

ROBBINS, Barbara

Applicants' File

February 8, 1956

Dear Miss Robbins:

Thank you so much for sending us the dates of your next visit to New York. If you would like to come to the office at 11:30 a.m. on Tuesday, April 3rd, I will be glad to talk to you at that time.

Very sincerely yours,

Mildred Adams

Miss Barbara J. Robbins
Box 631
Wheaton College
Norton, Massachusetts

ROBBINS, Barbara

Applicants' File

RECEIVED
WHEATON COLLEGE
NORTON, MASSACHUSETTS

FEB 7 1956

February 4, 1956

COMMITTEE ON THE HISTORY

~~FEDERAL RESERVE SYSTEM~~
Miss. ~~of the~~ ^{of the} Fed. Adams
Committee On The History Of The
Federal Reserve System
33 Liberty Street
New York 45, N.Y.

Dear Miss Adams,

Miss King of the Alumnae Advisory Center told me that she has sent you my resumé and that you were interested in talking to me. The next time I plan to be in New York is the 3rd and 4th of April. If it would be convenient for you, I would like to have an appointment with you on either of these dates.

Thank you for your consideration,

Sincerely,

Barbara J. Robbins

Box 631
Wheaton College
Norton, Mass.

Tues. Apr. 3 - 11:30AM

SARFATY, David E.

Applicants' File

February 8, 1956

Dear Mr. Sarfaty:

I have your letter of February 5th asking about a position in this office of which you learned through the American Economic Association.

I am sorry to say that I can give you no hope of a position here at the present time, as there is no vacancy. We will be glad to keep your letter on file against the future.

Very sincerely yours,

Mildred Adams

Mr. David E. Sarfaty
238 Franklin Avenue
Island Park, N. Y.

RECEIVED

February 5, 1956

FEB 7 1956

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Mr. W. Adams
Committee to Study the History of the Federal Reserve System
Federal Reserve Bank of New York
31 Liberty Street
New York, N.Y.

Dear Mr. Adams:

The need for personnel to assist in the study of the Federal Reserve System has come to my attention as a member of the American Economic Association. I am very much interested in this study, and I should like to be considered as a candidate for the available positions.

I have a B.A. from Brooklyn College (1947) and an M.A. from Columbia University (1950) where I have completed all residential requirements towards the Ph.D. in Economics. I have had the opportunity of teaching Money & Banking for three years at Long Island University. Others courses taught include Principles, Public Finance and International Trade.

Between 1948 and 1950, I worked for the National Bureau of Economic Research where I assisted Dr. C. Lowell Harriss on the project of "The History and Policies of the Home Owners' Loan Corporation."

I should be pleased to hear from you, and I would welcome the opportunity to appear for an interview.

Very truly yours,



David E. Sarfaty

238 Franklin Ave.
Island Park, N.Y.
LO 6-7853

**This document contains personally identifiable information and has
been removed.**

Author(s): Karen Silberblatt

Title: Application Card, Transcript, Application for Employment, Résumé

Date:

Page Numbers:

**This document contains personally identifiable information and has
been removed.**

Author(s): May Wing

Title: Summary of Education and Experience

Date:

Page Numbers:

C O P Y

ASSOCIATED HOSPITAL SERVICE OF NEW YORK

80 Lexington Avenue
New York 16, N. Y.
MUrray Hill 9-2800

September 13, 1954

Mr. Donald Woodward
Secretary
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, N. Y.

Dear Mr. Woodward:

Thank you for your letter of September 9, 1954. I am
arranging to have Mr. George Shelton, our representative,
who handles the Federal Reserve Bank contact you for an
early appointment.

Cordially,

/s/ Norman T. Marten

Norman T. Marten
Assistant to the Vice President
Enrollment Department

ntm:ha

C O P Y

Committee on the History of the Federal Reserve System

September 9, 1954

Dear Mr. Martens

We are writing you at the suggestion of Mr. Frederick Smedley of the Personnel Division, Federal Reserve Bank of New York.

This Committee has a small staff which is employed under a joint agreement between the Committee and the Brookings Institute of Washington, D.C. The home office of Brookings Institute (which is a research organization) has enrolled under the Blue Cross for the benefit of its Washington staff. The Federal Reserve Bank of New York, which houses the staff of this Committee in New York, is enrolled under the Blue Cross here.

In view of these arrangements we would like to inquire whether Blue Cross facilities and services in New York City could be made available to staff members of this Committee. Would you be so kind to send us appropriate information.

Very sincerely yours,

Donald Woodward
Secretary

Mr. Norman T. Marten
Assistant Vice President
Enrollment Department
Associated Hospital Service of New York
370 Lexington Avenue
New York 17, New York

Committee on the History of the Federal Reserve System

September 8, 1954

Dear Dent:

Among the many details which I dealt with in Washington was the matter of "fringe benefits" which you and I had discussed earlier. A letter from Dr. Calkins showed only three areas in which there was any question left, one of these was hospitalization. The New York bank puts its people under Blue Cross and Blue Shield and pays two-thirds of the cost. Brookings provides Blue Cross hospitalization but at the employees' expense. Calkins thinks that an equivalent arrangement should be made here in New York.

His exact phrasing is:

"Hospitalization. Since the Institution provides Blue Cross hospitalization at the employee's expense, we believe that efforts should be made to arrange for similar benefits through the Blue Cross or Blue Shield systems in New York. If such arrangements can be made and the employees pay the full cost of coverage, as they do here at Brookings, we should provide this service on the same terms as it is provided here."

Under those circumstances I wonder if you would like to write in your capacity as secretary to the Blue Cross people. I am enclosing a suggested letter but I framed it merely to save you time and would be entirely content with any changes you might make.

Also you might like to know that I got the matter of our over optimism with money sorted out. The \$20,000 pilot project went from January 15 to May 30 without difficulty. By the latter date we had spent \$8,679.30. That left us \$1,320.70 available for work in June. Had we merely continued in the way we had been going we could almost have covered our June expenses but we began the Kinkaid project June 1, and \$1,333 was the June portion of that hence we spent \$3,359.34 and were left with the deficit previously noted.

