Sage Foundation, Gift of COS
- Copies, historic

Literacy

Loan Project of Junior Committee 1972-1975

Loan Program of Fund for the City of New York (Using CSS loan
capital) 1982

BOX #496

Lower East Side Family Union 1974-1975

Mailing Lists - Regulation of

Management Information System - see: Statistics

Mediation/Conflict Resolution Project - A Proposal 1978

Members (of CSS) 1977, 1979

Mentally Disabled, Rehabilitation Services for the

- Community Support System NYC
- Conceptual Framework 11/78
- NY State Office of Mental Health

Merger, AICP-COS, all extra copies

Merger Certificate of Consolidation and Amendments
(AICP and COS)

Metropolitan Applied Research Center (MARC) 1969-1971 - A
suggested by CSS Study Data Bank

Mini-Sink Townhouse (A Camp) - A unit of City Mission Society
located in Harlem, "reorganizing" in 1975

Minority Contractors Assistance Project, Inc. 1980, and "MESBIC"
(Minority Enterprise Small Business Investment Corp.)

Miscellaneous

National Conference on Social Welfare

National Supports also see: Reports Section

BOX #497

Neighborhood Health Centers, etc. - Papers in Reports Section

Nestle Boycott

New Alternative Movement ("NAM") - Technical assistance to 9/83

New York Charter Revision 1975-1977 re: Community Boards et al

New York City Budget and New York State Budget

New York City Department of Social Services and New York State
Department of Social Services

New York Community Trust

New York Times Neediest Cases 1972 ff

Nominating Committee 1977-1984

Office Space

Office Services - Payment of Bills 1977-1978

BOX #498

Officers: Meetings - Names 1970-1982

Older Persons Service 1971-1979

Older Persons Service Project: Senior Entitlement Service 1976-1977

Opportunity Shop (Thrift Shop) 1975-1979

Organization Charts 1983 and the 1970's

Organizations - Miscellaneous

Pension Benefits (Staff)

Pension Plan (Staff)

Personal Social Services 1979

BOX #499

Personalities (Separate folders)

- Baer Jr., Harold
- Beck, Bertram M. (also in "Confidential," "Speeches." etc.)
- Bright, Sallie E.
- Burden Family
- Burns, Eveline (died 9/2/85)
- Davies, Stanley P. (died 4/5/85)
- Emerson, James G., Jr.
- McMurray, Georgia L.

BOX #500

Personalities (Separate Folders)

- Schorr, Alvin L.
- Tousley, Clare M., (died 1/21/85)

Personalities

- Miscellaneous
- Non-Professional Staff: longevity
- General

Personnel

- Department Miscellaneous
- Practices Committee
- Practices Manual
- Report of Industrial Relations Counselors Service 1960
- Staff Lists

BOX #501

Personnel

- Union see: Union for Staff
- Grievances
- Kaffeeklatsches (Gab sessions with G.D.)
- Staff Lists
- Personnel Practices Manual redrafting
- Linda Franklin
- Position Classification

Planning/Study Sessions of Staff and Trustees (May - June 1977)

Plays-For-Living Script for "Divide and Multiply" 1978 - for CSS

Policy Data Information System 1978

Pooled Income Fund

Prescription Drugs

Press Releases, Miscellaneous

"Privatization and The Welfare State" 1985 Seminar

Process Shop, Office of Printing and Duplication

Professional Education - Intramural 1970 ff

Program Committee - see: Committees, Program and Survival Issue

Program Proposed 1977-1985

- Progress

BOX #502

Program of CSS Described 1975-1976 Schorr

Program Division

Program Planning and Office of P.P. and Research

Public Affairs Department

- Committees of 1975-1977
- Positions taken by Committees on Legislation 1971-1973
- General and Miscellaneous 1971 ff

- 15
- Overview 1977
 - Program 1960

Public Assistance (also see: Welfare - Department of Social Services)

BOX #503

Public Funds, Use of by CSS

Public Relations and Support

- Miscellaneous
- Campaign Miscellaneous
- Correspondence

Public Relations Policy

- Committees 1970
- Public Interest Committees 1978

Public Interest Department

Public and Voluntary Welfare

Publications Lists

Purchasing and Stockroom

Queens Office : Opened 3/80 for Queens and Staten Island Staff of Department for Community and RSVP

Radio Spot Announcement and Radio Publicity and TV

REAL, Project (Return to Employment and Learning) - Elsewhere cited as Education, 1980-1981

Reorganization

- 1978-1979 ff

BOX #504

Reorganization

- Comment

Reports (see: separate section of file)

Research - Miscellaneous and Books in R. Department Library

Retarded Persons - Group Homes

Resources Directory (By Pat Friedland) 1984

Retirement

"Retreat" of Board at Pawling 1983

Riker's Island

BOX #505

RSVP (Retired Senior Volunteer Program)

- 1972-1981 ff
- Recognition Days

BOX #506

RSVP

- Advisory Committee
- Action Award

Salaries

Scheidlinger Bequest

Scheidlinger, Dr. Paul

Security - Safety on the job

Senior Entitlement Service 1973 ff

Senior Action Line

SERVE (Serve and Enrich Retirement by Volunteer Experience)\

- Miscellaneous 1970
- National Volunteer Award 1971

BOX #507

- Tribute Day 1971-1974, 1975-1976, 1978
- Volunteer Training Institute 1971-1972

SERVE/RSVP Advisory Committee 1975-1979

SERVE in New York State 1970-1971

Services to Individuals and Families Committee

Single Room Occupancy

Single Parent Family Project

- General

BOX #508

Single Parent Family Project

- Publicity and Promotion

Small Claims Court

Small Claims Publicity Campaign

Small Claims Court Consumer Judgements, A Proposal to increase the collectibility of Better Business Bureau of Metropolitan New York, Inc. 1976

Social Casework - see: Bulletin 616, March 1961

Social Issues

Social Security Act

Social Work Education and Practice - A Proposed Center to Advance their Relationship 1979

Social Workers' Roles

South Brooklyn Alternative Education Program Proposed

Southeast Bronx Family Service (a.k.a. "Longwood North")

Staff

- Development
- Job Descriptions 1978
- Miscellaneous
- Memos To, From and Re

BOX #509

Staff

- Meetings, General
- Meetings, Executive
- Salaries, Loans - see: Salaries
- Seminar "Shared Power" 1974-1975

State Constitution - Amendment Proposed 1977

Statistics - Monthly Service Records

- Examples: September, July 1977
- January 1976
- January 1975

Structure and Function of CSS - Beck, Comments (full document in Reports) to Trustees, 1978

Students

Studies (Internal) and Reorganizations
also in Reports: Study Committee

18

Supplemental Security Income (SSI) - Adjustments to the new
Federal Assistance Program 9/1973-10/1976
NOTE: Contains CONFIDENTIAL Material

BOX #510

Survey of Poor (People's Opinions) in South Bronx

Survival Issues Committees

Union for Staff

United Charities Building

BOX #511

U.S. Budget: Campaign to oppose budget cutting proposed in US
President's Budget 4/28/1981

Vacation Services: Restricted Funds (Camp Fund)

Volunteer Service

Ward Manor 1977-1980

- Property (cemetery diagram is with Corporate Assistant H.
Dogue)
- Residents 1958 (confidential until 1988)

Welfare

- Cost Stabilization - A Proposal, 1975 by Alvin Schorr et
al
- Moving Expenses see: Public Assistance
- Reform Task Force

Williams, H.K.S., Trust II 1970 (received through N.Y. Community
Trust)

Work Environment Committee and Management Committee

Youth and Correction, etc., Miscellaneous 1970-1977 ff (later:
Committee on Criminal and Juvenile Justice)

Youth Board (reports to Re: Services for Children, etc.

COMMUNITY SERVICE SOCIETY OF NEW YORK

REPORTS, PAMPHLETS, CLIPPINGS

1970 - 1987

Section V Part III

BOX #512

"ABOUT CSS" - Staff Newsletter Fall 1975 - May-June 1981

ADOLESCENT GIRLS, CONCERNS OF - Committee on Health
see Concerns of...

"AGING" MARCH-APRIL 1979, 1976 - contains 4 pieces describing CSS
programs in the field see Also Author Listings

AGING - Annual Legislative Reports (Samples)

AGING, CARING FOR THE ...4 Handbooks by Natural Support Committee

- Helping Older People, an Information Directory

- Helping Older People, Staten Island

- Helping Your Older Relatives, with Lenox Hill, Hartley House
and Staten Island Interagency Council on Aging

AGING, Committee on, Minutes - 1970 ff (Folder 1)

BOX #513

AGING, Committee on, Minutes - 1970 ff (Folders 2 - 4)

AGING, Conservatorship Colloquium

- Mary Zander papers given at Gerontological Society 1977

Aging: Toward Income Adequacy for the Elderly -- implications of
the SSI Program for New York City Residents, ISWR 1982

ALL IN THE FAMILY - House Organ - April, September 1979

ALTERNATIVE MANAGEMENT PROGRAMS: A Housing Resource Guide 1980

AMICUS, Financial Guide 1978-79

BOX #514

ANNIVERSARY, HUNDREDTH

- Papers of the Community Service Society of New York
- Papers of the New York School of Social Work

see: Family in a Democratic Society and Social Work as Human Relations

ANNIVERSARY, 125th Observance, October 1974 - 7 papers, 107 pp.
by Myrdals et al

ANOTHER CHOICE/ANOTHER CHANCE - A Survey of Alternative Public High School Programs in New York City, Department of Public Affairs, October 1976 for Committee on Education by Jo LoCicero Consultant for Education, October 1976 43 pp. and appendix \$1.50

APPLYING FOR PUBLIC ASSISTANCE IN NEW YORK CITY by Project ACCESS 1977

ARCHIVES COMMITTEE - Minutes 10/29/79

ARCHIVES LISTS (General Director has one set)

ASSESSMENT OF STAFF DEVELOPMENT NEEDS WITHIN COMMUNITY SERVICE SOCIETY by Shirley Bryant, Draft 4/15/77 and related memos
- a.k.a. "Bryant Report" (also with General file "Staff Development")

BECK, BERTRAM - Papers:

- The Lower East Side Family Union: A Social Intervention Comprehensive Services for Families and Children in the United States, ca. 1980 (an occasional paper for the Foundation for Child Development 3/79)
- Youth Within Walls

BIG FLAT, THE - History of a NY Tenement House by Robert H. Bremner, October 1958, 8 pp.

BILINGUAL EDUCATION, Studies 1974 & 1975

BOX #515

"BRYANT REPORT" - See Staff

BUDGET OF NEW YORK CITY - Monitoring NYC's Budget and Preserving the Democratic Process, Levy & Feinstein 1977

BURNS, EVELINE M. - "Social Welfare in the 1980's and Beyond" 6/2/77, 20 pp.

BY-LAWS 1980, 1967

CAPTIVE CONSUMER, 1975 - Prescription Drugs & Consumer Rights

CONSUMERS GUIDE TO HEALTH RESOURCES - Lower West Side 1978

CAREGIVERS MAKE THE DIFFERENCE - Group Services for Those Caring
for Older Persons in the Community, The Natural Supports
Program, Anna H. Zimmer, M. Joanna Mellor 9/81

CAREGIVERS OF THE AGED, SUPPORT GROUPS FOR - A Training Manual
for Facilitators 1981

"CASC" - Community Agency for Senior Citizens of Staten Island
Minutes

CACS NEWS 1978-80

CENTRAL SERVICES & FAMILY SERVICES, Reports for CSS Study 1970

THE CHANGING FACE OF POVERTY, Trends in New York City's
Population in Poverty 1960-1990 by Emanuel Tobler, New York
University 11/84 for CSS

BOX #516

CHASING THE AMERICAN DREAM - Jobs, Schools & Employment Training
Programs in New York State - CSS with New York State
Conference of NAACP 11/80

CHILD PROTECTIVE SERVICES ACT OF 1973, A Study of the Effects of
The, in 17 counties of New York State - 7/75

CHILD WATCH: NEW YORK CITY - report of the New York City
Monitoring Project by Eleanor Marshall & Anjean Carter
March 1983, 30 pp.

CHINATOWN

- Dunham Report "On Growth & Development of CSS PHN Service
in Chinatown 1944-53" (second copy - original at
Columbia), Bulletins 1971 & 1972, Pamphlet 1968-70

CHINATOWN HEALTH & SERVICE CENTER: PROGRAM REVIEW 1976

CHINATOWN, MENTAL HEALTH PROGRAMMING FOR, Issues & Options Joan
Schilt, 1977

CHINATOWN, Planning for Schilt Report

CHINESE AMERICANS, USE OF NEIGHBORHOOD HEALTH SERVICES by,
Taran, 1976

CIVIL DISABILITIES

- Information Paper for Committee on Youth and Correction by Carol Whelan 1973

CLOSED LABOR MARKET: Under representation of Blacks, Hispanics & Women in New York City's Core Industries & Jobs by Walter M. Stafford, Fellow in Employment & Economic Development, January 1985, 205 pp.

BOX #517

COMMITTEES - POST 1970:

- Aging (special)
- Chinatown
- Criminal & Juvenile Justice
- Education
- Executive
- Family and Child Welfare
- General Program & Issues
- Health and Nutrition
- Housing and Urban Development
- Income Maintenance

BOX #518

COMMITTEES - POST 1970:

- Job and Economic Development
- Security of the Person
- Social Services
- Survival Issues

COMMUNITY BOARDS, Guide & Check List

COMMUNITY BOARD PROJECT TO IMPLEMENT CHARTER REVISION, Miles with Feinman 1976

COMMUNITY CARE FACILITIES, PLANNED PLACEMENT OF, 1978

COMMUNITY CARE PROGRAMS FOR THE FRAIL ELDERLY - Based on Symposium 10/10/75, 102 pp.

COMMUNITY, DEPARTMENT FOR

- "The Targeting of CSS Training and Technical Assistance Services Towards the Critical Areas of NYC" by James P. Fogerty et al
- Other Pamphlets

5
CONCERNS OF ADOLESCENT GIRLS - Committees on Health and on Family
Life Education, April 1968, 21 pp.

CONSUMER ADVISORY COUNCIL 1977

CONSUMER PROTECTION, Special Committee on - Minutes 1972

CONSUMER CREDIT

CORPORATE DIRECTORY 1985-86: Lists officers, trustees, meeting
schedule; committee, commission and task force membership.
Includes By-Laws to 1982

CORRECTIONAL PROGRAMS, COMMUNITY ORIENTED - Committee on Youth &
Correction, 1975

BOX #519

COUNCIL FOR INTERDEPARTMENTAL COMMUNICATIONS - Minutes 1971-72

COURTS & CORRECTION - Statements 1976-77

CREDIT UNIONS - Technical Assistance, Ellen Lurie 1975

"CRIME AGAINST THE ELDERLY" - Personal Safety Sub-committee of
Committee on Aging, 6/76 30 pp.

