



# Smithsonian Institution Archives

## Records, 1962-1988

by Smithsonian Institution Archives

Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)  
<http://siarchives.si.edu>

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## Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., <i>osiaref@si.edu</i>
Creator:	Cooper-Hewitt Museum, Administrator
Title:	Records
Dates:	1962-1988
Quantity:	7.21 linear meters.

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 545, Cooper-Hewitt Museum, Administrator, Records

### Access Restriction

Boxes 6 and 8 contain materials restricted indefinitely; see finding aid; Contact reference staff for details.

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## Historical Note

In 1963 the Cooper Union for the Advancement of Science and Art trustees announced that the Cooper Union Museum for the Arts of Decoration would be closed, and Director Calvin S. Hathaway resigned. Curator of Exhibitions H. Christian Rohlfsing was named Acting Administrator, and in this capacity he helped to guide the Museum's transfer to the Smithsonian Institution in 1968. In 1969 Rohlfsing became Administrator of the renamed Cooper-Hewitt Museum, and in fiscal year 1972 he assumed the dual title of Administrator and Curator of Collections. John H. Dobkin became Program Management Officer in FY 1974 and was appointed Administrator in FY 1975. Dobkin and Rohlfsing both held the title of Administrator until FY 1978, when Dobkin resigned and Rohlfsing relinquished the post to assume purely curatorial responsibilities. The position of Administrator was vacant until FY 1979, when Daniel O'Leary became Assistant Director for Administration and Barbara V. Foss and Peter M. Scherer were appointed Administrative Assistants to the Director. O'Leary left the next year, and Foss was replaced by Chauncie McKeever in FY 1981. In FY 1983 McKeever left, Scherer was appointed Special Assistant to the Director, and Linda Dunne was named Administrator. Scherer left in FY 1984.

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## Introduction

This finding aid was digitized with funds generously provided by the Smithsonian Institution Women's Committee.

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## Descriptive Entry

These records were created mostly by administrators Rohlfing, Dobkin, and Dunne. They document the activities of the Museum Advisory Board and the acquisitions committee and contain files on fundraising, membership, product development, sales, education, collections management, and exhibitions. The records also include audit reports and annual reports; grant proposals; architectural plans of the Miller House; and public relations files, including news clippings from the reopening of the Museum in 1976. In addition, the records contain periodic budget projections and reports for the programs, administrative departments, and payroll of the Museum dating from 1983 to 1988, along with the memoranda and spreadsheets which document their development.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

### Subjects:

- Art museums.
- Budget process
- Exhibitions
- Fund raising
- Museums -- Collection management.
- Museums -- Educational aspects.
- Museums -- Membership.

### Types of Materials:

- Architectural drawings
- Black-and-white photographs
- Black-and-white transparencies
- Clippings
- Color photographs
- Color transparencies
- Manuscripts

### Names:

- Cooper-Hewitt Museum. Museum Advisory Board.
- Dobkin, John H.
- Dunne, Linda.
- Foss, Barbara V.
- Hathaway, Calvin S.
- McKeever, Chauncie.
- Miller House.
- O'Leary, Daniel
- Rohlfing, H. Christian
- Scherer, Peter M.
- Smithsonian Institution

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## Container Listing

### Box 1

Charles Whitney Memorial Fund  
Chutjian, Fanet O. H. (Estate of)  
Cinematheque  
Citizens Committee for NYC, Inc.  
Clark, Jane  
Robert Sterling Clark Foundation  
Centre Beaubourg  
Centre de Creation Industrielle  
Collection Gifts  
Collection - Description  
Collections - General Descriptions  
Claims /Theft  
Coatroom, 1978  
Collection - Acquisition  
Collection Descriptions  
Collections: De-Accessioning, General  
Catalogue - Museum's Collections  
Invitations, Opening Events  
AFS  
Acquisitions, FY 1983  
Acquisition Policies  
Acquisitions  
Accountable Officers, 1979-1980  
Accounting Division  
Accounting, 1978  
Administrative Officers Meeting, SI

