Guide to the Children's Hospital of San Francisco Records, 1875-1988

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Collection number: BANC MSS 89/87 c

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Processed by:
Elizabeth Stephens and John Hawk

Date Completed:
November 1993

Encoded by:
Susan Stone

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Collection Summary

Collection Title: Children's Hospital of San Francisco Records,
Date (inclusive): 1875-1988
Collection Number: BANC MSS 89/87 c
Collector: Children's Hospital of San Francisco.
Extent: Number of containers: 10 cartons, 4 boxes, 2 oversize folders.Number of reels (35mm, positives): 13Linear feet: 14.2
Repository: The Bancroft Library
Berkeley, California 94720-6000
Physical Location: For current information on the location of these materials, please consult the Library's online catalog.
Abstract: The bulk of the collection consists of 45 volumes of minutes of the meetings of the Board of Directors. In addition, there are administrative files containing bylaws, articles of incorporation, monthly and annual reports; Board records containing correspondence, member lists, and committee files in addition to the minutes; and material relating to medical staff. Also includes files for various departments and programs of the hospital and school of nursing, along with those concerning affiliated groups and other related organizations and subjects. The last subject area relates to the history of the hospital and was assembled by Children's Hospital in preparation for their centennial anniversary in 1975.
Languages Represented: English

Access
Collection is open for research, with one exception:
Use of original bound volumes of Board minutes is restricted; use microfilm copy instead. Use of originals only by
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Preferred Citation
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Photographs have been transferred to Pictorial Collections of The Bancroft Library.
Centennial Pin has been transferred to the Objects Collection of The Bancroft Library.

Acquisition Information
The records of Children's Hospital of San Francisco were given to The Bancroft Library by the Board of Directors of
Children's Hospital of San Francisco on October 21, 1988.

Corporate History
Children's Hospital of San Francisco was established in 1875 by three physicians: Dr. Charlotte Blake Brown, Dr. Sara E.
Brown, and Dr. Martha E. Bucknell. It began operations at 520 Taylor Street, as the Pacific Dispensary for Women and
Children. In 1880, the hospital opened a Training School for Nurses, the first such school west of the Rockies. In 1885, it
was reincorporated as the Hospital for Children and Training School for Nurses; its purpose was to care for women and
children and to further the advancement of women in medicine, and the education and training of nurses. In its first one
hundred years, Children's Hospital grew to a 362-bed, voluntary teaching and research hospital. At the time of its
centennial celebration in 1975, Children's Hospital was one of only three independent, non-profit, general teaching
hospitals in the state of California.

Scope and Content
The records of Children's Hospital of San Francisco, 1875-1988, span over a century of the Hospital's history, with the bulk
of the collection consisting of board records and various fragmentary and incomplete administrative files. These include
organizational and secretary's files (Series 1), which contain bylaws, articles of incorporation, monthly and annual reports,
and related information. The Board of Trustees and Board of Directors-Managers records (Series 2) include correspondence,
member lists, and committee files, in addition to the minutes of the Board of Directors-Managers meetings. Also includes
material relating to the Hospital's medical staff, as well as files for various departments and programs of the hospital and
school of nursing, along with those concerning affiliated groups and other related organizations and subjects (Series 3 and
4).

Another significant group of material (Series 5: Historical Files) relates to the history of the hospital and was assembled by
Children's in preparation for their centennial anniversary in 1975. Ephemera, which may also have been collected by the
Centennial Committee, has been gathered at the end of the collection (Series 6).

Carton 1

Series 1: Administrative Files, 1875-1977
Scope and Content Note
Divided into two sub-series: Organizational Papers and Secretary's Files. Includes bylaws, articles of incorporation, consent forms, and manuals of procedure from various periods in the history of Children's Hospital, as well as monthly and annual reports, finance reports, records pertaining to bequests, and building specifications. The contents of this series is fragmentary and incomplete.

Organizational Papers, 1908-1977

Ctn. 1, folder 1
Bylaws 1908-77
folder 2
Articles of Incorporation 1934-63
folder 3
Consent forms for amendment 1951
Series 1: Administrative Files, 1875-1977
Organizational Papers, 1908-1977

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Series 1: Administrative Files, 1875-1977
Organizational Papers, 1908-1977

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Series 2: Board Records, 1875-1980
Scope and Content Note
Divided into two sub-series: Board of Trustees and Board of Directors/Managers. Both contain correspondence and member rosters, although the bulk of the series consists of Board of Directors minutes and committee records.