CRIMINAL & JUVENILE JUSTICE COMMITTEE (formerly Youth &
Correction) 1979 - 1981 Minutes, Memos, Proposals

CSS NEWS, CSS PEOPLE, 1983-84 (also CSS in the News 1982) - House
Organs

DAY CARE, THE DECLINE OF, In New York City 1977

DECLINE OF DAY CARE SERVICES AND ITS IMPACT ON NEW YORK CITY
FAMILIES 1976

DAY CARE AND THE WORKING POOR, the Struggle for Self - Sufficiency
by Georgia L. McMurray and Dolores O. Kazanjian 1982

DELIVERY OF HEALTH SERVICES IN A SENIOR CENTER DESIGNED FOR THE
MENTALLY FRAIL ELDERLY: AN EVALUATION, 1976 by Ruth Goldman

BOX #520

DEMOGRAPHIC ANALYSIS: Community Planning Board #1 - Bronx (South)
for CSS by Mobicentrics 1976

DEPARTMENTAL REPORTS, ABSTRACTS FOR BOARD STUDY COMMITTEE 1970

- Central Services Department Report for Study 1970 and

Family Services Department Report for Study 1970

- Welfare Research Institute, Personnel Department and Personnel Practices, Report for Study 1970
- Public Relations Department and Fund Raising Department, Reports for Study 1970
- Task Force on Continuing Programs, 1979 Report to Executive Committee on Department of Family & Individual Well-Being

DETENTION, THE CASE FOR ALTERNATIVES TO by Edward Pabon, ACSW
1981

DRUG ABUSERS, TREATMENT PROGRAMS FOR NEW YORK CITY'S YOUTHFUL

- Part I 1972
- Part II 1974

"DYNAMIC APPROACHES TO SERVING FAMILIES," 1970

EDUCATION - Bilingual & Handicapped

EDUCATION COMMITTEE - Minutes & Statements 1977-81 (Folders 1 & 2)

BOX #521

EDUCATION COMMITTEE - Minutes & Statements 1977-81 (Folder 3)

EDUCATION FOR EXPECTANT PARENTS, DIRECTORY OF (NYC, Nassau Westchester) 1972, 57 pp. \$1.00

ELDERLY CRIME VICTIMS ASSISTANCE PROGRAMS, Pilot Project 4/78-6/79, 33 pp.

EVALUATIVE RESEARCHERS AND PRACTITIONERS: CONFLICTS & ACCOMMODATION
Frank G. Caro in Journal of Research & Development in Education, Vol. 8, No. 3, 1975

EXECUTIVE CABINET, Minutes

EXECUTIVE COMMITTEE - Minutes

EXECUTIVE COMMITTEE FOR PLANNING TASK FORCE, Minutes and Continuing Programs

THE FAMILY AGENCY, LIBERTY, GOVERNMENT AND by Alvin L. Schorr, Social Casework 3/74, 5 pp.

(THE) FAMILY AS AN INFORMAL SUPPORT TO THE ELDERLY - an annotated bibliography, 1977

FAMILY CARE OF THE ELDERLY-Frankfather, Smith, Caro -1981? 175 pp.

(THE) FAMILY IN A DEMOCRATIC SOCIETY, 1949. 287 pages

FAMILY COURT/MENTAL HEALTH BACKGROUND INFORMATION: Three Papers by
Ed Pabon 4/24/78

FAMILY FINANCIAL COUNSELING, GUIDE FOR by Edith Taihonen, Home
Economics Consultant, Public Affairs Department, 1972

FAMILY & INDIVIDUAL WELL-BEING DEPARTMENT, Report of Task Force on
Continuing Programs, 63 pp. 4/79

BOX #522

FAMILY LIFE EDUCATION, 3 Reports:

- Young Families Project, 1971
- Life in Public Housing, 1971
- The Haitian Family, 1970

FAMILY SERVICES

- Family Counseling Services in New York City - Report to
Committee on Public Affairs by Forrest Whitney 1/15/75
- A Proposal for a Family & Children's Center by Leyendecker
& Whitney 1/28/75

FAMILY SERVICES COMMITTEE, MINUTES 1971

FEDERAL BUDGET PROCESS, STATUS REPORT ON, 11/22/82

FINANCE COMMITTEE - Minutes

FINANCIAL ACCOUNTANTS REPORTS 1961-1971, 1983

FINANCIAL MANAGEMENT ISSUES AND REPORTING REQUIREMENTS OF SOUTH
BRONX COMMUNITY ORGANIZATIONS...Problems & Recommendations
by Herzog & Kirschner 1981

FINANCE AND REAL ESTATE COMMITTEE - Minutes 1971-76

FIVE STATES: A Study of the Youth Authority Program, July 1951 by
Bert Beck for American Law Institute

FRIDAY MEMO from the General Director July 1981 ff
etc. by B. Beck 1/3/83-7/23/84

FRONTIERS IN HUMAN WELFARE, 1948 84 pages

BOX #523

FUND RAISING v. Report from Department of Fund Raising to Study Committee

GENERAL

- Programs and Issues Committee
- Reports

GATEKEEPING STUDY 1977, M. Fabricant (see: Family Court)

GOLDBERG, GERTRUDE S. - Dissertation 1975: New Directions for the CSS of New York, A Study of Organizational Change (Chapters I-VI and VI-XII) also xerox copy and comment

GOVERNMENT POLICIES AFFECTING CHILDREN & FAMILIES by Georgia L. McMurray, 1977

GUIDE FOR FAMILY FINANCIAL COUNSELING by Edith Taittonen, Home Economics Consultant 1972

GUIDEPOSTS: 2nd Century of Community Service

GUIDES FOR PUBLIC HEALTH NURSES see: Family Health Series

HAITIAN FAMILY, THE for Committee on Family Life Education by Ketty Hippolyte Rey 1970 \$1.00 - 37 pp. and appendix

HARDSHIP IN THE HEARTLAND: Homelessness in Eight U.S. Cities by Dan Salerno, Kim Hopper & Ellen Baxter of ISWR, 184 pp., 1984

HEALTH & NUTRITION COMMITTEE, Minutes 1978-81

BOX #524

HELPING OLDER PEOPLE: An Information Directory for Concerned Relatives, Friends & Neighbors of the Aging & Special Sections on Clinton, Harlem, Upper West Side, Upper East Side, Queens, Staten Island (*Spanish Version includes all above) *"Audando A Personas Ansianas" by Natural Supports Program 9/81

"HELPING YOUR OLDER RELATIVES" - A Guidebook by Natural Supports Program with Lenox Hill Neighborhood Association 1981

HISTORY OF CSS - Manuscript by Sallie E. Bright, unfinished (written in the 70's)

- Part I 123 pp.
- Part II 124-208 pp.
- Part III & illustrations (miscellaneous segments)

9 .

HISTORY OF CSS, ORAL, 1981 (Filed in Columbia Oral History Collection)

- Reminiscences of Clare M. Tousley 260 pp. 1981
- Reminiscences of Ollie A, Randall 53 pp. 1981
- Reminiscences of Stanley Davies, 141 pp. 1981
see Personalities

BOX #525

HISTORY OF CSS - 2 pamphlets: Robert de Forest, Josephine Shaw Lowell

HOME ECONOMICS: Guide for Family Financial Counseling, Taittonen, Home Economics Consultant 1972

HOMELESS YOUTH IN NEW YORK CITY: A field study by Theodore G. Hackman, MSW, assisted by John L. Cooper, Ph.D. April 1977 \$2.00, 63 pp.

(HOW) HOMEMAKER SERVICE MET MEDICAL NEEDS - CSS Hospital Homemaker - Home Health Aide Study, Powers et al 1971

HOUSE ORGANS - Miscellaneous: Community Board Project News, Research Utilization Newsletter, Volunteers, a Newsletter for (also see "Friday Memo," "Memo to Members," "People")

HOUSING: CODE ENFORCEMENT AND HOUSING MAINTENANCE IN NEW YORK CITY 1972 - Committee on Housing and Urban Development 98 pp.

HOUSING COMPUTER LINK EVALUATION 1976

HOUSING - FIFTY YEARS OF ACTION...HILL

HOUSING, LIFE IN PUBLIC, EQUALS TENANTS PLUS MANAGEMENT - A 6 year Demonstration, 1971 see Life in Public Housing

HOUSING AND URBAN DEVELOPMENT, Committee on

- Minutes 1971-81
- Report on In-Rem Task Force 1981 - Housing & Urban Development 12/29/80

BOX 526

HOUSING AND URBAN DEVELOPMENT

- Legislation in New York State 1973-74

HOUSING: REFORMING THE COMMUNITY DEVELOPMENT PROGRAM 1979

see Reforming the Community Development Program

INCOME MAINTENANCE COMMITTEE - Minutes and Statements 1979-1981

BOX #527

INCOME SECURITY COMMITTEE: "Carter's Welfare Reform, an Overview"
by Maureen Lally 1977

INFORMAL CHILD CARE, A study of (with emphasis on the South
Bronx) by "Mobicentrics" for CSS 1976

INFORMATION NEEDS AND INFORMATION PATTERNS - Unsigned but said to
be by Braverman (probably 1981)

JOBS AND ECONOMIC DEVELOPMENT COMMITTEE - Minutes 1980-1981

JUNIOR COMMITTEE 1970-71

JUVENILE INJUSTICE: DILEMMAS OF THE FAMILY COURT SYSTEM 198 pp.,
1981, ISWR

JUVENILE MEDIATION AND FAMILY ARBITRATION, Minutes and Reports of
Committee on Juvenile Justice etc.

LARGE GRIEVANCES ABOUT SMALL CAUSES 1974

LAWYERS COMMITTEE Minutes & Memos 10-12/76

LEGISLATIVE PRIORITIES 1978 -- Highlights 1977

LEGISLATIVE REPORTS - Sample, 1976

BOX #528

LETTER TO JEANIE, with love, CMT by Clare M. Tousley 1974, 70 pp.

LIFE IN PUBLIC HOUSING

LIFE IN PUBLIC HOUSING EQUALS TENANTS PLUS MANAGEMENT,
Committee on Family Life Education, Alexander Greendale
40+ pp. 1971

LOWELL, JOSEPHINE SHAW 1843-1905, A Volunteer in Social Work by
Margaret Rich, 1954 CSS

(THE) MAKING OF AMERICA'S HOMELESS: FROM SKID ROW TO NEW POOR,
1945-84 by Kim Hopper and Jill Hamberg

MAKING THE PUNISHMENT FIT THE CRIME: A Proposal for Determinate
Sentences for Juveniles 1976 - Committee on Criminal and
Juvenile Justice

MANDATORY RETIREMENT, 1979

MAPPING OF SELECTED PROBLEMS AND POPULATION CHARACTERISTICS IN NEW YORK CITY by E.L. Lyman, A.S. Stumson, J.B. Stimson, IWR 1971

MARIJUANA, The Non-Narcotic Dangerous Drug - Committee on Youth & Correction 1970

MEDICAL CARE PRICES & THE CONSUMER PRICE INDEX 1973 by Ellenbogen, Gladys, Ph.D.

MENTALLY DISABLED ADULTS IN COMMUNITY SETTINGS, QUALITY OF LIFE OF by Ellen Baxter & Kim Hopper 9/79 24 pp.

METHADONE MAINTENANCE TREATMENT IN NEW YORK CITY, Committee on Youth & Correction 1975 76 PP. Folder 1

BOX #529

METHADONE MAINTENANCE TREATMENT IN NEW YORK CITY, Committee on Youth & Correction 1975 76 pp. Folder 2

METHOD AND PROGRESS IN SOCIAL CASEWORK

MINORITY ENTERPRISE SMALL BUSINESS INVESTMENT CORP ("MESBIC") Report 1982 by Agustin Rivera

NARCOTICS:

- Treatment Programs
- Methadone Maintenance see Methadone Maintenance
- Observations of 5 Residential Facilities of Narcotic Addiction Control Committee
- Marijuana see Marijuana

NATIONAL HEALTH INSURANCE: Toward Quality Care All Can Afford 1975 Committee Statement 1972

NATURAL SUPPORTS PROGRAM 1976-81

- Group Services for Those Caring for Older Persons in the Community
- Helping Your Older Relatives - A Guidebook
- Training Manual, etc.
- Gerontology Society Papers 1980

- Network News May 1980

- List of Publications

"NEIGHBORHOOD SERVICE DELIVERY", 3 papers 1974 by Jacqueline Ancelin, Eugene Litwak, Vitomer Stojakovic

NEW YORK CITY TAXES AND EXPENDITURES, THE BURDEN OF, Committee on Income Security 1976

NEW YORK CITY'S MUNICIPAL HOSPITAL SYSTEM...Comments & Recommendations by Task Force, 1979

NEW YORK CITY'S 19th CENTURY CHILD WELFARE SYSTEM...As it Operates in 1975, A Study of (Unsigned Draft 9/12/75)

NEWS, IN THE

- Winter 1983 Selected Publicity

- Summer 1983 Selected Publicity

- 1984-85

BOX #530

NEWSLETTER, Vol. 1, No. 1, Summer 1983

NOMINATING COMMITTEE Minutes 1976, 1978, 1984

NUTRITION

NUTRITION LEAFLETS FOR CHINATOWN et al 1970 ff

OLD AGE SECURITY AND THE PROBLEMS OF OASDI - Part I by Eveline M. Burns, Consultant 1976

OLDER RELATIVES, HELPING YOUR - A Guidebook, Natural Supports 1981

ONE YEAR LATER, The Homeless Poor in New York City, 1982 by Hopper, Baxter, Cox and Klein 6/82

OPPORTUNITY SHOP - Minutes 1972, 1970, 1969

PAMPHLETS

- General and Miscellaneous from 1942

- "Facts" about CSS 1962-67, 1969

- Promotional 7 Descriptive, 1970 ff

PARENT LOCATOR AND SUPPORT PROGRAM

PUBLICATIONS - Internal:

- ABOUT CSS
- Campaign News
- Friday Memo
- House Organs (Miscellaneous)
- JSPOA Newsletter
- Memo to Members
- RSVP/SERVE Newsletter
- What's Going On
- People (Successor to "In the News")

PERSONNEL

- Practices Manual, 1975

PHOTOS

PLANNED PLACEMENT OF COMMUNITY CARE FACILITIES - 1978

BOX #531

PLANNING COMMITTEE

- Minutes & Reports 1981

RESEARCH COMMITTEE of the Board - Minutes 5/73-5/77

POVERTY, THE CHANGING FACE OF - Trends in New York City
Population 1960-90 by Emanuel Tobier, NYU, 11/84 for CSS
43 PP.