Admissions Policy - General & Group Tours

Admissions Policy

Advertising

Advisory Board

Advisory Board: Proposed

Advisory Board General

Advisory Board Regulations

Alvar Aalto

Affirmative Action

American Association of Museum Directors

American Association of Museums

American Federation of Arts

American Heritage

American Friends of Scottish Opera

Aide Memoire

Astor Foundation

Exhibition Designers

Exhibition Installation

Exhibitions Offered

Exhibition Reports - SI

Exhibition Schedules

Exhibitions: Aalto

Exhibition: Adam

Exhibitions: Amsterdam School

Exhibitions: Architectural Fantasy and Reality

Exhibitions: Belter

Exhibitions: Bologna

Box 2

Exhibition: Brighton

Exhibitions: Brighton Catalogue

Exhibitions: Brighton Budgets & Fund Raising

Exhibitions: Brighton General Description & Object List

Exhibitions: Brighton General Correspondence (2 folders)

Exhibitions: Brighton Design & Installation

Exhibitions: Brighton Press Correspondence

Exhibitions: Brighton Visitor Comments & Thank Yous

Exhibition: A Century of Ceramics

Exhibitions: "Cities" Catalogue

Exhibitions: Close Observations

Exhibitions: Coleman Collection of Silver Mustard Pots

Exhibitions: The Cooper-Hewitt Collection: Furniture

Exhibitions: The Cooper-Hewitt Collection: Tiles

Exhibitions: Church Drawings

Exhibitions: Cross Currents/Neo-Classical Drawings

Exhibitions: Cross Currents Catalogue

Exhibitions: EC Looks at LA

Exhibitions: Embroidery

Exhibitions: "Gearing UP"

Exhibitions: Faberge (Lord Chamberlain Exchange Checks)

Exhibitions: Faberge: Jeweler to Royalty

Exhibitions: Fashion Print Exhibition

Exhibitions: Furniture Mounts

Exhibitions: German Stage Design

Exhibitions: The Fine Art of Living

Exhibitions: Hair

Exhibitions: Hawaii

Exhibitions: Open Spaces - Distribution/Sale

Exhibitions: Immovable Objects Funding

Exhibitions: Contracts: Subway Exhibit

Exhibitions: Subways - Smithsonian Institution Traveling Exhibition Service (SITES) Storage

Exhibition: High Performance Sports Equipment

Exhibitions: Horticulture in Decorative Arts, 1981

Exhibitions: International Arts Exhibition

Exhibitions: Japanese Collection of CHA

Exhibitions: Lace in the Cooper-Hewitt Collection

Exhibitions: Ludwig II of Bavaria

Exhibitions: Lower Gallery Correspondence

Exhibitions: Lower Gallery Reviews

Exhibitions: Lower Gallery Schedules and Budgets

Exhibitions: Ludwig Catalogue

Exhibitions: MA Shipping Arrangements

Collection Handbook

Collections: Loan Schedule

Collections Management

Collections: Weaknesses

Product Development: Collectors Guild

Color Archives

Columbia University Walking Tours

Contract: Brighton

Contracts, Maintenance, 1977

Contracting Officer

Contracts, 1978

Cooper-Hewitt Bulletin

Corning Museum of Glass Slides

Centre Beaubourg Paris

Advisory Board Meeting, December 4, 1974

Board of Associates, Smithsonian Institution, February 11, 1974



Board of Advisors, undated (1972)

Advisory Board Meeting, February 23, 1972

Board of Advisors Meeting, October 1972

Box 3

Advisory Board Meeting, February 1972

Meeting of Advisory Board, October 15, 1971

Advisory Board Meeting (Executive), May 27, 1970

Advisory Board Meeting at the AFA, May 7, 1970

Advisory Board, April 14, 1970

Advisory Board Meeting, January 15, 1970

Minutes of Meetings of the Advisory Board, 1970

Advisory Board Meeting, September 12, 1969

Minutes of Meetings of the Advisory Board, 1968-1969

Advisory Board Meeting, Lease-Signing Ceremony, September 12, 1969

Advisory Board meeting, April 22, 1969

Advisory Board Ad Hoc Meeting, March 26, 1969

Advisory Board Meeting, April 9, 1969

Advisory Board Ad Hoc Meeting, February 3, 1969

Advisory Board Ad Hoc Meeting, November 21, 1968

Advisory Board Ad Hoc Meeting, November 6, 1968

Advisory Board Meeting, October 24, 1968

Advisory Board Meeting, January 17, 1969 (2 folders)

Advisory Board Meeting, Executive Committee, October 3, 1969

Advisory Board Biographies

Cooper-Hewitt Advisory Board - Carnegie Mansion

Advisory Board Committee Suggestions

Advisory Board General Correspondence

Advisory Board "Image"