Committee on the History of the Federal Reserve System

- 2 -

Sept. 8, 1954

Having felt guilty about this I am cheered to know at least we did not run into deficit trouble until the pilot project was technically complete. Were the whole thing prorated we would probably find that we stretched the \$10,000 for five months instead of for four. This somewhat soothes my conscience.

I will tell you other details of the Washington trip when your schedule develops a bit of free time.

Best as always,

Mildred Adams
Research Director

Enclosure

Mr. Donald Woodward
c/o Vick Chemical Company
122 East 42nd Street
New York, New York

Committee on the History of the Federal Reserve System

September 8, 1954

Dear Dr. Calkins:

Thanks very much for your letter of September 3 commenting on the details of my letter of August 17 regarding fringe benefits.

I take it that the only details left with any degree of doubt are retirement, hospitalization and New York State insurance provisions. So far as retirement is concerned I would agree that Brookings regulations would apply to employees of the Committee. As for any one who comes under the TIAA regulations I would think that could be left until it happens.

In regard to hospitalization I will make inquiries here in New York of the Blue Cross to see if this service can be extended to employees here.

As for insurance we will await the result of the correspondence which Mr. Akers has undertaken with the New York State authorities.

I would like to get these details in hand as soon as possible so as to report to the Executive Committee and cross them off the list of things still awaiting action.

Sincerely yours,

Mildred Adams
Research Director

Dr. Robert Calkins, President
The Brookings Institution
722 Jackson Place, N.W.
Washington 6, D.C.

Eligibility for Retirement System

The original Retirement Plan (July 1929) provides that:

"All employees of the Institution are eligible except (a) those employed in manual labor or domestic service; (b) research fellows; (c) staff members appointed for specific assignments which will be completed in a limited time; and other employees who are definitely retained as temporary aids or assistants."

(Executive Committee minutes, Oct. 18, 1929, p. 72 - Revised Retirement System Plan and Contract with Sun Life)

This was modified by the following resolution:

"Resolved, that new participants in the present Brookings Retirement System shall be restricted to employees who (a) shall have been employed by the Institution for at least three years; (b) are at least 30 years of age; and (c) have a minimum salary of \$3,600. The President shall be authorized, however, to make certain exceptions to this rule in his sole judgment."

(Board of Trustees minutes, Oct. 27, 1950, p. 626)

Eligibility for Group Hospitalization

All regular employees of the Brookings Institution, except building maintenance and dining room employees, are eligible for enrollment in Group Hospitalization. Employees who wish to join have the opportunity of doing so in March or September of each year, provided the Institution meets the quota requirements.

Anyone who is with the Blue Cross or Blue Shield elsewhere may transfer into the Institution's group at any time during the year.

The entire cost is borne by the employees.

September 2, 1954

x Disability Ins. under N.Y. State Law -

Vacation - 2 weeks as Brookings

Hospital ^{as Brookings} (Bank uses Blue Cross ^{Medical} + Blue Shield ^{general} - pay 2/3
Brookings uses Blue Cross)

Retirement - 5-year stretch only - Brookings to treat them as their employees -

✓ Social Security of course -

x U.Y. State Unemployment Law - Brookings to write to N.Y. + find out how affected - also Workman's Compensation

Cafeteria facilities will be available (Bank assumes 50% of cost)

Medical facilities of clinic available -

(Changes will be made? Clear with Kimball or Billy)

Annual physical examination to apply -

Report to Medical after out 7 days -

Sick leave - as Brookings - (Bank has full salary for 1st wk. + 1/2 salary for next 2 wks - not a regret but can be administered)

Leave with out pay (as Brookings)

Employees parties - can be invited - (Miss Burgess)

sent copy of
Wm. letter to ~~Brookings~~ ~~Brookings~~

August 17, 1954

Dear Dr. Calkins:

It was good to hear that you are back from a California vacation, and that my favorite state was kind and refreshing.

Things have gone slowly here, but summer is usually like that. Dr. Kincaid reports that he expects to finish his survey of the Glass collection by September 15th. His wife's health is such that he has given up the idea of going to Arizona, which seems a pity, and he would like to be kept in mind for further work.

The problem of fringe benefits, about which I wrote you earlier, seems clearer after a careful reading of the Brookings Rules and Regulations which you sent me, and a long conversation with Mr. Smedley, the appropriate personnel officer here, concerning the practices of the New York Federal Reserve Bank. I am now prepared to make the following suggestions to you, and if you agree, to take them to the Executive Committee:

Social Security - Federal practice rules both at Brookings and the Bank, and would govern any employee arrangements made by this Committee.

Hospitalization - Brookings uses the Blue Cross plan, and employees pay all costs. The New York Bank uses both Blue Cross and Blue Shield, and pays two-thirds of the cost. Under those circumstances Mr. Smedley is sure that Blue Cross service can be acquired in New York for employees who want it. They should follow the Brookings arrangement in Washington and pay all costs if they elect to use the service.

Sick Leave - Here the Brookings and the Bank arrangements are very similar. The Committee should therefore follow the Brookings rule that staff members may have sick leave with pay at the rate of fifteen working days for each fiscal year (1.25 days per calendar month) to a maximum of 90 days.

Vacation on pay - Here Brookings is slightly more generous than the Bank, but not enough to stir trouble as between Bank and Committee employees. Staff members are eligible for annual leave with pay at the rate of two days per month plus one extra day for the 12th month, making 25 working days for each fiscal year.

Retirement - To most young employees this is a minor benefit. The only warning is that whatever arrangements are made should not imperil future retirement rights of employees.

Insurance - Because the chief Committee office is in New York employees come under New York State laws. I have written to the appropriate officers and received their replies. I take it that Brookings and the Committee would both be exempt under the provisions of the New York State Unemployment Act and also under the Workmen's Compensation Act. However, it might be well to have an opinion from Brookings' legal adviser on this so that we will feel doubly safe. I am enclosing copies of the pertinent letters.

I am abashed to learn from your letter of August 11th that we were overly optimistic in thinking we could stretch our pilot appropriation to cover an extra month. I would agree with your desire to squeeze the shortage out of our 1954-55 funds. We have let our typist go back to the Bank, and we do not expect to take on a full-time assistant until September, so the summer provides some economies which will help. I see no immediate prospect of heavy expenses in connection with the history, so my guess is that we are safe. However, I am all too well aware that we have set up no budgetary safeguards - they may be necessary.

