

University Archives and Records
University of Pennsylvania

School of Medicine
Dean's Scrapbooks and Correspondence Records, 1850 - 1952

UPC 2.3

29 Cubic ft.

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INVENTORY

- Box 1 Anti-vivisection printed material gathered in 1911 by Joseph McFarland, small scrapbook
- Pennsylvania Society for the Protection of Scientific Research, 1914-1921
- Committee minutes of Dr. Sweet, Executive Secretary of Pennsylvania Society for Protection of Scientific Research, 1909
- Medical Department; Secretary of correspondence with individual states regarding regulations for admission to medical practice, 1906
- Box 2 Miscellaneous correspondence (Dean's)
- 1893/94
- 1895/96 [Ring-binder note: "seem to include 96/97 and 97/98"]
- 1895/97 [Ring-binder note: "seem to include 96/97 and 97/98"]
- 1898/99 [Ring-binder note: "seems to include 99/1900"]
- 1901/02
- 1900/02 [Ring-binder note: "papers in regard to post-grad courses and elective courses"]
- 1900/01 ("to about July 1, 1901")
- Post-grad 1904/08

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- Box 2 Miscellaneous correspondence (Dean's) (cont.)

 [Ring-binder note: "for correspondence , etc. of 1880-1917, see boxes 19-20."]
- Box 3 Military correspondence 1917-1920

 Dr. Pepper correspondence 1922-1923

 Alumni lists (seems to be for Fund campaign 1920s)

 Correspondence

 A. Advance standing applicants, 1923

 B. Electives 1924/25

 C. State boards 1915/25

 D. Pa. Sec. for Prot. Sci. Research

 E. 3-yr. Requirement
- Box 4 "Sept. 13, 1927"

 K. National Board of Medical Examiners

 L. Research 1919-1920

 M. Chas. K. Mills Portrait (moved to portrait box)

 N. Dental School

 O. Library Committee

 P. State Board - Pa.

 R. List - class of 1924/25

 S. Extra State Board blanks

 T. Positions 1922-1926

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- Box 4 "Sept. 17, 1927"
- A. Physician's Home Data
 - B. Dr. Pepper - private
 - C. Spec. meetings of Exec. Committee, 1922-1925
 - D. Combined meetings of Exec. Committee, June 4, 1926
- Meeting of Exec. Conn. Nov. 1, 1926, Oct. 4, 1926
- Stated meetings of Exec. Comm. Dec., 1924 - Jan. 1926
- Correspondence regarding:
- Advance standing statistics, 1920-1929
 - Dept. of Public Instruction, 1922-1926
 - American Medical Association, 1920-1926
 - Dept. of Public Instruction, 1929-1930; 1930-1931
 - AMA, 1929-1930; 1930-1931
 - Budget summary, 1924-1930
- Box 5 Essential and available - Sel. Serv. Correspondence Instructional and adm. staff 1942-1946
- Military questionnaires and class of teaching staff "dispensable and Indispensable," July 1941
- Army and Navy information, 1950
- Box 6 Essential faculty members, procurement and assignment service, Jan. 1942-May 1942
- Data on age, mil. status and availability for active mil. serv., Jan. 30, 1942
- Old Essential list and available list - first sent to P & A, old data
- Military Forms

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Box 6 Navy Screening Correspondence

Student Correspondence

General Correspondence

Bulletins from National Sel. Serv. Headquarters, Mar. 1942 - May 1943

AAM Dr. Rappleye, 8-19-1940 to 3-25-1943

Material regarding textbooks and instruments

Staff deferments, May 1943 to Nov. 1945--Dr. Borzell, Procurement and assignment

Student hours (stat. on hours taught), 1943-1944, 1944-1945, 1945-1946

Box 7 Correspondence, 1940

Philadelphia Hospital Association

U. of P. Hospital Intern Com.

Intern Applications for HUP from other medical schools

Philadelphia Hospital Association, 1940

HUP - Interns, University of Pennsylvania students, 1940

Student Health, 1934-1938

Correspondence-administrative offices, 1939-1940

Gates

DuBarry

McClelland

Dr. Richards, V.P. Med.

Dr. Masser, Adm. V.P. Corp.

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Box 7 Correspondence-administrative offices, 1939-1940 (cont.)

 A. Henry, Dean Student Affairs

 Mr. Peters, Assistant Dean, Student Affairs

 Mr. Wetherill

 Mr. Colgate, B & G

 Cashier

 Mr. McLean, Comptroller

 Mr. Armstrong, Office Manager

 Mr. Earnshaw, Purchasing Secretary; Degrees, 1940

 Mr. Nitzsche, Recorder

 Mr. Thayer, Treasurer

 Mr. Doggett, Associate Treasurer

 Dr. Pepper, private

 Animal bills

 Petty cash bills

Administrative office correspondence, 1942-1944

 Gates

 McClelland

 DuBarry

 Dr. Richards

 Mr. Musser

 Dean Henry

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- Box 7 Correspondence-administrative offices, 1939-1940 (cont.)
- Comptroller
 - Secretary
 - Treasurer - Thayer
 - Treasurer - Doggett
 - Office Manager
 - B & G
 - Purchasing
- Box 7A General correspondence files, 1940-1947
- A - R
- Box 8 S - Z
- Correspondence
- 1942 Intern applications HUP from other medical schools
 - 1942 HUP - U. of P. students
 - 1942 Hospital Assoc. of Philadelphia
 - 1943 Intern applications HUP - other medical schools
 - 1943 HUP - U. of P. students
- Correspondence on microscopes, 1942
- Correspondence, April 1943
- College Work
- A - M
 - N - Z