PRESCRIPTION DRUGS see The Captive Consumer

PRISON HEALTH CARE IN NEW YORK CITY - A Historical Perspective
Medvene (Student) and Whelan 1976, 26 pp.

PRISON REFORM, Where Do You Stand? 1973-74

PRIVATE LIVES/PUBLIC SPACES, Homeless Adults on the Streets of
New York City by Ellen Baxter and Kim Hunter, ISWR February
1981 - Report and News Clippings and Sequel ONE YEAR LATER,
The Homeless Poor in New York City, 1982 121 pp.

PRIVATE PENSION LEGISLATION, Review and Recommendations 1973 -
Committee on Aging of Department of Public Affairs by Gladys
Ellenbogen, Ph.D.

BOX #532

PROGRAM PROPOSED 1978-79

PROGRAM AGENDA 1983/84, March 1984, 1973, 1978

PROGRAM STAFF PLANNING COMMITTEE - Minutes 6/2/76-9/30/76

PROGRESS NOTES, CSS 1981, 1980

PROSPECTIVE REIMBURSEMENTS FOR HOSPITALS, A Guide for Policy
Makers by Laudicina, S.S., for Committee on Health 1976

PUBLIC AFFAIRS DEPARTMENT, Annual Reports 1970-73 and Report to
Study Committee 1970

PUBLIC RELATIONS: Public Interest Committee Minutes, 1978

PUBLICITY & PUBLIC RELATIONS, Publications Lists

PUBLIC WELFARE

- Public Assistance
- Public Welfare, A Benefit to All 1962, Familial
Responsibility and Applying for Public Assistance in New
York City
- Moreland Commission Report on Public Welfare, Position
Statement on the, 1963
- Services for the Newly Dependents, An Assessment, Mullen
et al 9/72
- In New York City Starving is Not Necessary, Alvin Schorr
1979

BOX #533

QUARTERLY REPORT also see: Semi-Annual Report

- 1st - July - September 1982
- 2nd - October - December 1982
- 3rd - January - March 1983
- 4th - April - June 1983
- 1st - July - September 1983
- 2nd - October - December 1983

- 15
- 3rd - January - March 1984
 - 4th - April - June 1984
 - 1st - July - September 1984
 - 2nd - October - December 1984

"Notes on Program Development, January-March 1980" - Memo to Trustees from Beck 5/8/80

"Review of CSS Program Activities for the period July 1978 thru December 1978," Georgia L. McMurray (also July-September 1984 by McMurray)

RADIO & TV SPOT Announcements for Publicity (recordings) 5" - 6" discs

REAL ESTATE TAX SYSTEM, RECOMMENDATIONS FOR A MORE EQUITABLE, C.O.H.U.D. 1978

REGIONAL DIRECTION ACCESS, INFORMATION CENTERS FOR FAMILIES WITH HANDICAPPED CHILDREN...D.A.I.C. by Richard Lash, Project Director, Direction Service, et al 1/31/78

REGRESSION IN GROUP PSYCHOTHERAPY, CONCEPT OF by Saul Scheidlinger, Ph.D. 1968

REFORMING THE COMMUNITY DEVELOPMENT PROGRAM: The Key to Housing Rehabilitation by Task Force on Community Development by Terence Benbow, Chairman 8/79

REPORT - RESIDENTIAL FACILITY

REPORT TO STUDY COMMITTEE OF THE BOARD OF TRUSTEES 1/27/71 30 pp., and: SUPPLEMENTS I (265 pp.) "NYC: A Problem Census & Social Report" and II (277 pp.) "Strategies for Social Intervention" with subsidiary reports - DPA Committee Reports; Department Reports and Abstracts; FS Center Reports; Four Summary Reports; Questionnaires, etc.; Miscellaneous Reports

BOX #534

RESIDENTS' PERCEPTIONS OF NEIGHBORHOOD SERVICES IN THE SOUTH EAST BRONX AND CENTRAL HARLEM, A Survey of

RETIREMENT, Mandatory

REVISITING THE DEFAULT DEBTOR: A Study of the Role of the Civil Court in Consumer Credit Disputes by Caro, Weis, et al with the Office of Robt. Abrams, Attorney General, New York State June 1983

RSVP UPDATE & SERVE NEWSLETTER

REPORT TO THE STUDY COMMITTEE OF THE BOARD OF TRUSTEES 1/27/71
30 pp., and: SUPPLEMENTS I (265 pp.) "NYC: A Problem Census & Social Report" and II (277 pp.) "Strategies for Social Intervention" with subsidiary reports - DPA Committee Reports; Department Reports & Abstracts; FS Center Reports; Four Summary Reports; Questionnaires, etc.; Miscellaneous Reports

BOX 533

RESIDENTS' PERCEPTIONS OF NEIGHBORHOOD SERVICES IN THE SOUTH EAST BRONX AND CENTRAL HARLEM, A Survey of RETIREMENT, Mandatory

REVISITING THE DEFAULT DEBTOR: A Study of the Role of the Civil Court in Consumer Credit Disputes by Caro, Weis, et al with the Office of Robt. Abrams, Attorney General, New York State June 1983

RSVP UPDATE & SERVE NEWSLETTER

RSVP Article by Vera Avery in School Volunteer News 5/73

SALARIES & SALARY ADMINISTRATION PRACTICES, A Survey of 10/70

SCHOOL SUSPENSIONS at the District Level in One Manhattan School District for Committee on Health by Mary Reichsman, June 1969

SEARCH LIGHT ON NEW YORK, A Progress Report on Human Welfare in New York City by Study Committee of the CSS 1960, "Internal" Version 118 pp., "External" Version 80 pp.

"SERVE," Speeches & Articles on, 1970 ff

SERVE: Older Volunteers in Community Service by Sainer & Zander 1971, 347 pp.

SENIOR ENTITLEMENT MANUAL for VOLUNTEER ADVOCATES, 1979

SENIOR ENTITLEMENT SERVICE: The Elderly Poor and the Entitlement System 11/77 - IWR, (two folders)

BOX 534

"SERVE" Speeches and Articles on, 1970 ff

SERVE: Older Volunteers in Community Service by Sainer and Zander 1971, 347pp

SERVICE RESOURCE DIRECTORY, 1977

SIMPLE ARITHMETIC ABOUT COMPLEX CHILDREN.

SINGLE PARENT FAMILY PROJECT, Publications 1975 -79

SMALL CLAIMS COURT STUDY SEE "Large Grievances . . ."

SOCIAL POLICY ISSUES AFFECTING THE POOR by Georgia L. McMurray

BOX 535

SOCIAL SECURITY: Safeguarding an American Tradition, A Review with Recommendations
1977, 98 pages, Statement on HR1 Amendments 11/71, Eve Burns Statement on
Medicare Provisions 8/71, etc.

SOCIAL SERVICE REVIEW 6/78 re: relief policies of CSS predecessors

SOCIAL SERVICES COMMITTEE Minutes 12/73 - 3/78

SPEECHES, Miscellaneous by Staff and Board (two folders)

"STAFF ~~DEVELOPMENT~~ **NEEDS** WITHIN CSS, ASSESMENT OF" By Shirley Bryant - Draft 4/15/77

STAFF STUDY COMMITTEE - Report 8/25/77 and Minutes 5/ and 8/77, Charge 5/77

STATE OF NEW YORK BOARD OF SOCIAL WELFARE - Requirements for Charitable Organizations
1977

STRENGTHENING INFORMAL SUPPORTS FOR THE AGING - Natural Supports Program 1981, 59 pp.
2.00 dollars

STRUCTURE & FUNCTION PROPOSED, Comments 1977 - 78 (folder one)

BOX 536

(folder two)

STRUGGLING TO SURVIVE IN A WELFARE HOTEL by John H. Simpson & Margaret Kilduff
& Douglas Blewett for Department of Services to Families & Individuals 31 pages
& Appendices & Tables, 9/84

STUDY COMMITTEE: "New York City A Problem Census", 265pp., II: Strategies for
Social Intervention, 276 pp.

STUDY COMMITTEE: Family Service Center Reports

BOX

537 STUDY COMMITTEE: Report to Trustees, 1971

STUDY COMMITTEE: Staff Questionnaires

STUDY COMMITTEE: Summary Reports

STUDY OF CSS by Vigilante SEE The Voluntary Social Agency Experiments. . . 1930-1970

SUMMER CAMP PROGRAM FOR ONE PARENT FAMILIES, REPORT ON by Nancy Kearing for OPP&R
1975 64 pages

SUPPORT GROUPS FOR CAREGIVERS OF THE AGED, A Training **Manual** for Facilitators
BOX 538 1981, 72pp. 7.50 dollars - The Natural Supports Program

SURVEY OF CSS 1948 - 1949

TAINO TOWERS: Proposals to establish a Human Services Center at East Harlem
Housing Project

TASK FORCE ON CONTINUING PROGRAMS SEE Family & Individual Well-Being

TAX STATUS AND TAX ASSESSMENTS

TEACHERS INSURANCE & ANNUITY ASSOCIATION, 1981**TECHNICAL ASSISTANCE (UNIT)**

-1/78 - 6/78

-6/77 - 12/77

-1/74 - 5/77

TECHNICAL ASSISTANCE DAY CONFERENCES

BOX 539

TECHNICAL ASSISTANCE TASK FORCE (re: Diana Gordon Evaluation of the Program, March 1977)**TECHNICAL ASSISTANCE PROGRAM, EVALUATION OF CSS... Diana R. Gordon, March 1977****TECHNICAL ASSISTANCE REQUEST, REVIEW & DISPOSITION PROCESS and Targeting of CSS Training & Technical Assistance Services Towards the Critical Areas of New York City - Department for the Community 1980****THREE YEAR PLAN by Commission for Community Supports 7/17/85 - Executive Summary 5 pp., Department for Community Development. Complete document and background document in Reports Section.****THREE YEAR PLAN - Department of Community Development, May 1985) 24 pp.**)in one
)folder**THREE YEAR PLAN & Background document for Program Plans May 1985) 52 pp.****THREE YEARS AT JOSE DeDIEGO-BEEKMAN HOUSES (Draft August 1975, 44 pp.****TOMPKINS SQUARE HOUSE 1976-77****TOUSLEY, CLARE M. - APPLICATION TO COMMONWEAL FUND 12/14/83**SEE Personalities**TOUSLEY, CLARE M. - Reminiscences (ALSO HISTORY OF CSS, ORAL)**SEE

BOX 540

TOWARD INCOME ADEQUACY for the ELDERLY by Mary Zander et al ISWR 1981 244 pp.**TRANSITION & TERMINATION OF PROGRAMS, TRUSTEES' COMMITTEE ON... 1979-81****TRUSTEE CONFLICT OF INTEREST 1974-78****TRUSTEES, Attendance 1977, 1978****TRUSTEES, CSS STUDY DATA (CONFIDENTIAL) 1959 (also in "Retreat" of Board)**

TRUSTEES COMMITTEE ON TERMINATION OF PROGRAMS 1979 (see TRANSITION & TERMINATION)

TRUSTEES, BOARD OF: Miscellaneous (also see "Retreat" of Board)

TRUSTEES, BOARD OF - Minutes 5/82, 5/81, 10/81, 12/80 and 1 to 11/78, 1976, 77, 73: Executive Council Minutes 1939-51 (also Indexed Board & Administrative Committee Minute Books, 1952-71-Board & Administration Committee Minutes 1958-77

BOX 541 TRUSTEES, STUDY DATA - CONFIDENTIAL

TV SEE Radio

UNITED CHARITIES BUILDING, THE STORY OF by Robt W. DeForest 1931, 1936 (condensed)

THE VOLUNTARY SOCIAL AGENCY EXPERIMENTS, INNOVATES, DEMONSTRATES, AND INFLUENCES PUBLIC SOCIAL POLICY: THE COMMUNITY SERVICE SOCIETY OF NEW YORK 1930-1970 by Joseph L. Vigilante, D.S.W. and Ruth Kantrow, Ph.D., Garden City, New York, October 1974 43 pp.

VOLUNTEERS IN COMMUNITY SERVICE, A Study of Their Experience in One Social Agency by Elizabeth L. Lyman & Suzanne E. Weiss 1970, IWR

VOLUNTEERS & CSS Past, Present & Future by Madeleine Woodward 1975

VOLUNTEER, THE OLDER, SPEAKS ON NEW ROLES IN RETIREMENT 1970

WELFARE HOTEL, STRUGGLING TO SURVIVE IN A . . . SEE STRUGGLING TO . . .

WELFARE REFORM AND THE ASSURANCE OF A MINIMUM STANDARD OF LIVING, A STATEMENT
OF PRINCIPLES by Evelyn Burns 1979, 10 pages

WHAT'S GOING ON - Periodical Publications (Internal) 11/73

WORK ENVIRONMENT STUDY, 1983

WORK RELEASE, A Preliminary Policy Paper for Committee on Youth &
Justice by Whelan & Gross, 1974

BOX 542 YOUTH & CORRECTION COMMITTEE Minutes 2/71-5/74, etc., and SUB-
COMMITTEE MINUTES 1970-74

YOUTH, HOMELESS, IN NEW YORK CITY 1977

YOUTH SERVICES, Mayor's BLUE RIBBON COMMITTEE ON 41 pp. REPORT
June 1978 (Reproduction Poor)

BOX 543 YOUTH TRAINING AND EMPLOYMENT SERVICES

ADDENDUM: REPORTS (INTERFILED ALPHABETICALLY ABOVE IN LIST II)

BIG FLAT, The History of a New York Tenement House by Robert H.
Bremner, October 1958, 8 pp.

BOARD & ADMINISTRATIVE COMMITTEE MINUTE BOOKS, INDEXED, 1952-71,
and MINUTES 1958-77

EXECUTIVE COUNCIL MINUTES 1939-51

FINANCE & REAL ESTATE COMMITTEE MINUTES 1940-69

FINANCIAL TRANSACTIONS - Bonds & Stocks Bought & Sold in the 1970's
and Various Financial Manuals - filed separately

NEW YORK CITY: A Problem Census and Social Report by Stimson,
Stimson & Howell 1970

METHADONE MAINTENANCE TREATMENT IN NEW YORK CITY by Suzanne Todd
for Committee on Youth & Correction 1975, 76 pp. \$1.50

PAMPHLETS - General & Miscellaneous from 1942

PAMPHLETS - "FACTS" About CSS 1962-67 & 1969

STUDY COMMITTEE REPORT TO TRUSTEES 1971

STUDY COMMITTEE SUPPLEMENTS:

-I New York City a Problem Census, 265 pp.