If luck holds I'll be in Washington the last week in August and will hope to see you then. Meanwhile thanks for the suggestion about Ed Shaw. I'll see what reaction I can get on a tentative basis.

Cordially yours,

Mildred Adams

Enc.

Dr. Robert D. Calkins
President
The Brookings Institution
722 Jackson Place, N.W.
Washington 6, D. C.

State of New York

Department of Labor

DIVISION OF EMPLOYMENT
Unemployment Insurance Accounts Bureau
42 North Pearl Street
Albany 1, New York

August 9, 1954

Committee on the History of the Federal
Reserve System
33 Liberty Street
New York 45, New York

In reply refer to:
LDD 2

Gentlemen:

Your letter of August 4, 1954, directed to Mr. Richard Brockway has been referred to this office for reply.

An employer becomes liable for contributions under the New York State Unemployment Insurance Law when he has employed four or more persons on fifteen or more days during a calendar year in employment covered by the Law. Liability begins on the first of the fifteen days of such employment. However the Law grants exemption to any corporation, unincorporated association, community chest, fund, or foundation organized and operated exclusively for religious, charitable, scientific, literary, or educational purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual.

In order that we may determine whether you qualify for the exemption provided in the statute, you should explain more fully the method and manner in which the committee operates. You should also enclose a copy of the charter, by-laws, or instruments under which you operate.

In order that we may be in a position to determine your liability under the Law in the event that it is found that you do not qualify for the exemption provided in the statute, we enclose Report to Determine Liability, Form IA 100, which should also be executed and returned to this office.

Very truly yours,

UNEMPLOYMENT INSURANCE ACCOUNTS BUREAU
Liability and Determination Section

By /s/ Leslie Curthoys

Enc.

COPY

WORKMEN'S COMPENSATION BOARD
State of New York
State Office Building
Albany 1, New York

August 12, 1954

Miss Mildred Adams, Research Director
Committee on the History of the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Adams:

I have your letter inquiring as to the obligation of the Committee on the History of the Federal Reserve System to provide benefits either under the Workmen's Compensation Law or the Disability Benefits Law of this State, or both.

Your organization is, as I understand, an independent non-profit organization. Non-profit organizations are not required to provide workmen's compensation benefits for "on-the-job" injuries, that is, for injuries caused by accidents that arise out of and in the course of employment, unless there are in the employment "four or more workmen or operatives regularly". A workman or operative is a laborer or a mechanic who does manual work. There are excluded from the definition those whose duties are clerical or professional.

Therefore, there would seem to be no obligation upon the Committee to provide Workmen's Compensation benefits for its employees, since you state they do solely clerical duties. Voluntary Workmen's Compensation coverage may be provided by securing a policy of insurance from any carrier authorized to write Workmen's Compensation in New York State.

As to Disability Benefits, providing benefit for non-occupational or "off-the-job" sickness or injury, not within the provision of Workmen's Compensation, I have to advise that the exclusion of the Disability Benefits Law as to non-profit employers is limited to those "organized and operated exclusively for religious, charitable, scientific, literary or educational purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual..." You will know whether your Committee meets the conditions of this statutory exclusion, which is found in Section 201, subd. 6, of the Disability Benefits Law. If not within this statutory exclusion, then notwithstanding the solely clerical duties of the Committee's employees, Disability Benefits are to be provided if four or more

C O P Y

Miss Mildred Adams, Research Director - 2

August 12, 1954

persons are in employment on each of at least thirty days in any calendar year. Provision is to be made for payment of benefits in the manner provided under Section 211 of the Disability Benefits Law, not later than four weeks following the thirtieth day of such employment.

I trust that this gives you the information you require. If not, please come back for such further information as you need.

With regards and best wishes, I am

Sincerely yours,

/s/ Mary Donlon

Mary Donlon
Chairman



MARY DONLON
CHAIRMAN

WORKMEN'S COMPENSATION BOARD
STATE OF NEW YORK
STATE OFFICE BUILDING
ALBANY 1, N. Y.

August 12, 1954

Mrs. Mildred Adams, Research Director
Committee on the History of the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Mrs. Adams:

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Mrs. Mildred Adams, Research Director - 2

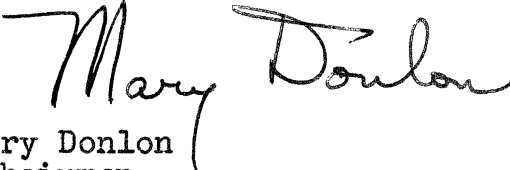
August 12, 1954

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I trust that this gives you the information you require. If not, please come back for such further information as you need.

With regards and best wishes, I am

Sincerely yours,

A handwritten signature in cursive script that reads "Mary Donlon". The signature is written in dark ink and is positioned above the typed name and title.

Mary Donlon
Chairman

MD/bjc

STATE OF NEW YORK



DEPARTMENT OF LABOR

DIVISION OF EMPLOYMENT
UNEMPLOYMENT INSURANCE ACCOUNTS BUREAU

42 NORTH PEARL STREET

ALBANY 1, NEW YORK

August 9, 1954

Committee on the History of the Federal
Reserve System
33 Liberty Street
New York 45, New York

In reply refer to:
LDD 2

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In order that we may determine whether you qualify for the exemption provided in the statute, you should explain more fully the method and manner in which the committee operates. You should also enclose a copy of the charter, by-laws, or instruments under which you operate.

In order that we may be in a position to determine your liability under the Law in the event that it is found that you do not qualify for the exemption provided in the statute, we enclose Report to Determine Liability, Form IA 100, which should also be executed and returned to this office.

Very truly yours,

UNEMPLOYMENT INSURANCE ACCOUNTS BUREAU
Liability and Determination Section

LC:MFM
Enc.

By

A handwritten signature in cursive script that reads "Leslie Curthoys".

Leslie Curthoys

STATE OF NEW YORK
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT

POST OFFICE BOX 1589
ALBANY 1, N. Y.