Board Of Trustees, 1941-1974

Box 1, folder 1-2
Correspondence 1941-49; 1961-66
Member lists and rosters 1966-74

Board Of Directors/Managers, 1875-1980

Correspondence

Box 1, folder 4
Botsford, Mary E. 1934
Eisenhower, Mamie Dowd 1960

folder 5
Finn, Howard 1935
Oliver, Walter M. 1951

folder 6
Snow, Hulda 1932-38

folder 7
Thelander, H. E. 1959-74

folder 8
A-L Miscellaneous 1915-77
M-Z Miscellaneous 1915-77

folder 9
Meeting announcements, resignations, etc. 1915-76
Invitations (outgoing) 1924-69
Memos 1943-78

folder 10
Membership/Subscriptions 1939-56

folder 11
Rosters
Members 1924-79

Endowed Beds 1923-29

Minutes

Ctn. 2, folder 1
Board of Directors and Trustees 1875-1975
Board of Directors (v. 1) 1875-83

folder 2
Board of Managers (v. 5-15) 1889-1903

folder 3-13
Board of Managers (v. 16-27) 1904-15
Board of Managers (v. 28-34) 1916-31

Ctn. 3, folder 1-12
Board of Directors (v. 35-38) 1932-40
Board of Directors (v. 39-48) 1941-55

Ctn. 4, folder 1-7
Board Committees

Ctn. 6, folder 1
Board [Standing] Committees 1926-58
Lists/Committees 1926-58

folder 2-8
Executive Committee minutes 1922-78

folder 9-10
Finance Committee 1922-54

folder 11
Conference Committee 1928-54

folder 12
Series 2: Board Records, 1875-1980
Board Of Directors/Managers, 1875-1980

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Series 2: Board Records, 1875-1980
Board Of Directors/Managers, 1875-1980

folder 13-14 Joint Conference Committee 1955-65
folder 15-25 Building Committee 1945-80
folder 26-27 Outpatient Committee Reports 1933-36; 1950-57
folder 28-29 Nursing Committee Reports 1951-58
folder 30 Radiation Center Committee 1960-63
folder 31-37 Standing Nominating Committee 1929-78
Ctn. 7, folder 1 Annual Nominating Committee 1954-57
folder 2-6 Centennial Coordinating Committee 1973-75
folder 7 Cerebral Palsy Committee 1953-54
folder 8-9 Child Guidance Committee 1945-60
folder 10-12 Coordinating Committee 1953-67
folder 13 Joint Committee 1917-51
folder 14 Medical Survey Committee 1954-56
Carton 7, Folders
Series 3: Medical Staff, 1917-1980
15-33

Scope and Content Note
Contains material related to medical staff organization and administration, including bylaws, memos, minutes, and files relating to medical staff activities.

Ctn. 7, folder 15 Organization 1921
folder 16-18 Constitution and Bylaws Revision 1955-56
folder 19 Bylaws 1975
folder 20 Memos 1955-57; 1968
folder 21-23 Minutes 1917-20; 1951-75
folder 24 Staff lists 1930-79
folder 25 Medical Alumni Committee 1952-64
folder 26 Medical Staff Graduation Party 1962-64
folder 27 Medical Staff Inservice Educational Program 1959
folder 28 Medical Staff Teaching Guide 1959
folder 29 Medical Staff Ward Manual 1948
folder 30 Malpractice Crisis 1975
folder 31 Medical Staff Scientific 1959-60
folder 32 Employee Service Pin Reception 1980
folder 33 Nursing Review 1973-74
Carton 8; Carton
Series 4: Departments And Programs, 1901-1980
9, Folders 1-37

Scope and Content Note
Divided into four sub-series: Hospital, School of Nursing, Affiliated Groups, and Related Organizations and Subject Files. The Hospital files contain material pertaining to specific programs and departments, for example: Adult Medical Center, Child Guidance Clinic, and Occupational Therapy Department. The School of Nursing files contain general information about the program, as well as class lists and material related to the nursing program at Children's Hospital. Affiliated Groups files consist primarily of material concerning the Hospital's auxiliary organizations and events; here are located files on the Girls' Recreation Club, Little Jim Club, Volunteers, Friends of Children's Hospital, and Auxiliary "Race Day." Related Organizations and Subject Files pertains to matters and organizations outside of the Hospital, for example the Kiwanis Club of Golden Gate, and Mother's Milk Bank.