Advisory Board Membership Program

Advisory Board Suggestions for membership  
Advisory Board - Confidential  
Advisory Board Ex-officio Member, S. Dillon Ripley  
Advisory Board Mrs. Jack N. Berkman  
Advisory Board Cass Canfield  
Advisory Board Albert Edelman  
Advisory Board Sidney Gruson  
Advisory Board Mrs. Jacob M. Kaplan  
Mrs. Matthew Meyer  
Advisory Board, Thomas E. Murray II  
Mrs. Jean Pennybacher

Box 4

Advisory Board, Mrs. Howard J. Sachs  
Advisory Board, H. Eric Schmidt, Treasurer  
Advisory Board, Mrs. Emily Stillman  
Advisory Board, Robert C. Weaver  
Advisory Hoard, Mrs. Vincent Astor  
Advisory Board, William A. M. Burden  
Advisory Board, Mrs. Freda Diamond  
Advisory Board, William Katzenbach  
Advisory Board, Miss Margaret Nelson  
Advisory Board, William C. Pahlmann  
Advisory Board, Mrs. Bliss Parkinson  
Advisory Board, Mr. Harvey Smith  
Advisory Board, John B. Trevor  
Advisory Board, Charles Van Ravenswaay  
Advisory Board, Mr. Frederick P. Victoria  
Advisory Board, Dr. Alexander O. Vietor  
Proposals for Board Members

Advisory Board Bylaws and related correspondence

Advisory Board Purpose

Cooper Union Museum Contracts

Cooper-Hewitt (C-H) Membership Committee Meeting, February 3, 1969, AF  
of A

C-H Membership Committee, Mrs. Edith Achilles

C-H Membership Committee, Mrs. Charles M. Clark

C-H Membership Committee, Mrs. Nicholas R. Doman

C-H Membership Committee, Dr. George van D. Gallenkamp

C-H Membership Committee, Mrs. Alfred C. Harrison

C-H Membership Committee, Mr. Whitney Hartshorne

C-H Membership Committee, Miss Barbara Levy

C-H Membership Committee, Mrs. Germaine Seligman

C-H Membership Committee, Mrs. Lisa Suter

C-H Membership Committee, Mrs. J. R. Twiss

C-H Membership Committee, Mrs. Earl Kress Williams

Advisory Board, Amendment to Bylaws

Membership Committee

Professional Advisory Board

Advisory Board, Henry F. du Pont

Collections Development

Gifts

Current

Fund Raising Firms

Pamphlet

Programs

Publications

Miscellaneous

Museum Membership (Committees)

Membership Committee General Correspondence

Committee on Industry General Correspondence

Sales Committee General Correspondence

Education Committee General Correspondence

Exhibition Schedule

Acquisitions Committee General Correspondence

Development

1962 Proposal for Future Development

Carnegie House - Specifications

Insurance

Inventory: Spot Survey

Hurlbut, 1978

Industrial Design Archive

Indemnification

Information - Requested from CH by other organizations

Library, 1978

Library, 1977

House & Garden - Miscellaneous

Maintenance Division

Maintenance, 1978

Maintenance - Opening Exhibition

Management Survey

Karastan (Guinan, Walter)

Kaufmann, Robert, correspondence

Box 5

Kerr, Mary, correspondence

Kin & Communities

Kooky Mail

Kresge Foundation

Larsen, C.

Learning Circus  
Loans - D & P  
Lissim, Simon (Will)  
Russell Lynes Agreement  
MA - Proposal  
Memoranda for the Record  
Memoranda to the Staff  
Horticulture  
Library, 1976  
Museum Shop - Wholesale Arrangements  
Museum Panel  
Museum of Graphic Art  
Morse Gallery of Art  
Minutes - Staff Meetings 1976 to 1977 (2 folders)  
Miller House Architectural plans  
Miller House Fifth Floor  
MGM  
Membership, 1978  
Membership Information & Education Information  
McNeil Acquisitions Fund  
National Endowment for the Arts (NEA) Proposals, 1977-1978  
NEA 1977 Challenging Grants  
NEA 1977-1978 General Correspondence  
National Endowment for the Arts Proposals, 1976-1977  
National Endowment for the Arts, General Information  
National Museum of Building Arts  
National Society of Interior Designers  
Needle and Bobbin Club  
Newsletter