-II Strategies for Social Intervention, 276 pp. ~~(in Book Case)~~

2/25/86

Community Service Society of New York
SERIES IV
List III - Minutes of Board Meetings

CSS-p.154

Minutes - Executive Council April 1939 to December 1941

BOX 544

Merger Meeting - Minutes of Board and Administrative Committee Meeting April 12, 1939

Minutes - Board and Administrative Committee May 1939 - December 1939

Minutes - Administrative Committee and Board Meeting

1939

1940

BOX 545

1941

Minutes - Administrative Committee and Board Meetings

1942

1943

BOX 546

1944

Minutes - Administrative Committee and Board Meeting

1945

1946

BOX 547

1947

Minutes - Administrative Committee and Board Meeting

1948

1949

BOX 548

1950

Minutes - Administrative Committee and Board Meeting

1951

1952

1953

Special Administrative Committee Meeting - December 1951 (Confidential)

BOX 549

Minutes - Administrative Committee and Board Meeting

1954

1955

1956

BOX 550

1957

Minutes - Administrative Committee and Board Meeting

1958

1959

1960

BOX 551

1961

Minutes - Administrative Committee and Board Meeting

1962

1963

1964

1965

BOX 552

1966

Minutes - Administrative Committee and Board Meeting

1967

Minutes - Administrative Committee and Board Meeting (con't)

1968

1969

BOX 553 1970

Minutes - Administrative Committee and Board Meeting

1970 (con't)

1971

Minutes - Finance Committee

May 1940 to December 1942

BOX 554 February 1943 to December 1945

Minutes - Finance Committee

January 1946 to December 1948

January 1949 to December 1951

January 1954 to December 1956; January 1957 to December 1959

1970 to 1976

January 1952 to December 1953

Minutes - ~~Real Estate Committee~~ Minutes

BOX 555 February 1940 to September 1953

Minutes - Finance and Real Estate Committee

January 1960 to December 1969

"Goldberg Dissertation"- Chapters I to VI

BOX 556 "Goldberg Dissertation" - Chapters VII to XII

"Strategies for Social Intervention"

Bulletins - copies

1/70 to 10/81(end)) in one folder

Bulletin- COS

2/4/36

Bulletin - Purpose of CSS - General

BOX

557 "About CSS - (What's Going On)"

Annual Reports-

1974-75

1939

1973-74

1950

1972-73

1951

1971-72

1952

1970-71

1955

1969-70

and

1956

1968-69

1957

1975-76

1958

1976-77

1959

1978-79

1960

1979-80

1965

1980-81

1966

1983-84

1967

Bulletins - 9/66 to 9/79

BOX 558

Minutes- Administrative Committee and Board Meeting

1958

1959

1960

1961

BOX 559

Minutes - Administrative Committee and Board Meeting

1962

1963

1964

1965

BOX 560

Minutes - Administrative Committee and Board Meeting

1966

1967

1968

1969

BOX 561

Minutes - Administrative Committee and Board Meeting

1970

1971

1972

1973

1974

BOX 562

Minutes - Budget

1975

BOX 563

Community Service Society of New York

Series 1V

List 1V - Case Records & Group Therapy

CASE RECORDS

Box 564	File No. 1-10
Box 565	File No. 11-18
Box 566	File No. 19-33
Box 567	File No. 34-41
Box 568	File No. 42-47
Box 569	File No. 48-56
Box 570	File No. 57-63
Box 571	File No. 64-82
Box 572	File No. 83-90

COMMUNITY SERVICE SOCIETY OF NEW YORK: Series V

List I - Historical Data

1970 & following

(includes some material for the period, ca. 1945-1969 also)

Box 573 Aging

Amicus

Archives

Bequests

Benefits--Fringe(CSS)

Board & Committee Roles see also: Reports

Cresap Report 1981

Bronx (South) Human Services: "LISC"

See Serve - RSVP

Budget 1984 & 3 Commission Budgets

As Sample

Budget Counseling Service ("BICCS") & Budget, US, NYC

Bumpurs Eviction Case

Bushwick Family Service Center

See East Harlem

By-Laws 2/15/78 revision

Box 574 CASC (Community Agency for Senior Citizens)

Casework, De- Emphasis on 1971

Charity Organization Society 1987

Suggestions on Treatment of Cases

Children

Code Enforcement & Housing Maintenance in NY City-1972

Columbia University Library

Columbia U. School of Social Work

Committees--Commissions '81

Committees on Survival Issues

Community - Based Family Services, Testing Ways of

Organizing These v. Family Services, SE. Bronx

Community Boards

Community Development Dept., Community Supports, and

Community Services Depts.

Community Empowerment

Community Partnership Model

Confidentiality

Consumer Credit

Consumer Cooperatives--for the Urban Poor

- Contributions
- 574b. Crime
 - Crime Against The Elderly
 - Day Care
 - Data/Net
 - Demonstration Projects
 - Direction Service
 - Disability Insurance
- Box 575 EAF Housing Team see: Community Partnership model
 - East Harlem & Bushwick Family Service Centers
 - Economic Development--Publication 1984
 - Education
 - Education Committee Report
 - Board of Education
 - Handicapped Children
 - Education Task Force
 - Elderly, Caregivers To, see: Aging
 - Elderly Crime Victims see: Aging
- 575b. El Barrio
 - Employee Relations, Employment
 - Employee Roster see: Employment
 - Employment
 - Publications
 - Program
 - Seniors
 - Executive Staff for Planning: proposed initiatives, 1980
 - Family Court
 - Family Crisis Center, upper Manhattan 1981
 - Family Partnership Program
- 575c. Family Respite Project
 - Family Services, Pilot Projects
 - Family Services Centers
 - Family Support Systems
 - as alternate to foster care
 - Food Stamps
 - Foster Care
 - Foundations
 - Frail Elderly, see: Aging
 - Friendship Center
 - Fund for the CITY of New York
 - Fund Raising
 - "Futures" Report 1983 - NASW Professional Futures Commission

General
 General Director
 General Services, Office of
 Generic Mailing List (CSS)
 Greater New York Fund/United Way
 Group Therapy

Box 576 Handicapped - 1978

Haitians

Head Start

Health

Home Care see: Aging

576b. Homeless

House Organ: "CSS Interdepartmental Exchange" 8/87

Housing

Housing Enriched

"Health Angels", Bronx

Hundredth Anniversary - 1/22/48 Program

Information & Referral Service (CSS)

Interface

International Year of the Child

Institute for Social Welfare Research

Jamaica Service Program for Older Adults, "JSPOA"

Joey, Project

Box 577 Legacies--I

Becker, Belmont, Booker

Chabot, Chad Bourne, Child, Clark

Cockcroft, Davis, Kelsey, Fairchild, Fink

Legacies--II

Fleming, Garrison, Hurok, Leroy, Livingston, G., &

Livingston, I., Mckim, Naumburg, O'Brien, Pullar, Reis,

Richards, Stanton, Statler addendum, Stiner, Strong,

Tierny, Twombly, Vondermuhll, Weitenkampf, Zeger

Legacy Lists

Legislation

Leith Awards

Life Achievement Awards, CSS

Lowell, Josephine Shaw, First Annual Luncheons, 3/26/86
 and 4/21/87

Lurie, Ellen--Awards 1987

Medicare & Major Medical Plan

Mental Health Services, NY State 1980

Minorities

Miscellaneous

Mission & Objectives (of CSS)

Money, How CSS Receives & Spends It

Box 578 National Conference on Social Welfare

Natural Supports

Neediest Cases

New York Works! see: Employment

Nutrition Program, F '86, Emergency

Older Persons Service

Opportunity Shop--Board of Directors Meetings, 1963-1969

Orientation, CSS

Ownership Transfer Project

Pamphlets--Misc. Old Copies

Parents

Personalities, General.

Personalities: Beck, Bertram

Personalities: McMurray, Georgia L.

Personnel

Planning Com.

578b. Poverty

Program Agenda '79, '81, '83, '84

Program and Budget '74, '75

Box 579 Program Committees

Program Resources, Office of Program Development

Provident Loan Society

"God Bless Pawnbrokers", Dodd Mead ca. 1975

Public Affairs

Public Assistance

Public Relations, aka: Public Affairs, or Public Interest

Publications

Lists--1971 & following

Puente, El

re NY Foundation & NY Community Trust

Puerto Ricans

Radio Program

Reagan Administration Budget Proposals, FY83

REAL, Project

Reorganization of '78

Retirement

Box 580 Salaries

School Health Demonstration

SERVE & RSVP

Services to Families & Individuals, Commission On, 1982
Single Parent Family Project
Social Research of Public Policy Commission 1983
Social Security
Staff

Social & Economic Monitoring Unit
Social Legislation

580b. Social Security

Social Services

South Bronx Human Development see: Human Services
LISC

Southeast Bronx Family Service Program

Statewide Youth Advocacy and (CALs)

Structure & Function of the CSS

by Com. on Structure & Function, to Trustees, 1978

Students

Summer Campaign/Homeless Children

Survival Issues

Box 581 Table of Organization

Taxation

Technical Assistance

Teenage Pregnancy

Tompkins Housing Authority Managers

Trustees, Officers

Union, staff

United Charities Bldg.

Volunteers

Voter Registration

Walk-Ins

581b. Washington Heights/Inwood Assessment of Health Care
Needs - see: Reports Section

Welfare

581c. Winter Coats

Youth/Adolescent Development

Youth Advocacy

Youth Bureau, New York City

Youth (Energy Corps--Employment)

Youth Board, N.Y.C.

Community Service Society of New York: Series V
List II - Reports, Pamphlets, Clippings
1970 & Following

(includes some material for the period, ca.
 1945-1969 also)

- Box 582 "About CSS", "CSS News" ; "All in the Family"
 also see: "IN The News"
 Alternative Management Programs: A Housing Resource
 Guide
 "Amicus"
 Financial Guide, 1979
 Anniversary, 125th
 7 papers, by Myrdals et al.
 Annual Report
 1945-1984
 Beck, Bertram M., writer:
 Comprehensive Services for Families and Children in the
 United States, cs 1980; The Lower East Side Family
 Union.
 Beyond The Threshold: Families Caring For Their Children
 who have Significant Developmental Disabilities
 by Kathleen McKaig 1986
 Board of Trustees see: Trustees, Board of, Minutes
 minutes
 Board & Committee Roles
 (Cresap Report)
 Briefing Papers
 re Election '83 & Gov. Elect Cuomo
 Budgets (of CSS? 1981)
- Box 583 Bulletin Board, house organization from 4/28/87
 Bulletins--old, misc.
 "CASC, News from" 1979, 1980
 Care Givers for the Aged, Support Groups for
 by Rzetelny & Mellor 1981, 72 pp.
 Changing Views of Poverty
 by Tobler, Grossman, Stafford. Edited by Bowles
 43 pp. illustrated, ca. 1983
 Civil Disabilities: The Punishment Does Not Fit The Crime
 51 pp. 1973
 Code Enforcement and Housing Maintenance in New York
 City--1972
 Community Board Project News

- Community Boards In Poverty Areas, Special Needs of
by Interface 1980
Communiuty Development, Dept. for: Three Year Plan 5/85
Community Organizing, Center for, 4 pamphlets
Community Service Society--General
Computers In The Schools
Anne Mckay et al. 1984 66pp.
"Connections", house organization started with "fall '86"
issue, 10/86.
Continuing Programs Task Force, Report to Executive Com.
4/2/79
Criminal & Juvenile Justice Com. '1979-81
Minutes, Memos, Proposals
- Box 584 Day Care and the Working Poor
by McMurray & Kazanjian 1982, 139pp.
Preliminary Report on the Day Care Eligibility Study, 1980
Demonstrating Community-Based LongTerm Care In The
United States: An Evaluation Research Perspective.
by Francis C. Caro, Ph.D., Institute for Social Welfare
Research, CSS, May 1986.
Education Committee Minutes etc. 1980-1981
Education for Expectant Parents, Directory of (NYC,
Nassau, Westchester) 1972, 57pp. \$1.00
Employment--"Chasing The American Dream"
11/80 - NAACP - CSS Study re Minorities & Jobs
1980-83 includes 65 page "Working Paper" by Sumnar M.
Rosen of 1984-85 "New York Works!"
Executive Committee, 1988.
Family Care of the Elderly
Frankfather Smith, Caro - 1981? 175pp.
- Box 585 Financial Accountants Reports '61-'74, '83
Financial Statements
Forty Forgotten Families, a study of Young AFDC Families
--1965
Friday Memo, etc. by B. Beck 1/3/83 - 7/23/84
- Box 586 Goldberg Dissertation re CSS '75
Xerox Copy & Comment
Health & Nutrition Committee '80-'81
The Heights: A Community Housing Strategy...for homeless
people. *(See Homeless II)
- History of CSS, by Vida S. Grayson:
Reminiscences of Stanley Powell Davies 1981, 141 pp.

Reminiscences of Clare M. Tousley 1981, 260 pp.

Reminiscences of Ollie A. Randall 1981, 53 pp.

Home Care In NYC

1985 - re Aging

by Caro & Blank 18 pp.

Homeless: "Alternatives To The Welfare Hotel"

by Victor Bach & Renee Steinhagen 1987, 54 pp.

"Financial Management Systems II 87 pp. n.d.

Box 587 Homeless II:

Developing Shelter Models for The Homeless '85, The Making of America's Homeless '84, Struggling to Survive in a Welfare Hotel '84, Hardship in the Heartland '84, Hotel Watch '83, The New Mendicacy - Homeless in NYC '81, Homeless Youth in NYC '77, ONE YEAR LATER, The Homeless Poor in NYC, 1982, ca. 80 pp.

Housing & Urban Development

- Minutes '80-'81

- Report of In Rem Task Force 12/29/80

- Alternative Management 80-81 sep. folder

- Etc.

Housing:

Saving Homes for the Poor *(See Homeless II)

Reforming The Community Development Program, 1979

*(See Housing & Urban Development)

Life in Public Housing Equals Tenants Plus Management

1971-40+pp. by Alexander Greendale

Housing & Urban Development Committee Minutes

*(See Housing & Urban Development)

Income Maintenance Committee

Minutes etc. 79-81

The Intellectually Superior Child In a Deprived Social

Area - Appendix: "The Pursuit of Promise" 1967

Jobs & Economic Development Committee

1980-81

Juvenile Injustice: Dilemmas of The Family Court System

Box 588 Life in Public Housing

Making The Punishment Fit the Crime

a Proposal for Determinate Sentences for Juveniles 1976

Medical Care Prices & The Consumer Price Index

by G. Ellenbogen 1973

Methadone Maintenance Treatment In New York City

Com. on Youth & Justice 6/75, 76 pp.

Mentally Disabled Adults in Community Setting, Quality of

Life of, "Interim Report"
 by Baxter & Hopper, 24 pp., 1979
 Mentally Disabled, Cost Effectiveness in Community Care of
 The.
 by Francis G. Caro 11/80
 Quality of Life of Mentally Disabled Adults in Community
 Settings.
 by Baxter & Hopper 9/79 *(See Mentally Disabled Adults)
 Natural Supports
 New York City: A Problem Census and Social Report
 A.&J. Stimson, E.J. Mullen, 10/70, 265 pp.
 NYC's Poverty Budget, analysis by NOVA Inst. 9/84 184 pp.
 NEWSWORTHY - Articles about CSS 1986, 87.