MAIL THIS REPORT TO THE ABOVE ADDRESS

Industry	Location	Employer Number
Examined By	Coded by	Subject Date
Avg. Qtrly. Contrib.	Avg. No. Employees	Previous Owner
<input type="checkbox"/> IA196 <input type="checkbox"/> No Letter	<input type="checkbox"/> IA184.1 <input type="checkbox"/>	

REPORT TO DETERMINE LIABILITY UNDER
THE NEW YORK STATE UNEMPLOYMENT INSURANCE LAW

This report is to be filled in and returned to the above address promptly, whether or not you are liable for contributions under Article 18, Section 572 of the Labor Law. If the space provided under any item is not sufficient for a complete answer, use additional sheets, identifying each as a part of this report and attach thereto.

FILL IN WITH TYPEWRITER OR PRINT IN INK — ALL QUESTIONS MUST BE ANSWERED

- Name of Employer.....
- Other Name under which business is conducted (trade name, registered name, etc.).....

- Business Address
- Address to which correspondence and reporting forms should be mailed for the above employer :

No. and Street	City or P.O. Subd.	Zone No.	State
----------------	--------------------	----------	-------

- Give the following information regarding your business organization in New York State:
 Type of Organization: Indicate by Check (✓). Individual Ownership ; Partnership ; Corporation ; Household employing Personal or Domestic Servants ; Other (specify below) :

No. and Street	City or P.O. Subd.	Zone No.	State
----------------	--------------------	----------	-------

- List below the name(s) and home address(es) of the owner; the partners, if a partnership; or the officers and their titles, if a corporation.

<i>Name</i>	<i>Residence</i>	<i>Title</i>
-------------	------------------	--------------

- Give date on which you began to operate this business in New York State.....
 (a) In which of the last seven calendar years (including the current year) did you first employ four or more persons in New York State?.....
 (Write "NONE" if you did not employ at least four employees during fifteen days in any calendar year.)
 (i) Indicate first day, during the year given above, on which you employed four or more persons
 Enter Date

- If there are any persons performing work for you whom you did not include in determining the dates in item 7 (a) above, give the following information:

Year	No. of Employees	No. of Days Employed	Dates of Employment	Nature of Work

- Explain reason for not including these persons as your employees :.....
- Name and Address of Person(s) you regard as their employer :.....

- 8. Did you acquire all or part of the business of another employer? (Yes or No).....
 (If the answer to question 8 is Yes, the following information must be given.)
 - a. Check (✓) one ALL of the business was acquired.
 PART of the business was acquired.
 - b. Date of acquisition.....
 - c. Business name of previous owner.....
 Business address
 - Employer registration number of previous owner
 - d. Is the previous owner still in business? (Yes or No).....

- 9. If you acquired only PART of the business, answer the following:
 - a. Did you assume any of the previous employer's obligations? (Yes or No).....
 - b. Did you acquire any of the previous employer's good will? (Yes or No).....
 - c. Have you continued or resumed the business of the previous employer either in the same establish-
 ment or elsewhere? (Yes or No).....
 - d. Did you employ substantially the same employees as those the previous employer employed in con-
 nection with the part of the business you acquired? (Yes or No).....

- 10. What records reflecting payroll information do you maintain?
-
- a. Give address at which records are kept.....
-
- b. Give name and address of person having custody (or who will have knowledge) of your payroll records.

11. Do you wish to elect voluntary coverage under the Unemployment Insurance Law?.....

12. Do you wish to elect voluntary coverage of building maintenance employees, under Section 561.4 of the Law?

(See page 4 of this report for provisions of Section 561.)

13. If you are a Corporation, Unincorporated Association, Community Chest, Fund or Foundation ORGANIZED AND OPERATED EXCLUSIVELY FOR RELIGIOUS, CHARITABLE, SCIENTIFIC, LITERARY OR EDUCATIONAL PURPOSES, no part of the net earnings of which inures to the benefit of any private shareholder or individual, answer a, b, and c below.

- (a) Type of Organization. Indicate by Check (✓).
 Unincorporated. Corporation. Community Chest. Fund. Foundation.
- (b) Purpose for which business is organized and operated. Indicate by Check (✓).
 Religious. Charitable. Scientific. Literary. Educational.
- (c) Is your organization engaged primarily in the production of plays, musical or otherwise, for the entertainment of the public? (Yes or No).....

If you claim exemption from the New York State Unemployment Insurance Law, the following documents **MUST BE** submitted with this report.

- (i) Copy of charter or articles of incorporation.
- (ii) Statement of income and expenditures for a period covering the last three years.
- (iii) Copy of balance sheet.

14. List the information requested below concerning your place(s) of employment.

FOLLOW INSTRUCTIONS CAREFULLY. INCOMPLETE ANSWERS WILL DELAY PROPER DISPOSITION OF YOUR CASE. IN COLUMN 2 DESCRIBE FULLY THE NATURE OF YOUR BUSINESS ACTIVITIES FOR EACH LOCATION LISTED IN COLUMN 1.

- (1) If MANUFACTURING:
 - (a) What are the principal products manufactured? (State in order of importance.)
 - (b) What are the principal materials used?
 - (c) Write "Contractor" if major portion of your work is done on a contract basis rather than for sale on your own account.
 - (d) Describe type of establishment, e.g., rolling mill—continuous, foundry, knitting mill, general machine shop.
 - (e) If manufacturing clothing, specify whether men's, women's or children's clothing.
- (2) If engaged in TRADE, state whether sales are at retail *or* wholesale; and if wholesale whether as owner or agent, e.g., retail—groceries; wholesale (owner) fruits and vegetables; sales office of firm manufacturing outside of New York State.
- (3) If an EXECUTIVE OFFICE describe activities and give location of operating plants, e.g., executive office—manufacturing chemicals in Delaware; executive office—chain of retail clothing stores; executive office—coal mining in Pennsylvania.
- (4) If an employer of DOMESTIC SERVANTS IN OR ABOUT YOUR OWN HOME, write "domestic servants".
- (5) If engaged in other types of business, describe fully, e.g.:
real estate—ownership and operation *or* managing agent *or* broker, etc.
construction—sub-contractor—electrical work, etc., *or* general contractor—buildings, roads, sewers, etc.
- (6) If operating a HOTEL, is your business of seasonal nature?.....

