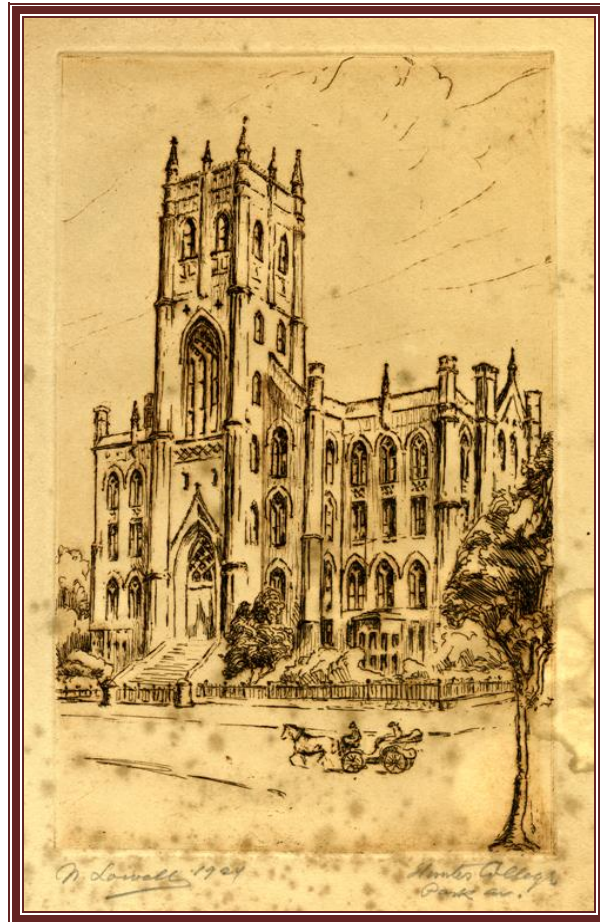


Archives & Special Collections Collection Hunter College
1966 - 2013

Finding Aid



Drawing of the Original Normal/Hunter College Edifice, 1873 - 1936

Archives and Special Collections



TABLE OF CONTENTS

General Information	3
Scope and Content Note	4
Series Description	5
Container List	6 - 11

GENERAL INFORMATION

Accession Number: 98-05

Size: 3.618 cu. ft.

Provenance: Hunter College

Restrictions: None.

Location: Range 6 Section 4 Shelves 19-20

Archivist: Prof. Julio L. Hernandez-Delgado

Assistant: Mr. Manuel Rimarachin
Ms. Dane Guerrero

Date: August 2002

Revised: November 2014

SCOPE AND CONTENT NOTE

The Archives & Special Collections Collection documents the establishment and evolution of an archival repository at Hunter College. Early records shed light on specific events and on key individuals who understood the need to acquire and preserve College documents of historical significance. What is not documented in the records are the obstacles that early “curators” faced while attempting to preserve the historical memory of Hunter College. The majority of them functioned with inadequate space, inappropriate budgets, insufficient supplies, and with little or no support staff. However, despite these limitations Archives & Special Collections of the Hunter College Libraries has managed to persevere as the “gatekeeper” of Hunter’s past and has continued to facilitate research queries since 1966.

SERIES DESCRIPTION

Series I –History

Series I documents the establishment and growth of an archival repository at Hunter College since 1966. The files are arranged alphabetically.

Series II – Archivists

Series II focuses on the work and contributions of professors Dorothy Ganfield Fowler, Frederick W. Stewart, Rose Gilligan, William Omelchenko, Lee Sellers, and Julio Luis Hernandez-Delgado. Each of these individuals assumed the role of College Archivist while simultaneously functioning in their official posts as teaching faculty, library administrators, and/or academic librarians. The files are arranged by surname and therein alphabetical by subject matter.

Series III – Special Collections

Series III consists of lists compiled by Margaret Grant Plumb and Rose Gilligan of key works and/or collections that were housed in Hunter College Special Collections in 1955, 1956, and 1976.