NYC Agencies

New York City Agencies: Correspondence with

New York Community Trust

NY Council on the Humanities

New York Foundation for the Arts

New York Hall of Fame

New York State

New York State Council for the Humanities

NYSICA: Procedures & Philosophy

New York State Council on the Arts General Information

NYSICA, 1981-1982

NYSICA, 1980-1981

NYSICA, 1979-1980

Box 6

Tentative Finding #1-12 (12 folders) [RESTRICTED]

Audit (2 folders) [RESTRICTED]

Audit Findings [RESTRICTED]

House Report on SI Acct. & Management

Audit of the Cooper-Hewitt Museum September 1981 [RESTRICTED]

FY 1982: Trust

FY 1982 Budget Call: Trust

Approved FY 1982 Budget

Sharon McIntosh

File Room File Lists

Annual Report, 1976

Annual Report, 1975-1976

Annual Report, 1979

Annual Report, 1977

Form Letters

National Endowment for Humanities: General Information

Fieldcrest - Correspondence

Exhibitions Opening, Collection Section - Textiles

Smithsonian Exhibition Budget

Scandinavian Modern

Exhibitions: "MA"

Exhibitions: "The Moving Image"

(LG) Exhibitions: Ocean Liners

Exhibitions: Scandinavia Today

Exhibition Ideas: Faberge

Faberge

Exhibitions: Ornament Budgets & Contracts

Exhibitions: Ornament General

Exhibitions: Palladio

Exhibitions: Puppets

Exhibitions: Roma Interrota

Scandinavia Today

Schlossberg Proposal

Exhibitions: Smithsonian Institution at the Cooper-Hewitt

(LG) Exhibitions: Spectacular Spaces

Exhibitions: Subways

Exhibitions: Reading, Writing & Arithmetic

Exhibitions: 200 Years of American Architecture

Exhibitions: The Urban Wilderness

Exhibitions: Vienna Modern

Exhibitions: Wallpaper

Exhibitions: Jewish Museum

Exhibitions: Renwick Gallery "Raymond Loewy"

Exhibitions: V & A Winslow Homer

Box 7

Exhibition Ideas: Bhutan  
Exhibition Ideas: Immovable Objects - Broadway  
Exhibition Ideas: Immovable Objects - Ethnic Community  
Exhibition Ideas: Immovable Objects - Recycling  
Exhibition Ideas: Immovable Objects II - Open Spaces  
Exhibits, 1978  
Exhibitions Moran  
Exhibition Ideas: Route 1/66  
Exhibition Ideas: Kandinsky  
Exhibition Ideas: Lighting  
Exhibition Ideas: Louis XIV  
Exhibition Ideas: Natural Fibers  
Exhibition Ideas: Pattern, Process, Product  
Exhibition Ideas: Persian  
Exhibition Ideas: Rococo  
Exhibition Ideas: Wallpaper  
Exhibition Ideas: Immovable Objects II - Subways  
Exhibition Opening: Hollein - Copies of Hollein Proposals  
Exhibition: Immovable Objects Subway, 1976  
Immovable Objects II - Subways  
Correspondence: Contacts - Immovable Objects Subway  
Exhibitions: Immovable Objects Subway, 1978  
Exhibition: Immovable Objects Subway, 1976  
Suburbs  
Design Sales Gallery  
D & P Slide Catalog, 1976  
Financial - General Fund, 1976  
Financial - General Fund, 1977



December/January Financial Reports  
August 1978 Financial  
General Fund, 1978  
Financial: exhibition fund  
Financial - Objects Sold fund  
Heinz, Henry fiscal  
NYSCA Fashion Plates  
Financial - Sampson Memorial Ceramic Acquisitions  
Financial - General Fund - Friends of Textiles, 1976  
Biddle Foundation Wallpaper Slide Catalog  
Financial: Paper Conservation Laboratory  
Financial: Textile Study Center  
Filming at Cooper-Hewitt Museum  
Charles Whitney Memorial Fund  
Financial Resources, a Report of June 1978  
Finders - Contract  
Finley, George  
Fire Inspection Survey  
The Flower Service  
For the Record, 1978  
New York State Council on the Arts, 1975-1976  
New York State Parks & Recreation Proposal  
New York Community Trust Grants  
Nordness, Lee  
Museum Shop Proposal, September 1978  
Museum shop (2 folders)  
OFPES  
Office of Plant Services  
OFPES, 1978