Column 1	Column 2	Column 3
LIST THE LOCATION OF EACH PLACE OF EMPLOYMENT IN THE STATE OF NEW YORK ON A SEPARATE LINE. (By place of employment is meant each separate office, factory, operating unit, or home maintained.)	DESCRIBE FULLY THE NATURE OF BUSINESS ACTIVITY CARRIED ON AT EACH PLACE OF EMPLOYMENT. See instructions above.	TOTAL NUMBER OF ALL EMPLOYEES NOW EMPLOYED AT EACH LOCATION.
Line City or Village and County		
1		
2		
3		
4		
5		

15. This report is invalid without the signature of an officer, partner or proprietor and **MUST BE** notarized.

STATE OF NEW YORK,

COUNTY OF.....

} ss. :

← MUST BE FILLED IN.

The undersigned being duly sworn deposes and says that he has read the questions and answers and that said answers are true according to his best knowledge and belief.

Subscribed and sworn to

before me this.....day

of.....195.....

.....
Notary Public

(Affix stamp or seal)

.....
Business Name of Employer

.....
Signature of Officer, Partner or Proprietor

.....
Official Position

INFORMATION GIVEN IN THIS REPORT WILL BE USED BY THIS DIVISION TO DETERMINE YOUR STATUS AS AN EMPLOYER UNDER THE NEW YORK STATE UNEMPLOYMENT INSURANCE LAW. IF YOU ARE FOUND TO BE A SUBJECT EMPLOYER, YOU WILL BE ASSIGNED AN EMPLOYER REGISTRATION NUMBER AND WILL BE NOTIFIED OF THE DATE YOUR LIABILITY FOR PAYROLL REPORTS AND CONTRIBUTIONS COMMENCES. IF IT IS DETERMINED THAT YOU ARE NOT A SUBJECT EMPLOYER, YOU WILL BE NOTIFIED ACCORDINGLY.

VOLUNTARY ELECTION.

Section 561, Subd. 1. "Employer. Any employer not otherwise liable for contributions under this article as an employer may become liable therefor

- (a) as of the first day of any calendar quarter, provided
 - (1) he files an application with the commissioner to elect coverage for at least the unexpired portion of the calendar year in which such coverage is to commence and the following calendar year;
 - (2) such application is filed on or before the last day of the calendar quarter in which coverage is to commence; and
 - (3) the commissioner approve such application in writing;
- (b) as of the date on which he acquired the organization, trade or business, in whole or in part, of another employer who is liable for contributions, provided
 - (1) he files an application with the commissioner to elect coverage for at least the unexpired portion of the calendar year in which such acquisition occurs and the following calendar year;
 - (2) such application is filed within thirty days following the end of the calendar quarter in which such acquisition occurred; and
 - (3) the commissioner approve such application in writing."

Subd. 4. Building Maintenance Employees. Any employer not otherwise liable for contributions under this article who operates a building may elect to become liable therefor, pursuant to the provisions of subdivision one of this section, but may limit his election exclusively to employees engaged in the maintenance of a specified building."

**MAIL THIS FORM TO:
STATE OF NEW YORK — DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT
POST OFFICE BOX 1589, ALBANY 1, N. Y.**

Distributed
May 14, 1954

PROPOSED RELATION BETWEEN THE COMMITTEE ON
THE HISTORY OF THE FEDERAL RESERVE SYSTEM AND
THE BROOKINGS INSTITUTION

1. The Committee on the History of the Federal Reserve System and the Brookings Institution will assume joint responsibility for the administration of the proposed project on the History of the Federal Reserve System and the expenditure of funds that may be granted by the Rockefeller Foundation for this activity. The proposed grant will be made to the Brookings Institution for administration jointly by the Committee and the Institution.
2. The Committee will enlarge its present membership and provide for the replacement of members as agreed upon by the Committee and the Brookings Institution.
3. To facilitate the administration of the project, the Committee will designate an Executive Committee with power to make administrative decisions jointly with the Brookings Institution on matters that may require action, and a member of this Executive Committee will be designated and empowered to act for the Committee in accordance with general policies established jointly by the Committee and the Brookings Institution.
4. The Committee, directly or through its designated representatives, and the Brookings Institution, through the President, will jointly determine the research and related activities to be undertaken, the allocation of funds, the manner in which these activities shall be pursued, the personnel to be engaged, the contracts, grants, or other commitments that may be made.
5. The administrative arrangements and the payment of funds will be handled by the Institution on the authorization of the President in accordance with procedures approved by the Committee and the Institution.

6. Employees engaged for work on the project shall be appointed by the President of the Institution in consultation with a designated representative of the Committee, and they shall be joint employees of the Committee and the Institution for specified periods, and not regular employees of the Brookings Institution.

7. Contracts or grants for writing, research, or other services shall be arranged by the President of the Institution in consultation with a designated representative of the Committee. These contracts or grants, as the circumstances may require, shall specify the obligations of the parties, the amount and manner of payment, the responsibility for supervision, and the responsibilities respecting reading and criticism of manuscript, editorial work, approval for publication, and publication arrangements. Such contracts or grants may be entered into with the Brookings Institution itself for portions of the work on terms that comply with the Institution's usual operating practices.

8. The Institution will keep a record of its overhead and other expenses incurred in administering the project, and render an accounting to the Committee annually. Such expenditures up to \$3,000 per year (as provided in the request) shall be charged against the funds for the project. Any expenditures beyond \$3,000 per year shall be subject to reimbursement with the approval of the Committee.

9. These arrangements shall apply for the duration of the project over the next five years, unless altered with the approval of the Committee and the Brookings Institution.

August 4, 1954

Dear Mr. Brockway:

I have been asked to write you in regard to the obligations of this Committee to its employees under the Unemployment laws of New York State.

The funds with which we work come from a Rockefeller grant which is disbursed by the Brookings Institution, a tax-free research organization of Washington, D. C. This office, however, operates in New York City. The number of our employees, all clerical, varies according to the work load, but will seldom exceed four.

Could you tell us whether, under the above circumstances, we are subject to New York State laws and if so, what our obligations are. If forms must be filled out would you be so kind as to have them sent us.