Hospital, 1930-1980

Ctn. 8, folder 1 Memos 1954-57; 1970
folder 2 Adolescent Maternity Clinic 1971
folder 3 Adult Guidance (Alcoholic Rehab. Program) 1960-64
folder 4 Adult Medical Center 1966
folder 5 Anesthesia 1939
folder 6 Brace Shop 1941-59
folder 7 Center for Women's Health 1983
folder 8 Cerebral Palsy Program 1952-57
Series 4: Departments And Programs, 1901-1980

Hospital, 1930-1980

<table>
<thead>
<tr>
<th>folder</th>
<th>Program/Department</th>
<th>Range</th>
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<tr>
<td>9</td>
<td>Child Guidance Clinic</td>
<td>1958-67</td>
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<tr>
<td>10</td>
<td>Communicable Diseases Department</td>
<td>1930-40</td>
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<tr>
<td>11-13</td>
<td>Delinquency Project—Child Guidance Clinic</td>
<td>1958-60</td>
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<tr>
<td>14</td>
<td>Occupational Therapy Department</td>
<td>1948-57</td>
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<td>15-16</td>
<td>Pediatrics Department</td>
<td>1952-68</td>
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<tr>
<td>17</td>
<td>Special Service Center</td>
<td>1970-71</td>
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<tr>
<td>18</td>
<td>Surgery Department</td>
<td>1958; 1980</td>
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<td>19</td>
<td>Miscellaneous Programs and Services</td>
<td>1985</td>
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School Of Nursing, 1901-1975

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<tr>
<th>Ctn. 8, folder 20</th>
<th>Collection</th>
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<tr>
<td>21</td>
<td>General 1918-57</td>
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<td>22</td>
<td>Rules for nurses 1952-57</td>
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<td>23</td>
<td>Correspondence 1957-69</td>
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<td>24</td>
<td>Walsh Survey 1931-32</td>
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<td>25</td>
<td>Class Lists 1883-1956</td>
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<td>26-28</td>
<td>Student Nurses 1937-38</td>
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<td>29</td>
<td>Graduation 1922-58</td>
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<td>30</td>
<td>Graduates 1881-1957</td>
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<td>31</td>
<td>Nursing School Pin 1951</td>
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<td>32</td>
<td>Nurse's Alumni Association 1901-75</td>
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<td>33</td>
<td>Newsletter 1960</td>
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<td>34</td>
<td>Clippings 1930-69</td>
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Affiliated Groups, 1906-1979

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<tr>
<th>Ctn. 9, folder 1-2</th>
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<tr>
<td>3-6</td>
<td>Little Jim Club 1931-78</td>
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<td>7-10</td>
<td>Children's Hospital Service Group 1952-76</td>
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<td>11</td>
<td>Volunteers 1959-78</td>
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<td>12</td>
<td>Friends of Children's Hospital 1970-76</td>
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Related Organizations and Subject Files, 1935-1970

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<th>Ctn. 9, folder 13</th>
<th>Collection</th>
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<tbody>
<tr>
<td>14</td>
<td>Kiwanis Club of Golden Gate 1958-65</td>
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<td>Medical Disaster Organization 1942</td>
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<td>16</td>
<td>Mental Health 1953-62</td>
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<td>17-19</td>
<td>Mizpah Club 1956-65</td>
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<td>20</td>
<td>Mother's Milk Bank 1945-70</td>
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<tr>
<td>21</td>
<td>Needlework Guild 1959-66</td>
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<tr>
<td>22</td>
<td>Physiotherapy 1953</td>
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<tr>
<td>23</td>
<td>Pischel-Lemke Fund 1959-65</td>
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<td>24</td>
<td>Poliomyelitis 1935-54</td>
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<td>25</td>
<td>Public Health Department 1935-52</td>
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<tr>
<td>26</td>
<td>San Francisco Hospital Conference 1953-58</td>
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<td>27-35</td>
<td>San Francisco Senior Center 1960-61</td>
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<td>36</td>
<td>Toxin Deaths 1935-37</td>
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<td>37</td>
<td>United Cerebral Palsy Association 1958</td>
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<td></td>
<td>United States Public Health Service 1956-57</td>
</tr>
</tbody>
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Series 5: Historical Files, 1875-1988

Scope and Content Note
Consists of subject and biographical files assembled by Children's Hospital for its Centennial Celebration in 1975; original content and order has been retained. File numbers assigned each biographical file by their creator have been retained, as they are used in the Historical Information card index, located at the beginning of this series. Some files have related material in other series; for example, Little Jim Club material may also be found in the Affiliated Groups sub-series of Series 2.