Museum Shop Correspondence, 1978

Museum Shop Inventory

Museum Shop Inventory, 1978

Museum Shop: The Trellis

Box 8

Museums: Other Schedules and hours of other Museums

Museum Shop, 1978

News Clips About Cooper-Hewitt

Newsclips: Smithsonian Institution

Legal Matters: Income Tax Rulings

Legal Matters, 1978

Legal Matters, 1976

Legislative Matters, SI

Holography, 1976, 1978 (2 folders)

Holography fiscal

Holography, 1977

Peter Nicholson

Intern Program

Information Retrieval 1975

Institute of Urban Studies

"The Cooper-Hewitt Museum: Past, Present, and Future," by Milton Sunday,  
1970

U.S. 166 (John Margolies)

New York State Council on the Arts, 1977-1978

NYSCA, 1978-1979

National Endowment for the Arts, 1978-1979

RESTRICTED FOLDER - Non-Circulating

NEA - Design Origin & Meaning

Neo-Classical Project NEA

New York State Council on the Arts 1976 Grant Proposals, 1976-1977

New York State Council on the Arts, 1977

Box 9

National Endowment for the Humanities, 1977

Budget 1976 - Fiscal Forms

Budget, FY 1976

Budget 1976 transition

Budget, General

Bank Account

Bank Street College

Beer, Alice

Bequests, General

Bernard, Catherine

Blake, Peter

Charles Blitzer, 1978

Bloom, Phillip

CHM Boiler and Machinery Policy

Book-of-the-Month-Club (BOMC) Current

BOMC

Joe DeValle

BOMC Correspondence, 1978

Book of the Month Club: Author's Contracts

Book-of-the-Month Club Correspondence, 1980

BOMC - 1977 - Correspondence with BOMC

Financial BOMC, 1977

Contract BOMC

BOMC Porcelain

BOMC - 1976 - BOMC Correspondence

Book-of-the-Month In-House Correspondence, 1976

BOMC

Cooper Union Prospectus

Box 10

Cooper Union Museum - Operating Manual

Copyright

Council of Directors

Craft Fair

Crafts - General

Crafts Workshops - General

Cultural Affairs

Cultural Affairs Commission, NYC

Brochure - NMD

Avis

Auxiliary Activities Handbook

Associates Program

Attendance Record, January - April, 1978

Auction, 1978

Auction, 1977

Auction, 1976

Audit

Antique Monthly

Antiques Show

(Library) Archive Consultations

Archives - Consultant's Report, Grant Information

Architecture and Design Dept., Curator Applicant Resumes

Architectural League of New York

Art to Zoo

Articles - Miscellaneous

Archive, Materials

Japan United States Friendship Commission

Job Descriptions

Jobs for Youth, Inc.

Justema, William

Winter Antiques Show, 1972

Antique Show Coverage (Volunteers)

Cora Ginsburg's Coverlet Show, April - May 1976

Great Cover-ups (2 folders)

Billy Baldwin Lectures, 1974

Calligraphy Show, October 1976

Church, Frederic Edwin Exhibition, December 1974

Designer Collects, September 1975

Moran, Thomas - "Drawings of the West" Exhibition, Washburn Gallery,  
October 1974

New York - Chicago Group Benefit for Cooper-Hewitt, April 18, 1972

Printing Preparation

Membership Mailing List - December 1976

Membership Release

Dreyfuss Opening, October 1976

Designer Designs, 1976

Christmas Party Wreaths, 1976

Wildenstein Publicity

Wildenstein Accounting

Homer Exhibition Correspondence

Homer

Homer Benefit, May 1973, Printing Samples

Homer Exhibition - Inside Correspondence, Samples

Box 11

Bills and Receipts

Building Game - Accounting

Art Show, July 14, Cash Receipts

Art Show, July 14, Bills, Invoices & Invitation Lists

Printing Lithographers Union Building Game

Beer, Alice

Berkman, Lillian

Bienstock, Mr. & Mrs. Peter

Boogaerts, Mr. & Mrs. John, Jr.

Box Supper

Winchester, Alice

Cowan, Jill

Clark, Joan

Durst, Frances

Donors (resulting from the Building Game)

Franklin, Joan

Ginsberg, Mr. & Mrs. Benjamin

Graham, Mrs. Linda

Haines, Stephany

Haunted House Party

Howell, Josephine

Hubbard, Stuart

Marshall, M/M Thornton

Maxwell, Vera

McAdoo, Mrs. Molly & McKenna, Nan

Myers, Mary

Miliente, Mr. & Mrs. Frank J.