Box 589 "News, In The"

- Winter 1983 Selected publicity
- Summer " " "
- 1984-85
- 1986-87

Not Without Hope, A Report & Recommendations on Family
 Relocation Com. on Housing 3/58

"People"

Personnel Com. of the Board, Minutes
 10/83 - 2/86

Planning Com. (2 folders)
 1981

Report on CSS 79 - 81 *(See Report & Planning
 Committee on CSS)

Box 590 Post-Hospital Care Arrangements for the Functionally
 Disabled Elderly

Poverty, changing Views of
 ca. 1984, 43 pp.

Private Lives/Public Spaces
 Baxter & Hopper 1981
 121 pp.

Program Agenda - Summary Report 10, '79

Public Affairs, The Bureau of, Cause, Character & Course
 1959 - 38 pp.

Plan of Organization & Procedures for Public Affairs
Program 1972

Publications, Misc.

Report (on CSS)

"Progress Notes, 1-3, '81; Quarterly 7-9, '82
 4-6, '83; 10-12, '83; 1-3 & 4-6, '84

- Report on CSS Program Activities 12/78
- RSVP - SERVE Newsletter
- Single Parent Family Project
- Social Policy Issues Affecting The Poor
by Georgia L. McMurray 1983, 37 pp.
- Box 591 Strategies for Social Intervention
Young, Taran, Weis, Mullen 1970 Draft
Part of CSS Study
Study Com., Report To, By Com. on Public Affairs 1970,
110 pp. "A Place in The Community for Every Man"
Study Com., Report To Trustees 1/27/71
Summer Camp Program for One-Parent Families, a Report
by Nancy Kearing, Oct. 1975, \$3.00 64 pp.
Supporting Families Who Care For Severely Disabled
Children At Home
Survey of Residents' Perceptions of Neighborhood Services
In The Southeast Bronx & Central Harlem
by Louis Harris & Assoc. Inc. 1979, ca. 80 pp.
- Technical Assistance
Technical Assistance Guide 1986
- Box 592 Trustees, Board of Minutes, Etc. '69 - '84
Trustees, Board of Minutes 1977
Trustees, Board of Minutes 9/77 - 2/76
- Box 593 Trustees, Boards of Minutes from leather binders 6/76 -
1/76 with finance & Real Estate Com. of The Board
1960-69, 1 vol.
Trustees, Board of Minutes annual Board and Members
Unemployment Insurance and the Low Income Worker
by Linda R. Wolf Jones, 1985.
Washington Heights/Inwood Neighborhoods"
Assessment of Health Care Needs - North Manhattan
Health Action Group Report, 2/84 116 pp.
Work Environment Study
4/83, 30 pp.
Workshops in Organizing
(4 pamphlets)
Youth Enter Prizes
by J. Polner 1983 & Chasing The American Dream 1981.
Youth Training and Employment Programs - for Com. on
Youth Correction, by Sophie Engle 1967.
Youth Offenders
- Engaging The Serious Youth Offender in Employment,
Training

- Project Real
- 1984
- Jones, Hoffman, Llanos

COMMUNITY SERVICE SOCIETY OF NEW YORK: Series VI**Legal and Financial Matters, and H. Dogue
Materials.**

Note: For a detailed list of contents of these
folders, see the following section "Folder Content"

- Box 594** **Adopt-a-family**
American Foundation for the Blind *(See H. Dogue
Materials Box #607)
Annual Printing Report (Haskins & Sells)
Annual Reports
Audit Committee
Auditing--Haskins & Sells
- Box 595** **Bank Accounts Courtesy Account**
Bank of New York
Banks Trust Company
Board of Managers Meetings--United Charities
Boys House and Dosoris *(See: H. Dogue Materials
Box #607)
Budgetary Process in CSS
Caldwalder-Wickersham & Taft
Capital & Operating Cash Funds
Capital Funds--General and Restricted
Certificate of consolidation of CSS
- Box 596** **Chase Manhattan Bank--Letters 1956-1973**
Chase Manhattan Bank--Savings Account(Opp. Shop)
Chemical Bank & Trust Co.
Childeren's Rights Project
Citibank--Archer Ave. Project Checking Account
Citibank--Capital Fund Savings Account
Closed Bank Accounts
Community Action Program *(See H. Dogue Materials
Box # 607)
Community Board Project
CSS Board of Trustees *(See H. Dogue Materials
Box #608)
CSS Briefing on Fiscal Year 1983
CSS Budget 1973-1974
CSS Bulletin Board
"CSS Fair" held at Rockefeller Center
CSS Financial Study
- Box 597** **CSS Inventories**
CSS Miscellaneous
CSS News
CSS Program Agenda

CSS Proposed Budgets 1967-1973.
 CSS Publication Aff. Program
 CSS Report July 1982
 Confidential
 Continuity in Care for Impaired Older Persons
 Department of Finance
 The Dime Savings Bank of Brooklyn
 District 1199 (Union) *(See H. Dogue Materials
 Box #608)
 Donations from Mrs. Colin G. Fink *(See H. Dogue
 Materials Box #608)

Box 598

DSS-CSS Collaborative Project
 Expense Definitions
 Fees--Miscellaneous
 Financial Assistance Information
 Financial Assistance Fund
 Financial Miscellaneous
 Friendship Center *(See H. Dogue Materials Box #608)
 Functions/00I
 Fund Raising
 Gifts Received by CSS
 Greater New York Fund *(See H. Dogue Materials
 Box #609)

Box 599

Haley, William, Esq.--Papers *(See H. Dogue Materials
 Box #609)
 Head Start
 Homemaker Service
 International Press Ball
 Investments

Box 600

Jamaica Service Program 1975-1977
 Kings County Savings Bank (Capital fund/Savings
 Account)
 Ladies' Christian Union *(See H. Dogue Materials
 Box #609)
 Landlord/Tenant Forms plus instructions
 Lay Staff Relationship 1975
 Legal Case (L. McMillan et al. 1970-Legal Papers)
 Legal Matters
 Marine Midland Grace Trust Co. of NY
 Memos to Data Processing Unit

Box 601

Mortgages
 Neighborhood Conservation Program--City Contract

Neighborhood Conservation Project
 New York Bank for Savings
 New York School of Social Work *(See H. Dogue
 Materials Box #610)
 New York Times Neediest Cases Fund *(See H. Dogue
 Materials Box #610)
 Older Persons Service--SES Natural Supts.
Box 602 Opportunity Shop *(See H. Dogue Materials Box #610)
 Out-of-State Placement Documents
 Placement of Children in Foster Care
 Project for Addicted Servicemen *(See H. Dogue
 Materials Box #611)
 Project Forms (Informational Records)--Blanks
 Property (= real estate) *(See H. Dogue Materials
 Box #611)
 Reports:
 -Camp Scholarships 1978
 -Community Planning Board 1976
 -Purchase Requisitions
 Rockefeller Brothers' Fund
 Salaries--Unclassified Positions
Box 603 Sale of Securities--Blank Forms
 School Project
 (The) Seamen's Bank for Savings
Box 604 Senior Advisory Service Projects
 Senior Advisors Service
 Senior Advisory Service
 -10/1/66-9/30/67
 -10/1/67-9/30/68
 -10/1/68-11/30/69
Box 605 SAS(Senior Advisory Service) 1969
 SERVE *(See H. Dogue Materials Box #612-615)
 Serving The Aging
 State Supreme Court of NY--Briefs
 Stock Confirmations
 Stock Gifts--Confidential
 Stock Gift Folder: II
Box 606 Taxes
 Thompkins Square House *(See also H. Dogue Materials
 Box #616)
 United Charities Building
 United Charities Mortgage Interest
 United States Trust Co.

Wood, Struthers, & Winthrop Investment Advisors

H. DOGUE MATERIALS:

Note: For a detailed list of contents of these folders, see the section labeled "H. Dogue Folder Contents" following

- Box 607** American Foundation for the Blind
Boys House and Dosoris
Community Action Program
- Box 608** CSS Board of Trustees
District 1199 (Union)
Donations from Mrs. Colin G. Fink
Donors
Friendship Center
- Box 609** Greater New York Fund
Haley, William, Esq.--Papers
Ladies' Christian Union
- Box 610** New York School of Social Work
New York Times Neediest Cases Fund
Opportunity Shop
- Box 611** Project for Addicted Servicemen
Property (=real estate)
- Box 612** SERVE
- Box 613** SERVE
- Box 614** SERVE
- Box 615** SERVE
- Box 616** Tompkins Square House

CSS Publications:

Address by John S. Kennedy at the Opening of the
United Charities Building, March 6, 1893

Senior Advisory Service for Public Housing
Tenants, 12/69

Status Report on the Federal Budget Process:
Special Session Alert, Nov. 22, 1982

Thinking About Alternatives, by Kim Hopper, July
1981

Treatment Programs for New York City's Youthful
Drug Absusers, Part 2, by Suzanne W. Todd,
Jan. 1974

"Legal Opinion--Use of Restricted Funds," bound report containing opinions of De Forest, Elder and Mulreany, 9/8/49

(Although the cover says, "Only copy--Do not remove from office," if the office means CSS Office of Information, where archival materials are located before being sent to Columbia University, it seems appropriate to disregard these words and send the report to Columbia.)

Letters and memos re CSS's tax-exempt status

Indenture (1/25/1938) between AICP and Lincon Garden Homes, Inc., re Staten Island land granted to AICP

Letters and memos on other legal matters

Letters re residents of CSS-owned residences

Letters and memos re Ward Manor other than individual residents

Correspondence with Neptune Productions, Inc.

LEGAL CASE

1 folder

L. McMillan et al. 1970 - legal papers

STOCK GIFTS - CONFIDENTIAL

Listings by names and copies of letters

SAS (Senior Advisory Service) 1969

Letters, Memos, Proposals

Senior Advisors Service 1 folder

Space, Training Course

Memos, forms 1966

Memo #5 in the series on the project financed by the National Institute of Mental Health - Procedures for Reporting Activity with, on Behalf of, or by Tanants

Memo #4 In-Service Training Course for Service Workers

SENIOR ADVISORY SERVICE 3 folders

- 10/1/66 - 9/30/67
- 10/1/67 - 9/30/68
- 10/1/68 -11/30/69

DEPARTMENT OF FINANCE 1 folder

1963 Confidential Information

- Triennial Report of the Department of Business Management 1951-54
- Memos 1958, ±963
- 1939 Memo to Messrs. Gifford & Henry on CSS Legal Arrangement
- Confidential - Capital Fund Gains & Loses 1939-1949 and their Relation to Future Budget Policy
- Extracts from Booz, Allen & Hamilton Survey relating to the Department of Business Management
- Memos-various 1950's & 1960's
- Report of the Department of Business Management 1948-1951
- Report of the Department of Business Management 1945-1940

SALARIES - UNCLASSIFIED POSITIONS 1 folder

Salary listings with names
Some memos

SERVING THE AGING 1 folder

- Memos 1964
- Confidential Memo on Bleakner Report 1963
- Confidential Notes on Special Study Project in Services for the Aging

OUT-OF-STATE PLACEMENT DOCUMENTS 1 folder

1979 - Program Practices Review - Elmar School
Physical Plant Review
- Cardinal Cushing School - Training Center
- Compendium of Research on Foster Care in New York City
Montanari Residential Treatment Center Evaluation
Various Letter, reports and Agreements

CHILDREN'S RIGHTS PROJECT - 1980 1 Folder

1980 Right to Appeal - Children Rights
1980 Letters, Memos, copies of documents and notes

PLACEMENT OF CHILDREN IN FOSTER CARE 1 folder

1980 - Letters and memos
1978 Document - Assessment of out-of-state Agencies
and plan for returning children placed
in such agencies to New York State
Case Identifying Information Form

BOARD OF MANAGERS MEETINGS - UNITED CHARITIES
1957 - 1978

) Some Letters and Memos related to Expenses and Budgets
1957- 1978

FINANCIAL MISCELLANEOUS 1 Folder

Memos and Letters 1949-1966

Proposed Budget Fiscal Year: 10-1-55 to 9-30-56
10-1-56 to 9-30-57
10-1-57 to 9-30-58

Review of Security Holdings of CSS 9-30-63

) 3 FOLDERS

SALE OF SECURITIES - BLANK FORMS

Response letter samples

PROJECT FORMS (Informational Records) -Blanks

FORM LETTERS FOR CONFIRMATION OF LOAND (Staff)
and PETTY CASH CUSTODIANS

JAMAICA SERVICE PROGRAM FOR OLDER ADULTS 1975-1977

) Payment Vouchers

Monthly Expenditure Reports

Memos and Letters - related to

Admending Agreement 1976 & 1977

CSS BUDGET 1973-74
COMMUNITY SERVICES SOCIETY BUDGET
FISCAL YEAR 1973-74 bound copy

1 Folder

178

2 Folders

OLDER PERSONS SERVICE - SES Natural Supts

Memos, Letters, Press Releases, Newspaper articles, Reports
all related to SES Natural Supts

1975-1978

REPORTS:

The Elderly and Mandated Entitlements
The Family's Role in Caring for the Aged: How Can we Help?
Senior Entitlement Service: The Elderly Poor & The Entitlement System

CAMP SCHOLARSHIPS 1978

1 folder

COMMUNITY PLANNING BOARD 1976

Letters, Memos, Proposals, Evaluation, Reports

PURCHASE REQUISITIONS
1975

1 folder

) COMMUNITY SERVICE SOCIETY PROPOSED BUDGETS
1967, 1968, 1969, 1970, 1971, 1972, 1973

CSS - MELLANEOUS

1 folder

Letters, Memos -
Special Report CSS history
Analysis of the Appellate Division Decision, CSS vs The
Welfare Inspector General 1978

1941 Federal Legislation F.L.15 Defense

) 3 folders

TAXES

Form 990-A RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX (CSS)
Annual Report of Charitable Organization (Atty. Gen's Office)
Memos, Letters, Forms, etc., related to CSS Taxes

)

Landlord/Tenant Forms plus instructions July 1971

Blank forms - Lease Agreement, Summons, Affidavits, Show Cause, Dismiss
 Newspaper clippings
 Information from "Real Property Actions and Proc."
 Rules and Regulations from 1971 Federal Register Vol. 36, No. 251
 MEMO - 1971 performance of CURMCO
 Other Miscellaneous Memos
 1971 Staff Meeting Notes
 Property Law Reports 1971 2 sheets - entitled "New Developments"
 A Directory of Agencies Non-Profits Can Contact

HEAD START 1 folder

1967 Agreement to begin Head Start (between NYC and Community Development

1966 General Fiscal Guide for the operation of projects under the jurisdiction of the EOC or the APOB

Budget information

Training Proposal Non-Expendable Property Inventory form

Payment Vouchers and Letters

1967 Summary of Meeting on Head Start Parent Education Program
 1-18-67 2-8-67
 3-22-67

Memos

Fact Sheet and Summary of Responses 1967

Gifts Received by CSS * 1 folder

Haskins & Sells (Accountants) Reports on gifts given to CSS
for 1971 ln 1972

Report on gifts received from publicly owned corporations and their
foundations 9-71 to 8-72

Report on gifts received from publicly owned corporation and their
foundations 9-70 to 8-71

Report on gifts received from publicly owned corporation and their
foundations 9-71 to 8-74

Calculation of GNYF Grant to CSS spread sheet
year ending 9/30/73
9/30/72
9/30/71

*THIS FILE SHOULD BE FILED WITH GREATER N.Y.FUND FILES ALREADY
SENT TO YOU.