Subjects, 1875-1988

Ctn. 9, folder 38
C. H. Historical Information card index
Administration (1875 et seq.) 1969-73

folder 2
Affiliated Groups #1—The Auxiliary 1907-75

folder 3
Affiliated Groups #2—Little Jim Club 1931-75

folder 4
Affiliated Groups #3—Girls' Recreation Club 1974-78

folder 5
Affiliated Groups #4—Service Group; Associates 1968-75

folder 6
Affiliations: U.C. & others 1975

folder 7-9
Annual Report Summaries 1919-31; 1975-79

folder 10
Articles and Pictures in Scrapbooks 1976

folder 11
Baby Dody 1972

folder 12
Benefactors 1975

folder 13
Board of Managers/Directors 1875-1956

folder 14-15
Board of Directors/Trustees 1875-1979

folder 16
Board of Trustees 1875-1979

folder 17-21
Buildings 1875-1988

folder 22
Case Histories 1940-53

folder 23
Centennial Correspondence 1974-75

folder 24
Centennial Events 1950; 1975

folder 25
A Century of Medicine in San Francisco 1968-75

folder 26-27
Child Development Center/Child Guidance Clinic 1952-74

folder 28
Costs 1897-1965

folder 29
Crutch & Splint Fund n.d.

folder 30
Early History: Miscellaneous 1934-83

folder 31-33
Families 1966-80

folder 34
Firsts for Children's Hospital ca. 1978

folder 35
Fund Raising: Memos & Releases 1921-62

folder 36
Life Members 1887-1956

folder 37-47
Medical Departments 1903-87

folder 48
Medical Education 1952-79

folder 49
Memorial, Endowed & Perpetual Beds 1885-1921

folder 50
Mother's Milk Bank 1945-75

folder 51-54
Nurses' Training School 1902-74

folder 55
Outpatient Department 1899-1974

folder 56
Relief & Red Cross Funds: Associated Charities 1909-14

folder 57
Schools at Children's Hospital 1920-50

folder 58
Volunteer Program n.d.

folder 59
Walsh Report on Children's Hospital 1931-32

folder 60-61
Women in Medicine 1890-74

Biographies, 1923-1975; n.d

Box 3, folder 1
Index 1975

folder 2
#1a — Bucknell, Martha E. (1822-1915)

folder 3
#1b — Brown, Charlotte B. (1846-1904)

folder 4
#2 — Brown, Adelaide (1868-1940)
Series 5: Historical Files, 1875-1988
Biographies, 1923-1975; n.d

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Box 11; Oversize

Series 6: Ephemera, 1899-1987

Scope and Content Note

Consists primarily of miscellaneous ephemera, including programs, newsletters, brochures, clippings, and related items.

Box 4, folder 1

Awards and honors 1950-74

folder 2

Brochures 1934-80

folder 3

The Children of Thornwreath, by Gertrude La Page (photocopy) 1902
<table>
<thead>
<tr>
<th>Folder</th>
<th>Description</th>
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<tbody>
<tr>
<td>4</td>
<td>Clippings 1899-1983</td>
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<td>Development Program 1938-63</td>
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<td>1 B</td>
<td>Development proofsheets ca. 1950</td>
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<tr>
<td>6-7</td>
<td>Ephemera 1942-74</td>
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<tr>
<td>8</td>
<td>New Day newsletter 1985; 1987</td>
</tr>
<tr>
<td>2 B</td>
<td>Surgery floor plan n.d.</td>
</tr>
<tr>
<td>9</td>
<td>Telephone Directories 1972; 1975</td>
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<tr>
<td>10</td>
<td>Trustree/Board obituaries 1979-87</td>
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</tbody>
</table>