NSID

Perkins, Mr. & Mrs. Stephen

Rohlfing, Chris

Rowan, Dr. and Mrs. Joseph E.

Salinger, Richie & Zuesse, Elaine

Sunday, Milton, Jr.  
Stillman, Emmy  
Taylor, Lisa and Bert  
Taylor, Dan  
Williams, Mrs. Patty  
Building Game Package Delivered  
Lisa Taylor Party List  
Party Lists - For making permanent card file  
Party Lists - By sponsor, Preliminary  
Smithsonian Luncheon  
Smithsonian Associates Group  
Hudson River Museum Party  
Christmas Party  
Junior League Sustaining House Tour  
Garden Party  
90th Street Festival  
House Tour  
Volunteer's Luncheon  
Correspondence - General, 1971  
Auction Publicity and Paid Advertisements, 1974  
Auction Press Releases, January 11, 1974, and February 22, 1974  
Auction 1974 - WRAP-UP Data  
Dance ticket list, 1974 Auction  
Auction: Ads  
Press Release Memos & General Information  
Contributions - Auctions  
Auction - Deduction Policy  
Press Work File  
Benefit Auction Printing Samples, 1974

Auction Photos, 1975

Advertising - Free and Paid Benefit Auction

Auction Public Relations, 1975

1975 Benefit Auction Publicity - Work files, copies of releases, etc.

Auction 1976 - News Releases

Auction, 1976

Auction - Press and Other Publicity, 1976, Correspondence

Food for the Auction Party, May 19 and May 25, 1976

2nd Auction Release, April 1976

Auction - Advertising, 1976

Auction, 1977

Auction - Paid Ads, 1977

Auction, 1978

Auction, 1977

Auction - Free Ads, 1978

Regency Ball

Auction, May 17 - May 21, 1979

Auction 1980

Benefit Ball, June 1981

Crafts Fair Inquiries, 1983

Crafts Fair - Press Releases, 1982

Crafts Fair - Press Release, 1981

Crafts Info, 1981

Craft Fair, 1981

Crafts Fair - P.R. 1981

Crafts Fair Work folder, 1982

Crafts Fair 1982 Press Release Record: Mailings

Anava Textiles

Bacigalupa, Drew



Baker, Tom & Bruce

Black, Wendy

Box 12

Braverman, Max

Craig, Chris

Cranmer, Barry

Ciocco, Susan & Klein, Susan Jo

Desbecker, Claire

Dickman, Maishe

Dustin, Dan

Elling, Steve

Enright, Deborah

Fabrico, Stephen

Fisher, Richard

Gabriel, Hannelore

Garvey, Jim

Goewey, Susan & Scott

Gordon, Jeff

Gough, Kathryn

Harwood Geometrix

Rochester

Herman, Nancy

Kumnick, Charles

Koplewitz, Jane

Lippe, Micki

Loeber, Ken

McElroy, Jane

Miller, Arlynne J.

Nadel, Lois

Nyberg, Mary  
Hopkins, Gladys  
Matteson, Charles  
Murphy, Charles  
Patton, Joan  
Polk, Jan Valerie  
Tom Raredon  
Raymond, Charlotte  
Rubin, Fiametta  
Rogovin, Harold  
Rubel, Sandra  
Russell, Eric  
Saab, Pat  
Shrope, Peter  
Smith, Drew  
Stern, Beth  
Twigg, Alan  
Urrere, Perkins Studio  
Wertzer, Rena  
Wormus, Marnia  
Wortis, Joan  
Yin Hwa Dye House  
Zelens, Richard  
People to be Invited to Craft Benefit Opening, 1981  
P.R. Lists: Organization (Crafts Fair 1980)  
Requests for Info From Craftspeople (Crafts Fair 1980)  
Form Letters (Crafts Fair 1980)  
Work Folder: Drafts, Carbons, Notes from Meetings (Crafts Fair 1980)  
Fundraising, 1977

Fundraising Prospects, 1976  
Fundraising - Proposals  
Fundraising - Ripley  
Fundraising - Jeffrey Stann (SI)  
Fundraising - James Symington (SI)  
Fundraising - Textile Dept.  
Fundraising - William Warner  
Fundraising - James Lyons (SI)  
Fundraising SI, FY 1977  
James Smithson Fund  
Films Available  
GAO  
General Correspondence: C-H  
Gifts, 1977  
Master Listings - Gifts & Grants  
Gill, Brendan  
Global Village  
Goals and Priorities  
Funding Needs  
Grants, 1978-1979  
Grants, 1976  
Grants & Insurance, 1977-1978  
Survey - Grants & Risk Management  
Green, Alice  
Guidebook, C-H  
Gustafson, Eric  
Hall, G. K. Publications  
Susan Hamilton, 1978  
Handbook, C-H

HHP (Hugh Hardy) Fiscal, 1977

Hardy, Hugh, 1976

Health, Education & Welfare, 1975-1976 (General Information)

Herman Miller, Inc.