Stock Confirmations 2 folders

1972-1976 Stock Confirmations

Instructions for filling out confirmation sheets

Some stock exchange forms

Thompkins Square House 1 folder

List of Residents 1961 (Total)

FUND RAISING - 1 folder

) 1957 Publicity Report

Meeting on the Evaluation of the 1957 CSS Family Fund Campaign

Tentative Survey Report of the CSS 1950 - Marts & Lundy

Pamphlet - WHO CARES

1939-1949 Securities transfer Letters

Resolution RE: Contributed Securities 1951

Memos, Letters, Clippings 1952

Letters 1953

Clippings, Memos, Letters, Summary of Meeting, 1954

Memos, 1955

Letter 1961

Report of Development Committee to the Board of Trustees 1976

International Press Ball 1 folder

Tax Exemption Form - Blank

Tax Exemption Form 9/27/63

Income and Disbursements Statement 1/31/64
5/14/62
3/21/62Various Letters and Memo related to International Press Ball
Various Tax forms completed and submitted

Rockefeller Brothers Fund 1 folder

183

4 Financial Statements to Fund:

-) Tentative Statement of Operating Income and Expenses for the Fiscal Year
-) Tentative Statement Showing Analysis of Operating Fund for the Fiscal Year
-) Tentative Statement Showing Analysis of Capital Fund for the Fiscal Year
-) Budget for the Year Ending in September of that year

1969, '68, '67, '66, '65, '64, '63, '62, '61, '60, '59, '58, '57, '56

Fees - Miscellaneous 1 folder

1964 Memos and forms regarding Deductibility of Fees as a Medical Expense

) Financial Assistance Fund 1 folder

1949-1968 Memos and Financial Statements

Definitions of Terms and Instructions for Reporting Monthly Statistics of Family Casework 1946 Edition

Financial Assistance Information 2 folders

1976 - Proposal for use of Financial Assistance Funds
Also other memos, letters and statements

1975 - Financial Assistance Funds for Specified Purposes
Also other memos, letters and statements

Financial Assistance Forms

1955-1965 Information

Budgetary Process in CSS 1 folder

1962 Budgetary Process in CSS Memo

Expense Definitions - 1 folder

Definitions for Account Classifications 1964-65

Investments 1972-75 1 folder

Bound Copies:

CSS Security Holdings as of September 30, 1972
CSS Security Holdings as of September 30, 1973
CSS Security Holdings as of September 30, 1974
CSS Security Holdings as of September 30, 1975

Investments 1 folder

Spread Sheet for Schedule of Assets Sold 1972

Memo, Letters, 1966-72

Investment Policies of Charitable Funds 1960
Wood, Struthers & Co.

Certification of By-Laws 1958 Sample Copy

Investment Policies of Charitable Funds 1956
Wood, Struthers & Co.

Exerpts from Board of Trustees Meeting 1-25-56

Brown Brothers Harrimsn & Co. documentation of securities 1972

Investments

1 folder

185

Memos, letters, security listings - regarding custodian services for the
CSS beginning October 1, 1965

) Bids from various banks and summary of bids 1965

Resolution for custodian designation

Memos - Cash Accounts

1960 List of Authorized signers

1956 List of Bank Accounts

1958 List of Officers for CSS

) Annual Reports

1 folder

Instructions on Preparation of Annual Report 1969

Memos, letters, Annual Reports 1953-1969

Admendments to Rules of Board of Social Welfare 1957

Fund Raising in New York State, an analysis 1957

Solicitation and Collection of Contributions for Charitable
Purposes: Article 10-A of the Social Welfare Law May 27, 1957

Article 24 of the Rules of the State Board of
Social Welfare 1957

) Audit Committee

1 folder

Reports prepared for Audit Committee 1939-1958

Memo relating to Scope of Examination of accounts of CSS 1941

Also Letters and other memos from this period

Auditing - Haskell & Sells

1 folder

186

1939-1958 Memos, audit reports, regarding internal audit
procedures and etc.,.

Management of Investment of the CSS March 1947

Annual Printing Report (Haskins & Sells) 1 folder

Section in back of Annual Report drafts

Memos, Letters, Summaries, 1954-1967

Adopt-a-Family 1 folder

Memos, Financial Reports, Letters 1961 - 1969

Capital Funds - General & Restricted

1 folder

Haskins & Sells letters 1939

Various Financial Statements 1939-1944

Ward Capital Funds 1944

Legacies and Gifts 1924-1941
1901-1932

Requests & Contributions to endowment Funds of COS 1939
Gives names of people and amounts

Capital & Operating Cash Funds

1 Folder

187

Bound copy Capital Budget 1953

Memos, Ledger Sheets, 1955-1967

Kings County Savings Bank
Capital Fund/Savings Account

1 folder

1963-1965

Letters, Memos, Deposits

Interest 1965 from Kings County Savings

Cadwalder-Wickersham & Taft

1 folder

1948-1964

Right for Exemption from Taxation on properties owned by CSS 1948

Exemption from Federal Income Tax 1942

Exemption from Canadian taxes 1942

Billings - Caldwell-Wickersham & Taft 1964

Memos to Data Processing Unit

1 folder

1972-1974 Miscellaneous Memos and Unit Statement Index

Closed Bank Accounts 1 folder

1934-1963

Memos, Letters, resolutions: Opportunity Shop-Various Savings Banks
Marine Midland
NY Trust Co.
1st Nat. Bk of Red Hook

Bank Accounts 1 folder
Courtesy Account

1953 Recommendation to open Courtesy Account

Letters 1956, 1958

List of Inactive CSS Bank Accounts (Courtesy Accounts) 1956

List of Inactive CSS Bank Accounts (Courtesy Accounts) 1952

1961 CSS Bank Accounts
1960
1958

1956 Inactive CSS Bank Accounts

1945 Bank Resolutions

1962 Schedule A

Banks Trust Company 1 folder

Letters, statements, forms 1951 - 1965

New York Bank for Savings

1 folder

189

Resolution to establish Depository Account

Letters

1962-1966

Closed 4/66

Chemical Bank and Trust Co.

1 folder

Letters

1959-1965

The Seamen's Bank for Savings

Resolution

Letters 1962-1965

Closed 4/66

Bank of New York

1 folder

Capital Fund-Courtesy Account

Letters

1954-1967

Closed 3/1/67

The Dime Savings Bank of Brooklyn

1 folder

190

Letters 1962 - 1966

Resolution

Forms

Citibank

1 folder

Capital Fund Savings Acct.

Resolution 1961

Letters 1962-1963

Closed 7/73

Marine Midland Grace Trust Co. of N.Y.

Letters 1956-1973

Closed 7/73

Citibank

1 folder

Archer Avenue Project Checking Account

General Resolution 1974

Letters 1973-1974

Closed 7/29/74

Chase Manhattan Bank

1 folder

Letters 1956-1973

Closed 7/6/73

191

U.S. Trsut Co.

1 folder

Letters 1951-1965

Regular Operating Account

Closed 9/29,1965

Chase Manhattan Bank

1 folder

Savings Account - OPP Shop

Letters 1941-1966

Corporate Resolutions - Chase Manhattan Bank

Closed 4/67

CSS Financial Study

1 folder

Analysis of all expenses 9-30-59 & 9-30-60 (Study Expenses)

William Barton March Co., Inc.

Printing Invoice for 100 copies of "Searchlight on New York"

CONFIDENTIAL

1 folder

Letter 1963 Senate State of New York - response
Horwitz memo on "Welfare-New York City"
Newspaper article

Else Siegle 1964 Response to Hertel's paper

"CSS Fair" held at Rockefeller Center 1 folder

Summary of Expenses 1960
Letters, insurance, liability
Calendar of Events
Various contracts
Income Analysis
Printing - sample of flyer
General instructions for control of cash
General information and instructions
Rental of Rockefeller Plaza

Homemaker Service

1 folder

Memos 1962-1966

Forms for charges
Form HMS 16
Memo on use of forms and precedures

School Project

5 folders

193

5/1/63 - 4/30/64 Public Health Services Grant

Final Expenditures 1964

Letters, Memos, Budgets,

Progress Report - The Intellectually Superior Child in a
Deprived Social Area 3/1/63-2/29/64

Alice R. McCage, Principal Investigator

5-1-64 - 4-30-65 Public Health Services Grant

Progress Report - The Intellectually Superior Child in a
Deprived Social Area 3/1/64-2/28/65

Alice R. McCabe, Principal Investigator

5/1/65 /30/66

Letters, expenditures, Memos, budgets, forms 1965

Applications for Mental Health Grant 1965

5/1/66 - 4/30/67

Memos, Letters, expenditures 1966-1968

5/1/62 - 4/30/63

Memos, Letters 1962-63

Budget, Expenditures

1961 Grant Application
Proposal Plan

Senior Advisory Service Projects

1 folder

Letters, Memos,

1963-1966

Senior Advisory Service For Public Housing Tenants

First Progress Report 1966

SAS for Public Housing Tenants 1965

Proposal for presentation to National Institute of Mental Health

Meeting Summaries

Grant Applications

Preliminary Proposal for Senior Reception Service 1964

Neighborhood Conservation Program- City Contract 1 folder

Memos, Letters, Budget
Contract 1963

1963-64

194

Wood, Struthers & Winthrop

1 folder

Investment Advisors

Agreement 1969

Letters, Memos, Commissions

1957-1969

Certificate of Consolidation of CSS

1 folder

3/39 2 copies of Certificate

DSS-CSS Collaborative Project

1 folder

Memos, Letters, Budget

1966-67

Family Life Education 1967 Inventory

Memos, Letters, Budget for Plays for Living Project

Continuity in Care for Impaired Older Persons (O.V.R.) 1 folder

Investigative Report 1964

Letters, Memos, Application for Grant 1959-65

Budget

Proposal 1958

Neighborhood Conservation Project

1 folder

Memos, Letters,

1959-66

195

Clipping 1959 NY Times

Report 1962 Neighborhood Conservation

Project Proposal for East Harlem Program 1962 2 copies

Working Paper - A Program for a Social Worker in a Relocation Office

Tenant Survey 1960

Budget 1959-60

A Proposed Experimental Social Work Program for East Harlem 1959

CSS Purpose & Objectives

Lay Staff Relationship 1975

1 folder

Guidelines

Responsibilities

Minutes of Seminar

United Charities

1 folder

Mortgage interest

Letters 1956-1969

Some Memos

Mortgages

1 folder

Letters, Schedules of, Values

1939-1969

United Charities Building

1 folder

196

Letters, Memos,

1930-1977

Mortgage Agreement

Confidential Study of CSS Building 1961

Six Fire Insurance Policies for Building

Authorizations to sign documents

CSS Program Agenda

1 folder

Program Agenda for FY 1983-84

6/83 (Draft)

Program Agenda 1983-1984

Program Agenda 1982-1983

Program Agenda 1984-1985

CSS Publication AFF. Program

Memo Friedland to Cox 2/23/83 "CSS Spotlight"

Memo Cox to DuBrul cc: Friedland & Clark "CSS Spotlight" 3/11/83

6/27/83 Confidential Memo Cox to Beck

RE: Strategy, Staffing CSS Public Affairs Program

CSS Report July 1982

1 copy

CSS Briefing on Fiscal Year 1983 1 copy

Functions/00I

1 folder

197

Original and 2 copies: (Information)
Functions in the Office of Information

Priginal and 1 copy: (Publications)
Functions in the Office of Information

CSS Inventories

1 folder

Sample - Working Papers - Publications Inventory Form

Memo 3/25/85 Hall from Friedland - Publications/Stock 3 pg
List of Orders Sent to Milas
Inventory Form - 3 pp.

Publications sent from Office of Information 1/1/85-1/31/85

List of Publications in Alphabetical Order 11/14/84 2 copies

Processing Order form - 7/8/85

CSS NEWS

1 folder

Spring 1987 Vol. 4 No.1

Fall 1987 Vol. 4 No.2

The Bulletin Board - News about CSS People & Activities

July 1977

Nodate - "Benefits Expanded in 1199 Pact-(Lead story)

June 1987

City Budget Preparation Process July 1977-June 1978 Calendar of hearings, reviews, etc.,

Sample of Executive Parks & Recreation Budget 1977 Fiscal Year

Daily News article dated Sunday 3 April, 1977 re: vandalism in Parks due to lack of manpower

Detailed outline of Parks & Recreation Agency Expenses Budget Report
Agency Request Reconciliation Form

Letter: To Benjamin Lorch, CSS from David Kornbluh, Chairman,
Community Board 7

Report "New York City Cuts Back Police Radio-Car Patrols."

Community Board Project Report - Objectives 1977-78

Table of Contents for Community Board Project Report

4 page set of "Questions Regarding the District Manager Position"

Outline of Bronx District Manager Task Force Curriculum

Comparison of Board Search Material

Consultant Report on Interviewing District Manager Applicants

Land Use Task Force Workshop Agendas - April 12, 1977

Feedback Sheet

Daily News - 11 April 1977, Clipping "Battle with City Seen on
Community Board Powers"

Newspaper articles:

Staten Island Advance 1/23/77 "Seminar Workshop Examine
Community Board Problems"

Daily News 3/15/77 "Board 11 says it Prefers Books to Brass"
3/29/77 "Stamp City Hall Overdue on Plea to Fund
Libraries"

Undated "Planning Boards Unite"

4/5/77 "City Sabotaging Local Planners: Costikyan"

Undated "Join New York Budget Session is Found Short
of Leaders Hopes"

News Release: "CSS Charges that City's Failure to Act Endangers
New Role of Community Boards Under Revised Charter"

Newspaper Clippings"

11/16/76 N.Y. Post "Is City Moving Too Slowly on
the Charter Revisions?"