CONTAINER LIST

SERIES I – HISTORY

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	1	Articles and Newspaper Clippings “Early Hunter College Days Recalled by Old Documents.” <i>The New York Times</i> , April 6, 1930, p. 135. Meyerson, Ruth. “Rare Publications Made Accessible.” December 11, 1950. “The Archives.” <i>The Alumnae News</i> (January 1955): 5. <i>The Alumnae News</i> (March 1955): 15. Archives Committee. <i>The Alumnae News</i> (June 1955):2. Archives Committee. <i>The Alumnae News</i> (June 1956):8. “Matters Archival.” <i>The Hunter College Alumni News</i> (June 1957): 7. Limmer, Ruth. “Mining Hunter’s Archives for Historical Gold.” <i>At Hunter</i> (October 1987): 5-6.
	2	Municipal Archives Committee, 1948
	3	Report on the Hunter College Records Survey H-46, 1955
	4	Report of the Mayor’s Task Force on Municipal Archives, 1966
	5	President John Joseph Meng, 1961 - 1966

SERIES II – ARCHIVISTS

1		Dorothy Ganfield Fowler
	6	“Professor Dorothy Ganfield Fowler Hunter’s First Archivist.” <i>Here at Hunter A Calendar of Events</i> , December 1961 Correspondence, July 1961
	7	Frederick W. Stewart Biographical Information
		Correspondence
	8	Incoming, December 1, 1965 - January 28, 1970
	9	Outgoing, January 4, 1966 - April 3, 1970

SERIES II – ARCHIVISTS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>	
1	10	Frederick W. Stewart	
		Log Book-Archives Centre, Spring 1966 - April 1967	
		Memoranda, December 6 -7, 1966, August 1968	
	11	Miscellaneous Materials	
	12		
	13		Rose Gilligan
			Conference on Alumni Association Archives, March 8, 1974
			Correspondence
			Incoming
			1968 - 1974
	14		1975 - 1977
15			
2	1	1977 - 1981, 1986	
		Outgoing	
	2	1972 - 1973	
	3	1974 - 1975	
	4	1976	
	5	1977	
	6	1978 - 1980	
	7	Memoranda, 1972 - 1980	
	8	Miscellaneous Materials	
	9	National Historical Publications and Records Commission: Repository Information, March 8, 1977	
		Student Papers	
10	“In-Service Course in Library,” by Rene Woods, Spring 1979		
11	Women’s History Sources Survey, 1976, 1978		
3	1	Dr. William Omelchenko Acquisitions and Statistics 1984 - 1987 Archival Materials in Room C25 and C48 A	
	2	Bursky, Paula J. “Archives of Hunter College.” May 1986	

SERIES II – ARCHIVISTS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Dr. William Omelchenko Correspondence
		Incoming
3	3	1970 - 1981
	4	1982 - 1983
	5	1984 - 1985
	6	1986 - 1987
	7	1988 - 1990
		Outgoing
	8	1970 - 1981
	9	1982 - 1983
	10	1984 - 1985
	11	1986 - 1987
	12	1988 - 1989
4	1	CUNY Archival Development Initiative: Development Heritage Program SED Grant, July 1989
		CUNY Archives Survey, 1987- 1988 Hunter College, January 26, 1988
	2	Memoranda, 1964, 1980 -1983, 1986 - 1990
	3	Miscellaneous Materials
	4	New York Historical Documents Inventory Hunter College, March 1986
	5	New York State Document Heritage Program The City University of New York, Office of Academic Affairs Final Report on 1988/1989 Grant
		A Notable Accession of Hunter College Library, n.d. (Russian Bernstein Collection), by Dr. William Omelchenko
	6	Records Retention and Disposition Schedule CC-1 For Use By Public Community Colleges, 1988
	7	Recommendations for the Establishment of an Archival Program at CUNY, n.d.
	8	A Report on the Survey of the CUNY Archives – Hunter College, June 3, 1988