Thanking you for your courtesy in this, I am

Very sincerely yours,

Mildred Adams
Research Director

Mr. Richard Brockway
Division of Employment
1440 Broadway
New York, N. Y.

August 4, 1954

Dear Miss Donlon:

I have been asked to write you in regard to the obligations of this Committee to its employees under the Disability and the Workmen's Compensation laws of New York State.

The funds with which we work come from a Rockefeller grant which is disbursed by the Brookings Institution, a tax-free research organization of Washington, D. C. This office, however, operates in New York City. The number of our employees, all clerical, varies according to the work load, but will seldom exceed four.

Could you tell us whether, under the above circumstances, we are subject to New York State laws and if so, what our obligations are. If forms must be filled out would you be so kind as to have them sent us.

Thanking you for your courtesy in this, and with warm personal regards, I am

Very sincerely yours,

Mildred Adams
Research Director

Miss Mary Donlon
State Office Building
80 Centre Street
New York, N. Y.

July 8, 1954

Dear Don:

As I told you this morning, one of the problems of shifting from a short-term project to one which will continue for five years is the matter of fringe benefits for employees. As you know, the Bank has, up to the present time, loaned us people from their own staff and charged us for their salaries. They now feel quite understandably that it's better that employees go on the Committee payroll. Technically I suppose this makes them the joint responsibility of the Committee and of the Brookings Institution, and therefore subject to the arrangements which Brookings makes with its own employees.

On the other hand, these people work in the Bank which in turn has its own rules. In order that there should not be too much disparity between our arrangements and the arrangements which the Bank makes I talked this morning with Mr. Smedley, one of the Bank's personnel managers. We discussed in detail the matter of fringe benefits as provided by Brookings and by the Bank. The net result of our conversation is as follows:

Social Security - Federal practise rules in both places and would govern us.

Hospitalization - Brookings uses the Blue Cross and employees pay all costs. The New York Bank uses both Blue Cross and Blue Shield and pays two-thirds of the cost. Mr. Smedley is sure that Blue Cross service can be enlisted in New York for Committee employees. He thinks we would do well to follow the Brookings arrangement and have employees pay the whole cost as they choose to.

Sick Leave - The Brookings rule is that staff members may have sick leave with pay at the rate of fifteen working days for each fiscal year (1.25 days per calendar month) cumulative to a maximum of 90 days. This corresponds closely to the Bank's arrangement and should be followed.

Vacation on Pay - The Brookings plan is that staff members are eligible for annual leave with pay at the rate of two days per month plus one extra day for the twelfth month making 25 working days for each fiscal year. This is slightly more generous than the Bank's plan and Mr. Smedley thinks we should accept it.

Insurance - Disability, Unemployment, Workmen's Compensation. Here the Committee is more or less on its own, and subject to the New York State laws. (The Bank being a Federal institution merely supplies equivalents. Brookings being in Washington is not subject to New York laws). Mr. Smedley advises that Brookings write the New York State authorities to ask for instructions and forms. You, who are familiar with the New York State laws, may have another suggestion.

Retirement - Mr. Smedley says this is a minor benefit so far as most young employees are concerned. The only warning is that nothing should imperil the employees future retirement rights. Presumably the Brookings provisions would apply.

In addition to these specific arrangements the Bank will be so kind as to share with Committee employees two fringe benefits of obvious value. The first is the right to eat in the Bank's cafeteria, where food prices are so arranged that the Bank assumes 50% of the cost. The second is the matter of medical facilities in the Bank's clinic. This latter includes clinic advice and ministrations in the event of sudden illness or accident on the job, an annual physical examination, and a required check-up by the medical officer after two days or more of absence on sick leave.

I am particularly eager to have your advice on the matter of insurance and hospitalization. I assume that the whole arrangement should be submitted to the Executive Committee, but I would like recommendations on those two items before sending it further.

Best as always,

Mildred Adams

Mr. Donald B. Woodward
Vick Chemical Company
122 East 42nd Street
New York City 17, N. Y.

July 8, 1954

Dear Dr. Calkins:

Thanks so much for your letter of July 2nd enclosing copies of correspondence with Dr. Kincaid, Dr. Williams and the Rockefeller Foundation. It is very comforting to know that you actually have the check in hand.

The two possibilities whom Dr. Williams mentioned, namely Professor Wood and Professor Reed, have also been mentioned by Mr. Sproul. There is so much interest in Professor Wood that I am hoping to see him on a trip which I must make to the Middle West later in the month.

I know less about Professor Reed and would be most grateful for any comment you can give us.

Thanks also for your paragraph on the matter of fringe benefits. I talked this morning with Mr. Smedley, who is one of the Bank's personnel managers, and I hope shortly to have a basis which can be presented to the Executive Committee for approval. The fact that the Committee is in New York whereas Brookings is in Washington presents a few difficulties, but I think they are by no means major.

I seem to have no record of your choice on the names proposed for Committee members which was attached to the Progress Report of June 24th. I am eager to add your vote to the list.

Most sincerely,

Mildred Adams

Dr. Robert D. Calkins
President
The Brookings Institution
722 Jackson Place, N.W.
Washington 6, D. C.

Carbon Copy to Mr. Donald B. Woodward

June 29, 1954

Dear Dr. Calkins:

Thanks so much for sending me a copy of your letter of June 28th to Dr. Kincaid. I do hope this reassurance will satisfy him.

I am asked by the Personnel Division of the Bank to find out from you what "fringe benefits" would be available for employees of this Committee. As you know, the staff has up to the present been employed by the Federal Reserve Bank of New York and the Bank has charged us for their salaries. As I understand it, people who come to work for us from the 1st of July on will be technically the employees of this Committee although the Bank will kindly continue to do the screening and hiring for us. I am sure staff members will get Social Security, but what about old age benefits, hospitalization et al? I have the Brookings booklet, and have read pages 16 through 23, but I am not sure that employees of this Committee come under its full umbrella.

This problem has not come up for discussion earlier, but it is very much on the mind of the Personnel Division and apparently a factor in any hiring they may do for us. I will be grateful for information and counsel.