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Box 8 Medical School

A - L

M - R

S - Z

Foreign medical schools

Box 9 Miscellaneous correspondence and folders, 1940-1942

Miscellaneous folders, 1944-1945, A - P

General miscellaneous, 1942-1944, M-Z

American Medical Association 1944

AMA

American Psychiatric Association

American aptitude tests

AAMC

Departmental correspondence

Appointments and re-appointments, promotions, 1940-1947

Anatomy - Johnson Foundation (also budgetary changes)

Box 10 Medicine - Obstetrics E, Gyn

Ophthalmal - Physiolog. Chem.

Appointments and resignations, 1925-1926 and 1928-1931

Appointment blanks, 1939-1940

Box 11 Appointment blanks

1940-1941

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- Box 11 Appointment blanks (cont.)
- 1941-1942
- 1942-1943
- Administrative offices correspondence, 1940-1942
- DuBarry
- Gates
- Dr. Richards
- Musser
- McClelland
- Henry & Gisburne
- Peters
- B & G
- Cashier
- Comptroller
- Budget
- Office Manager
- Box 12 Miscellaneous correspondence and folders, 1940-1942, A - I
- Box 13 Miscellaneous correspondence and folders, 1940-1942, J - S
- Box 14 Correspondence - College work, 1940-1941; 1941-1942; 1942-1943
- A - M
- N - Z

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- Box 14 Correspondence – Medical School
- A - L
- M - R
- S - Z
- Executive officers (correspondence with), 1944-1947
- McClelland
- Richards
- DuBarry
- Musser
- Fogg
- Secretary
- Treasurer
- Purchasing Agent
- Appointments, re-appointments, and promotions, 1947-1948
- Anatomy - Johnson Foundation
- Box 15 Board of Medical Affairs, 1945-1947
- Board of Managers, 1946-1947-1948
- Armstrong, 1948-1949-1950
- Secretary, Mr. Angell, March 1948-June 1950
- Dr. Pepper's statistics
- Student hours (no. of hours taught), 1946-1947 to 1949-1950
- Sanitary Science, 1939-1941

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- Box 15 AMA statistics, 1948-1949 to 1950-1951
- AAMC correspondence, 1951
- AAMC lists of class standing, 1948-1949
- AMA correspondence, 1951-1952
- AAMC class standings, 1949-1950
- Box 16 Material from Dr. Starr's files, 1945-1948
- "Correspondence 1952" "Miscellaneous folders" [Ring-binder note: "seems to include 1949-1950, 1950-1951, 1951-1952"]
- Admissions to building - Am. Bur. Med. Aid to China
- Box 17 Refresher courses
- Nov. 5, 1945 - Feb. 18, 1946
- Feb. 18, 1946 May 18, 1946
- Sept. 23, 1946 Dec. 14, 1946
- Accepted applications, withdrawals, "NR" letters
- Requests for refresher material
- Refresher schedule (letters)
- Refresher course correspondence
- Refresher course miscellaneous material
- Form letters (no more ref. courses)
- Old notices; lanterns; form letters; texts; set up of refresher; programs of other schools; honorariums; refresher courses; certificate of attendance
- Box 18 Material on faculty members - World War II - Dr. Popper
- Scopes

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- Box 18 Extra old refresher schedules
- Box 19 "Circulars issued by the Medical Department of the University of Pennsylvania since May 3d 1877"

Printed announcements, correspondence, etc. issued by the Medical School but pasted over the text of the book, Letter of the Secretary of the Navy transmitting the Report, 1850 (the book itself has no bearing on Medical School material)

Miscellaneous correspondence of the Dean

Correspondence files of the dean, 1895-1896, 1900-09
[This box came from the Office of the Dean, School of Medicine,
Maureen T. Parris, Accession No. 44-76, 21 September 1976.]

- Box 20 Letter Press Books, 1 December 1900-27 March 1905 (originally MED 3)
- Box 21 Letter Press Books, 27 March 1905-2 April 1907 (originally MED 4)
- Box 22 Letter Press Books, 2 April 1907 - 8 August 1909 (originally MED 5)

Miscellaneous reports and correspondence to the Dean

- Box 23 1880-1898 (originally MED 6)
- Box 24 1893-1901 (originally MED 7)
- Box 25 1901-1907/8 (originally MED 8)
- Box 26 1908/9-1910/11 (originally MED 9)
- Box 27 (re-filed under UPC 2.1, Box 6)
- Box 28 1916-1917

Budgets, 1922-1924

Annual Reports (printed), Alumni Society

Scholarships, 1877-1908 (notebook)

Medical Alumni Society material

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Box 28 Miscellaneous reports and correspondence to the Dean
1916-1917 (cont.)

Letter press books (originally MED 11)

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