SERIES II – ARCHIVISTS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
4	9	Dr. William Omelchenko Strategic Plan for an Archives and Records Management Program for the City University of New York, 1991 - 1996
	10	Lee E. Sellers Archives & Special Collections Activities Report to the Chief Librarian, February and March 1992 Correspondence, January 1992 - September 1993 Temporary Services: Budget for Fiscal 1992 - 1993
	11	Julio Luis Hernandez-Delgado Advisory Committee on the Hunter College Archives, 1993 - 1994 Aigner, Lucien. "The Enrichment of the Curriculum Through Visual Education." <i>Grade Teacher</i> (February 1944): 12 - 13, 60.
	12	Annual Reports, 1992 - 1993, 1994 - 1995, 1996 - 1998
	13	Archives & Special Collections Collection Focus Derived from the Collection Development Policy of the Jacqueline Grennan Wexler Library, Hunter College, CUNY, ca. 1985 Assessment of the Collection Development Policy of the Hunter College Library Relative to Archives & Special Collections, March 1997
	14	Samuel Cohen Newspaper Collection Correspondence, Memoranda, etc., 1991, 1992 Correspondence
5	1	Incoming 1992 - 1993
	2	1994 - 1995
	3	1996
	4	1997 - 1998
	5	1999 - 2000
	6	2001 - 2005, 2007 - 2013.
		Outgoing
	7	1991 - 1992
	8	1993

SERIES II – ARCHIVISTS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
		Julio Luis Hernandez-Delgado Correspondence Outgoing
6	1	1994
	2	1995 - 1997
	3	1999 - 2001, 2008 - 2009
	4	CUNY Records Management Policy Advisory, September 21, 2007 Designated List of Permanent Documents for Hunter College Archives, 1993
	5	Guide to the Archives & Special Collections of Hunter College, CUNY, August 2002
	6	Guidelines for Adding, Retaining, Transferring, and Weeding Materials from Special Collections, January 2001
	7	Hartmann & Concessi, P.C. Consulting Engineers, June 2, 1994
	8	Hunter College History Selected Bibliography, September 1996 Hunter College Institutional Records Designated for Deposit in the Division of Archives & Special Collections, January 1993
	9	Interview with Celine Marcus, November 14, 1994
	10	Inventory of Archives & Special Collections, 1992 - 1994 Memoranda
	11	1992
	12	1993 - 1998
	13	Metro's Archives and Historical Records Program Institutional Application for Technical Consultation, April 1993
7	1	Monthly Statistics, 1992 - 1993 Postcards
	2	Political Repression at Hunter College, 1952 - 1954 An Exhibit by James Wagstaff, September 12, 2004

SERIES II – ARCHIVISTS

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
7	2	Julio Luis Hernandez-Delgado Preservation Management Institute Survey, June 1993
	3	Progress Reports, 1992 - 1993 Report to the Library Staff on September 24, 1992 Summary of Achievements, Fall 1992 Summary of Notes, May 10, 1993
	4	Records Groups & Subgroups Table of Organization Classification System
	5	Records Retention and Disposition Schedule, January 29, 1993
	6	Records Retention and Disposition Schedule Schedule CC-1, 1993, 2007
	7	Mr. George Simor, Archival Consultant, 1992 Simor, George “Archives Wexler Library Hunter College City University of New York: A Survey and Recommendations,” December 1992
	9	Sources on Hunter College History Finding Aid, February, 2000

SERIES III – SPECIAL COLLECTIONS

7	10	Plumb, Margaret Grant. List of Important Works in the Hunter College Special Collections, Spring 1956 Letter from Margaret Grant Plumb to Rose Gilligan on key works in Special Collections, February 26, 1973 Gilligan, Rose. Hunter College Special Collections, ca. 1976
---	----	---