11/16/76 N.Y. Times "Agency Says Beame Perils Charter
Reform"

11/20/76 Amsterdam News "City Dragging on Charter
Revision"

11/25/76 Staten Island, N.Y. "Negligence May Harm
Boards"

11/19/76 OUR TOWN "CSS Attacks Charter in Action"

11/18/76 Riverdale Press "CSS Fears Charter Setback"

Newspaper Clippings Continued:

11/18/76 Eastside Courier "Local Boards Demanding
More Clout"

CPD - Booklet on Community Planning Districts & Community Planning
Boards

STOCK GIFT FOLDER: II

200

Confidential: This folder contains records of donations/sales from various individuals. Due to the nature of the materials, information in this folder should be held in confidence.

Contents: Correspondence regarding donations and sale of stock, letters of acknowledgement and appreciation.

20 shares Baxter Travenol Labs. Donor John A. Cory (1976)

9 shares Union Carbide Corp. Donor: Mrs. Myron S. Falk, Jr. (1976)

50 shares Xerox. Donor: David L. Hopkins (1976)

7 shares Dow Chemical. Donor: Mrs. Jeanne E. Kerles (1977)

140 shares Standard Oil of California. Donor Therese F. McLane (1976)

77 shares Citicorp. Donor Phobe R. Stanton (1977)

10 shares Inco Ltd. Donor: Mrs. Priscilla de F. Williams (1976)

100 shares Mobile Corp. Donor: Mrs. Mariana Lloyd Clark (1976)

---American Foundation for the Blind (X-ref SERVE and RSVP)⁷. (one file folder)

Letters between RSVP and Foundation
Tables of expenditures for RSVP Program for Blind Volunteers

201

---Boys House (part of one file folder)

10/2/50-11/14/61

Letters and memos regarding purchase and subsequent sale by CSS of two buildings (Boys House) at 208-210 East 18th Street, NYC

Appraisal of the property

Information statement about the property, including picture of exterior and architect's floor plans of basement and second and third stories

Copies of the resolutions creating the Real Estate Committee and approving the purchase of Boys House property

---Dosoris (part of Boys House file folder)

7/5/60-3/14/62

Information statement about the property, at 347-349 East 18th Street, NYC, including picture of the exterior and architect's floor plans of cellar and first through fourth floors

Appraisal of the property

Documentation of rent payments from NY State 2/61-10/61

Memos

---Community Action Program (4 file folders)

CAP Camping Office

CAP City Youth board

List, "Foundations Concerned with Education and Youth" (one page) 6/28/66 (discard?)

Monthly Financial and Statistical Reports

Quarterly Statistical and Narrative Reports

---CSS Board of Trustees (page one)

Preliminary Agendas

for meeting of 3/25/81 (dated 3/17/81 with agenda of 3/25 meeting

for meeting of 1/27/82 (dated 1/19/82

for meeting of 4/28/82 (dated 4/21/82

for meeting of 5/26/82 (dated 5/10/82

Minutes

of meetings on 2/27/74, 10/26/77, 2/28/79, 2/25/81, 12/16/81, 4/28/82, and 5/26/82

Annual Board Meetings

Preliminary Agendas

for meeting of 6/16/82 (dated 6/1/82) with slate of candidates for Annual Meeting, "Re-Election of Trustees in Class 2"; Notice of Annual Meeting of 6/16/82 with curricula vita of 7 candidates for election to the Board (CONFIDENTIAL?), 5/6/82; and booklet, How CSS Receives & Spends Its Money

Minutes

of meeting on 6/16/82

Regular Board Meetings

Preliminary Agendas

for meeting of 3/25/81 (dated 3/17/81), with
agenda of 3/25 meeting
for meeting of 1/27/82 (dated 1/19/82)
for meeting of 4/28/82 (dated 4/21/82)
for meeting of 5/26/82 (dated 5/10/82)

Minutes

of meetings on 2/27/74, 10/26/77, 2/28/79,
2/25/81, 12/16/81, 4/28/82, and 5/26/82

Annual Board Meetings

Preliminary Agendas

for meeting of 6/16/82 (dated 6/1/82), with
slate of candidates for Annual Meeting,
"Re-Election of Trustees in Class 2"; No-
tice of Annual Meeting of 6/16/82 with cur-
ricula vitae of seven candidates for election
to the Board (CONFIDENTIAL?), 5/6/82; and
booklet for 6/16 meeting, How CSS Receives and
Spends Its Money

Minutes

of meeting on 6/16/82

Organizational Board Meetings

- Preliminary Agenda for meeting of 6/16/82 (dated 6/1/82)
- Minutes of Annual Organizational Meeting of 6/16/82
- "Election of Officers," slate of candidates at this meeting

Finance and Real Estate Committee

- Minutes of meeting of 2/20/75

Executive Committee

- Preliminary Agenda for meeting of 6/2/82 (dated 5/27/82)
- Minutes - — — — — of meetings on 5/12/82 (amended copy);
4/7/82; 3/3/82; 12/2/81 (amended 1/6/82)
- Guidelines for Establishing and Operating CSS Commissions as approved by
the Executive Committee (amended 1/6/82)

List of Members of the Board 7/1/83

Mini-corporate directory regarding actions taken at CSS Annual Board and Or-
) ganizational Meetings 1/19/86

By-Laws of CSS

- Copy of By-Laws, as amended 1/26/73, and Certification of By-Laws by Mark
Barrett
- Letter from William Haley to Sam Duboff with first draft of Amendments to
By-Laws 5/14/79
- Proposed revisions of By-Laws 5/6/82
- Memo to Board from Terence Benbow re amending By-Laws 5/10/82

Article X, Standing Committees (of the Board) (page 17) (of the By-Laws or
of another document?)

Board Retreat: looseleaf notebook, binder and pages, re retreat at Holiday
Hills Conference Center, Pawling, NY 6/17-18/83

Resolutions of the Board of Trustees

- Resolution of the Board of Trustees
Re Report of Its Ad Hoc Committee on Income Redistribution, with report
attached 5/74
- Resolutions Growing out of teh CSS Board Discussion at the Board Retreat
Proposed to the Board for Consideration and Discussion Only, draft
3/24/81

Proposal to Board from Bertram M. Beck, "The Structure and Function of the CSS" (second draft) 1/9/78

Memos to Board

From Georgia McMurray, summary of The Struggle for Self-Sufficiency: Child Care and the Working Poor, plus title page of that work; Section IV (pages 97-108); and Abstract (pages v-viii) 4/16/82

From B. Beck re management consultant I. Berezin (resume included--CONFIDENTIAL?) 4/26/82

To Executive Committee of Board from Judith Goldschmidt re excerpt from booklet "Performance Evaluation," re performance standards regarding position of General Director

Job description of position of General Director (draft) 4/23/82

To Officers of the Board from B. Beck re Budget for Program Support Services for Fiscal Year 1983, with attached materials 5/10/82

From B. Beck re Day Care Study 5/17/82

From J. J. Olivero and J. R. Dumpson re Election to Positions on Standing Committees 6/9/82

Memo (3/17/81) and Report and Recommendations of the In-Rem Task Force, Committee on Housing and Urban Development 3/5/81

Two stapled copies of typed Agreement between CSS, employer, and District 1199, acting on behalf of employees (74 pages)

Loose pages containing typed revisions based on above (pages 21-23, 46, and 7.

Article XX of Contract, regarding Benefit Fund (pages 44-46)

Article XXXII, Misc. (one page, unnumbered)

Guide for Supervisors During Union Organizing Drive (4 pages)--CONFIDENTIAL

Memos and letters 1/9/80-12/1/80

District 1199 Contract Proposals 7/1/82-6/30/84

Donations of Mrs. Colin G. Fink to CSS 1963-75

Memos

Confirmations of sales of stock 4/5/63-1/5/71

Letter from Mrs. Fink 12/26/72

Letter to Mrs. Fink 1/2/74

(See these materials!)

Donors 10/1/71-9/30/72 (one file folder)

Computer generated lists of donors giving \$5,000. or more with each gift of at least \$1,000. (16 donors)

(2copies--rid one if dupe)

Friendship Center (for mentally frail aged near Tompkins Square Park)

(one file folder)

1973-77

Letters, attached to Summary Description of the F.C. Program and/or
to F.C. Proposal for Year 10/1/76-9/30/77
sent to various funds and foundations

Memos

Letters from CSS

Promotional material (publicity release, flyer)

Annual Budget Projections--for First Year of Operation (no date); 1/4/73;
3/7/73

Greater New York Fund

(4 folders)

Folder One:1975 (year ended 9/30/74)

Directions sent to CSS by GNYF re Filling Out Forms

Documents Generated by CSS:

Comparative Statements of Financial Activity-Budget for Fiscal
Years Ended 1974-75 and 1973-74

Fee Scale for Counseling Service, Rev. 9/71

Financial Report, 1975 Campaign, 9/30/74, attached to Supplement,
Computation of Required Contributor Support, and Receipt from
GNYF

"Financial Statements and Supplemental Schedules for Year Ended
9/30/74 and Auditors' Opinion"

Functional Service Designations form (Appendix X, two copies)

Memo 7/8/75

New Services Added, etc. (Pages 2-A and 2-B)

Report of Additions: Furniture and Equipment, Fiscal Year 10/1/73-
9/30/74

Report of Participating Agencies on Operations and Standards
(Form B-75); Program (Form B-1-75); Governing Board (Form
B-2-75); Staff (Form B-3-75)

Greater New York Fund Four FoldersFolder Two: 1976

Directions sent to CSS by GNYF re Filling Out Forms

Documents Generated by CSS:

1976 Distribution Financial Report for Year Ending 9/30/75, including Report on Operations and Standards, Governing Board (Schedule B-2); Supplement; Computation of Required Contributor Support

"Financial Statements and Supplemental Schedule for Year Ended 9/30/75 and Auditors' Opinion"

Letter to Haskins and Sells re items removed but to be put back on "List of Publicly Held Corporations..."

Report on Gifts Received by CSS from Publicly Owned Corporations and Their Foundations (GNYF Forms E-75 and F-75: Unrestricted Gifts, and Special Purpose or Restricted Gifts) 9/1/74-8/31/75

1974

1974 Campaign Financial Report for Year Ending 9/30/73

"Financial Statements and Supplemental Schedules for Year Ending 9/30/73 and Accountants' Report"

Report of Additions: Furniture and Equipment 10/1/72-9/30/73 and Fiscal Year Ending 9/30/70

1973

1973 Campaign Financial Report, including Report of Additions: Furniture and Equipment; Analysis of Functional Expenditures Supplement

GNYF list of Eligible Expenses, etc. Fiscal Years 1969-73

1972

Financial Matters

1972 Campaign Financial Report, including Statement of Operating Income and Expenses for Month Ended 9/30/71; Balance Sheet as of 9/30/71; Summary of Capital Fund Reserves and Changes Therein for Month Ended 9/30/71 and Year to Date; Legacies and Restricted Gifts 9/1/71-9/30/71; Analysis of Contributions for GNYF Report 10/1/70-9/30/71; Analysis of Expenses for Year Ending 9/30/71

Report of Additions: Furniture and Equipment 10/1/70-9/30/71

Greater New York Fund Folder Two (cont.)

1972 (continued)

Furniture picked up by Urban League 7/71

Schedule of Central Services Analysis (no date)

1971

Campaign Financial Report, including Supplement

1970

Campaign Financial Report

1969

Campaign Financial Report, including Supplement

Page from legal pad with pencilled corrections re amounts of
contributions (no date)

Folder Three:

Confidential: Memos and notes re conversation with J. Weber of GNYF,
12/13/73, by A. Schorr

Discussion outline re meeting with T. Bozza, GNYF accountant

Financial:

Samples of GNYF grant distributions to CSS: letters, copies of checks,
cash transmittal advices, and acknowledgment from CSS

Schedules of payments by GNYF to CSS

Letters

Memos

From GNYF to CSS
Internal CSS memos to and from A. Schorr
Other internal CSS memos

Report on Meeting Between Representatives of CSS and GNYF

Minutes of meeting, 1/15/74, of Campaign Cabinet, Special Subcommittee on
GNYF

Folder Four:

CSS Documents

Non-Discrimination Certificate
Organizational Chart, 1973
Promotional materials

Financial

Certification of accountants, Haskins and Sells, for Gifts Received
from Publicly-Owned Corporations and Their Foundations during Years
Ended 1972, 1970, and 1969

Comparative Statements of Financial Activity-Budget for Fiscal Years
Ended 1974-75 and 1973-74

Letter from Haskins and Sells to CSS

Report from CSS of Gifts from Publicly-Owned Corporations..., for
fiscal year 1975

GNYF Annual Service Statistics Report: for 1975 Camping Season
for year ended 9/30/74: Six Parts

Letters

Memos and Notices

Haley, William Esq.--Papers

(one file folder)

↳ Memos and letters sent and received
Bar application forms

2/7/78-12/28/78

Ladies' Christian Union

(one file folder)

Memos and letters re a grant by LCU to CSS for a study, "A Social
Experiment in Residential Living" (for single-parent families)

7/5/73-6/11/74

Legal Matters (see pages attached)New York School of Social Work

(one file folder)

Memo from George Hallwachs re origin of the School 1/29/58

Original lease from the Carnegie Corp. of N.Y. to CSS for premises
at 2 East 91st Street, NYC 1/20/49
with cover letter 1/25/49

Schedule of N. Y. School Expenditures 1945-50

New York Times Neediest Cases Fund

(one file folder)

9/5/51-1/4/73

Confidential--Lists of cases drawing from funds (typed and computer-
generated) (Should only a sample be kept?)