Cordially yours,

Mildred Adams

Dr. Robert D. Calkins
President
The Brookings Institution
722 Jackson Place, N.W.
Washington 6, D. C.

OFFICE CORRESPONDENCE

DATE June 18, 1954TO Miss Adams

SUBJECT _____

FROM M. A. Harris

Attached are two sketches showing a re-arrangement of your present office space so as to provide you with a private office. I think proposal "B" is by far the best of the two. The partition in front of your office should not be to the ceiling in order to provide proper air conditioning of the entire area.

After you have examined these sketches, I shall be glad to talk to you about them.

MAH

6/23

~~Harris will be able to get partitions built by year.~~
Harris

MAH/cr
Atts.

June 22, 1954

MEMO

Mr. Harris and his draftsman came in to talk about the two proposed plans for rearranging present office space so as to provide the research director with a private office. Proposal A would crowd her and provide L-shape space for the staff. Proposal B would give her a good office with two windows, but crowd the staff to the front. It was agreed that the present space does not lend itself easily to cutting in either fashion.

It will not be possible to make any rearrangement until August when the Bank expects a stock of new partitions. Under these circumstances the whole matter of rearrangement will wait. In the meantime, better space may be found in the Bank.

MA

PART-TIME STAFF MEMBERS

ABOLIN, Mrs. Elizabeth

BURNETT, Miss Marguerite

CLUETT, LUCY

The Brookings Institution

Washington 6, D. C.

RECEIVED

JUN 13 1955

June 13, 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Miss Marguerite Burnett
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burnett:

In accordance with the suggestion of Miss Mildred Adams, I should like to advise you that we have approved your leave from June 15 to August 31, and have reappointed you as Research Associate for the period September 1 to December 31, 1955, at a salary of [REDACTED] per month. This is a Special Temporary Appointment for work on the History of the Federal Reserve project.

Sincerely yours,

ROBERT D. CALKINS

President

cc: Miss Adams ✓
Mr. Woodward
Mr. Akers
Miss Maroney
Mrs. Wilson

The Brookings Institution

Washington 6, D. C.

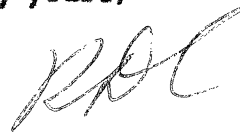
February 1, 1955

Mrs. Maxwell Cluett
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Mrs. Cluett:

This letter is to confirm the arrangement that has been made by Miss Adams, Executive Director of the study of the History of the Federal Reserve System. It is our understanding that you will furnish 25 additional copies of the Kincaid Inventory of the Carter Glass Papers, and that for this service you will be paid at the rate of \$ [REDACTED] per hour.

Sincerely yours,



President

cc: Mr. Akers
Miss Maroney
Mrs. Wilson
Miss Adams ✓

Committee on the History of the Federal Reserve System

September 7, 1954

Dear Mrs. Abolin:

This note is simply to confirm, for your records and mine, our telephone conversation of Friday, September 3. We are very grateful for the work on records at the Library of Congress which you have done for us.

So far as the future is concerned however we are going to have to make some adjustments before going further. Under those circumstances and also in view of the fact that you yourself are not a typist, we will be finding someone else to take over when we make these changes. I understand that you have received the check for payment in full for work done which I asked to have sent to you.

Thank you again for your kindness in undertaking this piece of work for us.

Very sincerely yours,

Mildred Adams
Research Director

Mrs. Elizabeth Abolin
204 Philadelphia Avenue
Takoma Park 12, Maryland

Junior S. 2319

August 27, 1954

Dear Mrs. Abolin:

Miss Adams asks me to tell you that she expects to be in Washington the second and third of September, and is hoping that it will be convenient for you to see her at that time. She will telephone for an appointment on her arrival Thursday morning.

Very sincerely yours,

Lois Krebs
Secretary

Mrs. Elizabeth Abolin
204 Philadelphia Avenue
Takoma Park 12, Maryland

August 4, 1954

Dear Mrs. Abolin:

I have just returned from the West to find your letter of July 25th with the two registers in an accompanying mail. This experiment has done just what I hoped - given us a couple of excellent samples from which we could make a choice.

It is clear that we do need the container lists, or part of them, in order to be completely informed as to what of interest these collections hold. I judge that for the Baker collection this means copying a great deal of material which is irrelevant for us, in order to get a small amount which we need. Therefore I am going to suggest that you hold this and the other registers until I come down to Washington, which will be next week or the week after. You and I can then go over them and make our selections.

Meanwhile I am asking the Brookings Institution, which handles our disbursements, to send you their check for \$7.36 which is the amount you indicate as due you. This by no means implies that the work is over, but merely that this is the July account.

I will let you know the dates of my Washington trip as soon as they are settled.

Very sincerely yours,

Mildred Adams
Research Director

Mrs. Elizabeth Abolin
204 Philadelphia Avenue
Takoma Park 12, Maryland

July 27, 1954

Dear Mrs. Abolin:

In Miss Adams's absence, I should like to acknowledge and thank you for your letter to her of July 25th and for your typescript of the James L. Laughlin and Ray Stannard Baker collections. She is at present on a trip to several Reserve Banks in the Middle West and is expected back in the Bank by early next week.

I will be glad to bring your letter to her attention immediately on her return and she will write you personally at that time.

Sincerely yours,

Research Assistant

Mrs. Louis Abolin
204 Philadelphia Avenue
Takoma Park 12, Maryland

km

July 25, 1954

Dear Miss Adams -

I mailed copies of the two registers to you Saturday, July 24th. One copy, as you will note, included the container list, and one did not. I shall await word from you before returning the registers to Miss Brand.

I have checked the work for accuracy, and hope our various unavoidable delays have not made it difficult for you.

Just in case you want to terminate our services at this point the situation to date is -

7 pp - One register, typing copy @ .60 a p. -	\$ 4.20
4 pp - " " " " " " -	2.40
	<hr/>
	6.60
Paper	.76
	<hr/>
	\$ 7.36

Otherwise, it will be a pleasure to meet you and see if we can help you further, in August.