Hewitt Family Tree

Cooper-Hewitt Museum History by A. Beer

History - Miller, Margaret (Carnegie)

Hans Hollein, 1978

Hollein, Hans, Fiscal 1977

Hollein - Fiscal, 1976

Hollein, Hans (Miscellaneous)

Box 13

Holography - University of Hawaii, 1977

Exhibitions - Holography, 1976

Catherine Frangiamore

Fundraising - Businessman's Council on the Arts

Fundraising - Education Program Efforts

Fundraising - Dobkin Memoranda

Fundraising - Albert Edelman

Fundraising - General Information

Heckscher Foundation

Fundraising - Lewis Lapham

Fundraising Letter, 1976

Lists - Volunteers Send Fundraising

Fundraising Proposals, 1978

Fundraising Prospects, 1978

Fundraising Prospects, 1977

Fundraising Proposals, 1977

Opening Exhibition - Special Events

Exhibits - Opening Show donations - Requests for Donations

Press Clippings, Reviews of Exhibitions Prior to 1979 and Articles About  
Proposed Reopening, 1976

Press Clippings on Faberge Exhibition, 1983 (6 folders)

Box 14

Children's workbooks - Eileen Goldblatt

Ultima II: 24 Beautiful Homes

Zoo, Friends of

Radio City Music Hall

Box 15

Regency Ball

Regents - Board of C-H

Registrar, 1978

Registrar's Project

Parking Lot

Paper Lab

Parylak

Masters Program

Helena Rubinstein Foundation

Pension Building

Pavia

Center for Advanced Studies in Education

Registrar

Registrar's Report

Registrar - General

De-Accessioning, CH

Deaf, Society for

Decade

Decorative Arts Chapter Meeting, April 30, 1977

Decorative Arts Association

Decorative Arts Committee  
Curator of Decorative Arts  
Decorative Arts, Dept. of  
Design Information Service  
Milliken /Design Competition  
Design Conference: Aspen, Colorado  
Design Forum  
Design, Friends of (Dept.)  
Design Sales Gallery  
Designers: Contemporary  
Directory Listings: Cooper-Hewitt  
Distal, Herbert  
Documentation of Designers  
Documentation Projects  
Geraldine R. Dodge Foundation  
Donors to CHM  
Dobkin, John, Correspondence  
Downey, Juan  
Drawings and Prints, Dept. of  
Drawings and Prints, French & Italian Neo-Classical Prints Project  
Drawings and Prints Dept., Friends of  
Drawings and Prints: Moving  
Dreyfuss, Henry: Collection  
Driveway/Parking Lot Repair  
Eagle, Joanna  
Education  
Educational Programs  
Elevator  
Emery, Irene/Estate of

Environment & The Elderly  
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Exhibition, Brunelleschi  
Exhibition, Architecture  
Exhibition: Designer Designs  
Exhibition: American Design Ethic  
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Box 16

Textile Department, 1976  
Textile Conservation  
Textile Department, 1977  
Rohlfing, Chris, Correspondence, 1977  
C. Rohlfing Correspondence, 1977 (S. Mck)  
Arthur Ross  
Rudofsky Proposal  
Sampson, Charles E. - Memorial Fund  
Save Venice Benefit, June 13, 1977  
Publicity: Auction  
Publicity: Cooper-Hewitt General  
Publicity: Reopening  
Publicity: V & A  
Public Relations, 1976  
Public Relations, 1978  
Proposals - Miscellaneous  
National Design Center  
NEA Proposals, 1977  
National Endowment for the Arts Proposals, 1975-1976  
Questionnaires

R & R Projects

Product Development - Collectors' Guild

Product Development: Edelman Studios

Product Development: Imperial Wallpaper

Product Development: Lenox

Product Development: Lee Nordness

Paragon (Sampler Kit)

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Lorraine Yerkes

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