Clippings from Times reporting contributions

Correspondence with Haskins and Sells (CPA's) and their audit reports

Lists of investment income from Fund

Memos

Letters

(14 white folders)

211

Art Show and Auction 1960

Expenses and Receipts from Operations 1957-68

Insurance: Automobile, Burglary, Fire
1955-64

Opportunity Shop v. Tochen (NOT A LEGAL CASE) 1956
Memos and letters re a dispute with a shelving
company

Personnel Matters 1939-73	Confidential
	General
	Health Insurance
	Retirement Plans
	Social Security
	Unemployment Insurance

Survey of Other Thrift Shops 1958

)x Returns and Related
 Materials 1955-70
 Certificate of Incorporation of shop 1941
 Dissolution of shop 1968
 General Corporation Tax Report (Form NYC-4S)
 for years ending (9/30) 1966-68 and for
 10/1/68-11/19/68)
 N.Y. State Corporation Franchise Tax Report
 (Form CT-4) for years ended (9/30) 1953,
 1955-67, and for 10/1/68-11/19/68
 Returns of Organization Exempt from Income
 Tax Report (Form 990-A) for years ended
 (9/30) 1954, 1957-68, and for 10/1/68-11/19/68
 Tax Exemptions--memos and letters

Letters between CSS and New York Foundation 2/9/71-8/1/74

212

Correspondence

between CSS & Clark Foundation, including two
resumes of management consultants (CONFIDENTIAL?)
1/14/72-3/26/73

regarding reimbursement of Roger Hurley, CSS
employee, for expenses incurred 12/3/71-5/5/72

regarding telephone bills for Veterans Addiction
Service 12/7/71-9/7/72

regarding check received from the New School for
Social Research 6/23/72 (betw? cf. date)

between CSS and Contemporary Problem Consultants,
Inc. (San Francisco) 8/20/71-2/10/72

Card announcing move to new quarters of the Fund for the City of N.Y.
4/3/72

Schedule of expenses and amounts received: Planning Project for Returning
Addicted Servicemen 3/30/73

A Review of CSS Projects (report) with Exhibit #1 "Summary Report--Follow-up
of Former Clients of Drug-Free Treatment Programs" by M. Heller and T.
Kneisler, and Exhibit #2 "Intake Interview Schedule for the Central

) Referral System," Data Collection Instrument #1, 3rd ed., Richard G. Brawn.
Dir. of Research 10/19/72

Property (=Real Estate)

(one file folder)

) Memos 5/28/41-4/7/59

Schedule, "Properties Not Listed by Brown, Wheelock, Harris, Stevens,
Inc." 11/1/40

Schedules of real estate owned by CSS 2/28/42

"Study of Central Office Planning" by Rogers Associates 12/22/58

SERVE (Serve and Enrich Retirement by Volunteer Experience)

(See attached pages)

(12 file folders)

Tompkins Square House

(one file folder)

Audit and work papers for year ended 9/30/70

Correspondence between AICP and City of New York
AICP and Cadwalader, Wickersham and Taft (law
firm)
) regarding building's exemption from various taxes 11/30/28-10/26/36

214²

SERVE (Serve and Enrich Retirement by Volunteer Experience)

The contents of these ten green folders are being kept separate, following the original order, but they are being reordered within each inner, white, folder.

GREEN FOLDER ONE -- WHITE FOLDER ONE

Confidential: List of Salary Expenditures for Research Staff 9/1/70-3/31/71*

CSS-HEW (U.S. Dept. of Health, Education, and Welfare) Interactions

HEW to CSS:

Notification of Grant Award for 1/1/69-3/31/70 and for 1/1/69-8/31/70,
and for Calendar Year 1969

Notification of Grant-in-Aid Action for 9/1/70-6/1/71

Unexpended Grant Authorization 5/13/69

CSS to HEW:

Application for Title IV Grant Continuation Support, 10/30/68, for
Calendar Year 1969, with related documents

Report of Research Grant Expenditures 9/1/70-6/1/71; 1/1/69-8/31/70

CSS newsletters (three), 1969-70

Notes on Final Expenditure Report 10/30/70 (typed)

Worksheets for Calendar Year 1969 (pencilled)

*INSERT ABOVE, under Confidential:

Budgeted and Actual Personnel Costs and the Difference, 1/1/69-
8/31/70

List of employees and percentage of salaries paid by CSS and by
grant 1969-70

List of employees' salaries 1/1/70-6/30/70

SERVE

GREEN FOLDER ONE--WHITE FOLDER TWO 1969

215

b

Article from Aging (pub. by HEW's Administration on Aging), "SERVE's
) Success Invites Imitation," 12/68 (reprint)

Confidential: Application by CSS for Title IV Grant Continuation Support,
with attached worksheets for Calendar Years 1968 and 1969,
including salaries
Worksheet for expenses and salaries for Calendar Year 1970

Leaflet about SERVE by Administration on Aging, "A Project Report of Group
Volunteer Service," 2/69

Letter from SERVE to Admin. on Aging, with attached informational and pro-
motional materials re SERVE

Materials re Eighth International Congress of Gerontology, 1969, including
abstract of paper "Guidelines for Conducting a Viable Volunteer Program
for Older Persons"

Program of Third Annual SERVE Volunteer Training Institute, 9/69, and request
for reimbursement for expenses for this institute, 1970

GREEN FOLDER TWO--LABELLED "MISC."

Calendars, Special Meeting and Conference 1970

Confidential: Personal History Summaries of Employees (and see below)

Letters between SERVE And NYS Office for the Aging, 1969-70 (with
some Confidential material re employees)

other letters from and to CSS

List of expenses for employees attending a training institute, 1970
(in this folder/)

Memos to CSS from Office for the Aging
internal CSS memos, some with attached documents

Volunteer assignments, as of 3/70, and as of 1/71

SERVE

GREEN FOLDER THREE

216^c

Bills for various services and pieces of equipment

Cinemakers, Inc.--materials re expenses paid by SERVE 1970-71

Confidential-- materials re expenses paid to consultant Elsie Cosbey
for period 4/1/71-9/30/71
State Aid Voucher, State of New York, Office for the Aging:
Expenditures, attached to "Monthly Payroll Certification
Record and Monthly Time and Accrual Record" (individual
employee records, some with attached pencilled worksheets)
for periods

10/1/70-12/31/70

1/1/71- 3/31/71

4/1/71- 6/30/71

7/1/71- 9/30/71

(Weed these, keeping only samples?)

Weekly attendance sheet, employees (no names) 6/18/71-9/24/71

GREEN FOLDER FOUR

Confidential-- Schedules of employees' annuity, life insurance, etc.,
deductions 1970-71 (handwritten)
) Schedules of employees' vacation, sick leave, and personal
leave 10/1/70-9/30/71 (handwritten)

Expenses--unit expense statements for months ended 10/70-2/71, 7/71/9/71

Letters from other agencies

Memos--Confidential re Dr. Ruth Lewis Farkas

--re funding from outside sources

GREEN FOLDER FIVE

Forms and Instructions from the N. Y. State Office for the Aging

(Keep these?)

SERVE

GREEN FOLDER SIX--WHITE FOLDER ONE

217

Budget 10/1/70-9/30/71

Amended budget to CSS from Office for the Aging 2/72

Amended Notification of Contract Awarded and revised pages to second year budget to CSS from Office for the Aging 6/14/71

Budget for second year continuation of project, 4/11/71, officially signed copy

Confidential--Letter from CSS to Office for the Aging re hiring of Research Aide

End of the Year Fiscal Report for current year (Form OFA/OAA 4.44) 7/2/71

Revised Notification of Contract Awarded and preliminary copy of amended budget for second year of project 3/71

Revised pages of the budget for project year 10/1/70-9/30/71 (Budget Recapitulation) 12/17/71

Letter from CSS to N.Y. State Office for the Aging 6/18/71

GREEN FOLDER SIX--WHITE FOLDER TWO

Budget Recapitulation and letter, 2/26/71

Confidential-- Supplemental Agreement No. 1 to Comptroller's Contract; Notification of Contract Awarded; and preliminary copy of approved budget for second year..., attached to pencilled schedule of current year's salaries and benefits, revised 9/71

Title III Project Continuation Budget for second year (10/1/70-9/30/71), attached to pencilled worksheets

Letters between CSS and N.Y. State Office for the Aging

Memos re expenses

Plan for a Title III Older Americans Act Project, Grant #84, by CSS 7/69

Title III Project Continuation Budget 10/1/70-9/30/71

SERVE

GREEN FOLDER SEVEN--WHITE FOLDER ONE

10/1/71-9/30/72

Budget for project year 1971-71 from CSS to Office for the Aging, sent 5/26/71, with attached pencilled worksheets

Budget, third year, from Office for the Aging, 3/72, officially signed copy

Confidential--worksheets of estimated salaries and fringe benefits 5/18/71

Direct Personnel Summary (no names)

Letters-between CSS and N.Y. State Office for the Aging
other letter from CSS

Memos re expenses

Notes 1969-71 (pencilled)

Supplemental Agreement No. 2, to Comptroller's Contract; Notification of Contract Awarded; and preliminary copy of approved budget for third year continuation of the project, from Office for the Aging 6/71

) attached to pencilled worksheet showing requested and revised amounts
for budget 10/1/71-9/30/72

SERVE

219 f

GREEN FOLDER SEVEN--WHITE FOLDER TWO

10/1/71-12/31/71

Confidential--

Lists of employees' salaries, 3/9/72, with lists of other expenses (not Confidential): "NYS Volunteer Project 10/1/71-12/31/71" (pencilled)

Schedule of salary paid to consultant Elsie Cosbey, 9/23/71-12/14/71

State of NY--State Aid Voucher--expenditures for the period 10/1/71-12/31/71 and "Monthly Payroll Certification Record and Monthly Time and Accrual Record"

List, "NYS Volunteer Project, 3/7/72" (handwritten)

Memos, CSS

GREEN FOLDER SEVEN--WHITE FOLDER THREE

1/1/72-4/1/72

Confidential--

List of salaries from 1/1/72-3/24/72 (handwritten)

Schedule of salary paid to consultant Elsie Cosbey, 12/16/71-3/7/72

State of NY--State Aid Voucher for 1/1/72-4/1/72, with "Monthly Payroll Certification Record and Monthly Time and Accrual Record" for 1/72

Memos, CSS

GREEN FOLDER SEVEN--WHITE FOLDER FOUR

Confidential-- Expenditures 10/1/71-9/30/72: eight worksheets for fringe benefits for employees

GREEN FOLDER SEVEN--WHITE FOLDER FIVE

4/1/72-6/30/72

Confidential--

Schedule of salary paid to consultant Elsie Cosbey, 3/9/72-5/31/72

State of NY--State Aid Voucher and "Monthly Payroll Certification Record and Monthly Time and Accrual Record"

Worksheet re salary and fringe benefits for S. Perrone

Letter from NYS Office for the Aging

Memos, CSS

SERVE

8

GREEN FOLDER EIGHT

220

7/1/72-9/30/72

)
Confidential--

Schedule of salaries paid to Elsie Cosbey et al.

State of NY--State Aid Voucher and "Monthly...
Record"

Letter to Office for the Aging

Memo, CSS

Worksheets--

Confidential--

Employee Vacation, Sick Leave, and Personal Leave,
Oct.-Sept. (no year noted)

NYS Volunteer Project Expenditures 10/1/71-9/30/72
and Estimated Expenditures 10/1/71-9/30/72 (7/72)

Schedule of salaries 7/1/72-9/30/72

Comparison of Budgeted and Actual Amounts Spent 10/1/71-9/30/72
(11/72)

CSS Unit Expense Statements 9/71-8/72

) Travel Expenditures 10/1/71-9/30/72 (11/72)

GREEN FOLDER NINE--WHITE FOLDER ON

1/1/67-12/31/67

→ Articles on SERVE (two), from Staten Island Advance, 11/5/67

[Administration on Aging Notification of Grant Award for Calendar Year 1967

CSS Summary of a Proposal for a Demonstration Project as approved by the
Committee on Aging, 4/15/66, with attached Proposed Budget for Demon-
stration Project, 10/1/66-9/30/67

Final copy, Application for Research or Demonstration Grant by CSS for
Calendar Years 1967-69

Letter from Director, NYS Office for the Aging, with attached announcement
from HEW, Admin. on Aging; Assurance of Compliance with HEW Regulations
on Non-Discrimination; Admin. on Aging pamphlet, and copy of Congressiona
act establishing Admin. on Aging

Letters from Dept. of Health, Education, and Welfare (HEW), Admin. on Aging

Memos, CSS

Memos, attached to "A Preliminary Memorandum on Volunteers in Community
Service," 8/9/65

SERVE

221 h (no i)
GREEN FOLDER NINE--WHITE FOLDER ONE
(cont.)

()emos to Research and Development Grants--Admin. on Aging, 6/67, with attache publications and newspaper articles

→ Summary of Proposed Demonstration Project, 4/18/66]

Press releases from Admin. on Aging, 11/3/66

Program, SERVE Training Institute for Volunteers at Willowbrook State School, 10/67

Proposed Budget for Demonstration Project on Older Volunteers in Community Service, 9/9/66

Receipts for checks received, 1967

Research Design (draft), 6/9/66

SERVE Expenditure Report, 1/1/67-12/31/67

SERVE First Progress Report, as of 9/30/67

Summary--Foundation and Government Budgets for Older Volunteers in Community Service

} Summary of Quarterly Statistical Reports, 1/1/67-6/30/67 ←

Volunteer Opportunities for Older Adults: A Survey of Current Programs and Projects, 6/65

["The News from SERVE," 5/67

222 (no 1)

SERVE

GREEN FOLDER NINE--WHITE FOLDER TWO

1/1/68-12/31/68

Confidential--

Lists of CSS Contributions to SERVE with attached worksheets, 3/7/68

"Notification of Grant Award" from Admin. on Aging, with related materials, including three worksheets re personnel

Correspondence with Arthur Garson, The Lovable Company

Memos, CSS

CSS request for check for SERVE Volunteer Training Institute, 9/68

Letter to Pan American Airways with attached "SERVE Funding of Total Costs for Full Program," 10/31/68

Letters to and from Admin. on Aging, one with attached materials on SERVE

List of CSS expenditures for HEW, Admin. on Aging, for Calendar Year 1968

"The News from SERVE," 1/68

Receipts for checks received

SERVE Newsletter, 4/68 and 1/69

SERVE

GREEN FOLDER TEN

10/1/71-9/30/72

Revised Budget

Confidential--

Memos, 8/5/71

Worksheets, 8/72--NYS Volunteer Project Salaries, 10/1/71-9/30/72 (Revised 6/13/72) (pencilled)

Amended Notification of Contract Awarded by Office for the Aging, 9/72

Forms filled in by CSS for NYS Office for the Aging--

Confidential-- Budget Recapitulation for 10/1/71-9/30/72
Indirect Administrative Support Personnel

Direct Personnel Summary and Direct Project Personnel

Fringe Benefits

Rent and Communications forms

Letters to and from Office for the Aging, 7/72 and 8/72

)
SERVE in New York State
Applications (final) and Contract 10/1/69-9/30/70

CONFIDENTIAL: Amended budget pages (attached letter 9/1/70)
List, New York State Volunteer Project professional and
administrative personnel and clerical personnel
Revised budget for 1969-70 (att. letters 12/22/70, 1/6/71)
Revised budget pages (attached letter 5/28/70)
REvised budget pages (attached letter 9/2/70)

Agreement between CSS and Cinemakers, Inc.

Amendment to budget (attached letter 4/16/70)

Contract between NYS Office for the Aging and CSS (pages 1-17), with
official signatures and application form

Contract, copy of draft (attached letter 6/26/69)

Contract (Copy) and Notification of Contract Awarded (attached letter
7/1/69)

Older Americans Act application form (pages 1-22) 6/26/69

) Older Americans Act Application (preliminary) revised by State on 6/30/69
and 7/7/69

Older Americans Act Application form, with State Office Revisions 6/30/69

List, Data Processing Costs--SERVE in NYS Newsletter Mailing List