Very sincerely yours,
Elizabeth Abshier

August 4, 1954

Dear Mr. Akers:

I have been having some copying done at the Library of Congress for which we owe a July bill, and I wonder if you can pay it for us on this simple kind of a request. Mrs. Elizabeth Abolin, 204 Philadelphia Avenue, Takoma Park 12, Maryland should be paid \$7.36 for typing and supplies. The exact details are as follows:

7pp - One register, typing copy at \$.60 a p. -	\$4.20
4pp - " " " " " " " " -	<u>2.40</u>
	\$6.60
Paper	<u>.76</u>
	\$7.36

I will be most grateful if you can take care of this for us.

Sincerely yours,

Mildred Adams
Research Director

Mr. Sheldon Akers
Breakings Institution
722 Jackson Place, N.W.
Washington 6, D. C.

ABOLIN, Elizabeth

July 13, 1954

Dear Mrs. Abolin:

I have your letter of July 8th saying that you have seen Miss Brand, and in the same mail a letter from Miss Brand telling me what material she had given you to copy.

May I say in the first place that I am sorry there was a misunderstanding about the typing end of it. I thought that had been cleared in the beginning.

Miss Brand tells me that she has given you two of the registers to be copied at home and I note she suggested that perhaps the coversheet, biographical note, and description of series would be enough.

As I have not myself seen these registers, I wonder if the simplest thing would be to copy the coversheet, biographical note, and description of series first and send them to me. I can then tell whether we also need the detailed container list.

I am sorry to have to do this by remote control, but I cannot get down to Washington until August. Perhaps then we can go into the registers more in detail. I would, however, suggest that you follow the plan sketched above as soon as possible.

The typing price you quote, namely, .60 a page for single space copy work sounds entirely satisfactory. I assume that you will check your daughter's work and be sure the copy is accurate.

Very sincerely yours,

Mildred Adams
Research Director

Mrs. Elizabeth Abolin
204 Philadelphia Avenue
Takoma Park 12, Maryland

204 Philadelphia Avenue
Takoma Park 12, Md.,

July 8, 1954

Dear Miss Adams:

I have talked with Miss Katharine Brand of the Manuscript Division of the Library of Congress about the material which you need. By the end of next week I plan to send you copies of two registers of collections of papers so that you can let me know just how you want me to proceed. Miss ^{Brand} ~~Adams~~ thought if you had the material listed under "Description of Series" you might not want the detailed "Container list" copied as well.

I have had a temporary office in the Library of Congress, but I have never done any typing there. I am not a typist, but

my daughter is doing the work. I checked with the Personnel Division of the Library of Congress on typing rates, and they said their rate is \$.60 a page, for single space copy work. I hope this sounds acceptable to you. Please let me know if you are concerned about anything. I thought the work would be research or I should not have agreed to do it, but I believe I can arrange to see it through satisfactorily.

Very sincerely yours,

Elizabeth Abolin

Copy for Miss Brand

June 25, 1954

Dear Mrs. Abolin:

I have now heard from Miss Katharine Brand of the Manuscripts Division of the Library of Congress that the material I wanted you to copy is ready to be handled. She suggests that you might undertake it next week.

This involves simply the copy of registers of collections of papers which are of interest to this Committee.

Miss Brand knows all about this and I would suggest that you call and make an appointment to see her. She will then explain the work to you and show you the material to be copied. I think we ought to have an original and two carbons of the material.

I understand that you have done work in the Library of Congress before this so that you know what their regulations are in regard to typewriters.

As for payment, I can only suggest that you keep track of your time and send us a bill at your regularly hour rates. We assume that the rate will include the cost of the paper you furnish. From this distance I can not estimate the length of time that this will take, but you will know better when you see the papers.

Very sincerely yours,

Mildred Adams

Mrs. Elizabeth Abolin
204 Philadelphia Avenue
Takoma Park, Maryland

Beatrice Bulla will not be back from Europe until the
end of June.

Miss Ellis suggests Mrs. Elizabeth Abolin.

Mrs. A. is a librarian who worked at N.Y. Public Lib.
The last few years has done private research jobs. Is
now compiling an index of fish for Fish and Wildlife
Bureau on temporary basis. If material is available on
Saturdays could do it now. If not, after middle of May.
Research for Air Pilots Assn.

Mrs. Louis Abolin Home: 204 Philadelphia Ave.
Takoma Park, Maryland
(Also worked at L.C. Phone: Juniper 8-2319
on jobs) Office: Interior Bldg.
Phone: Republic 7-1820
(Code 181) Br. 4128

204 Philadelphia Avenue
Takoma Park, Maryland
May 28, 1954.

May 28, 1954.

Miss Mildred Adams
Committee on the History of the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Adams:

Thank you for your note in regard to the material in the Library of Congress on which you would like some work done. I am, indeed, interested in doing it, and I shall be glad to hear more about it after June 1st.

I am sorry I was not here when you called me, and that you didn't get the careful messages I left for you, including a telephone number at which you could reach me.

Very sincerely yours,

(Thrs.) Elizabeth Abolin
Elizabeth Abolin

May 24, 1954

Dear Mrs. Abolin:

Just a note to let you know that I tried to call you back last Friday afternoon but found that you were not expected back in your office.

The material in the Library of Congress which I mentioned to you and on which we would like some work done is not yet quite ready and will probably not be until after June 1st. If you are interested in taking this on, I shall be glad to let you know when we can go ahead with this, which I hope will be very shortly after June 1st.

Sincerely yours,

Mildred Adams

Mrs. Louis Abolin
204 Philadelphia Avenue
Takoma Park, Maryland

June 30, 1954

Dear Mr. Noelse:

In the May meeting of this Committee Mr. Burgess suggested that Miss Burnett, who retires from her post as librarian at the end of July, might be useful to this Committee as a research assistant. I talked with Miss Burnett about her plans and our needs, and wrote Mr. Sproul suggesting a joint arrangement for six months by which she would finish some clearing of her own files and undertake a specific project for us. He said you would be talking to me about it.

That was just about the time the Rockefeller Foundation granted our main request, and so many things have intervened that I have not had a chance to bring the matter to your attention. However, I talked recently with Miss Burnett, and am sending you this description of what we have in mind in an attempt to clarify the situation.

This sector of the project dates from two things - a feeling that any history of the System must include the regional banks and that therefore we must get at the regional bank archives to find out what is in them, and a letter from Mr. Sproul in which he goes into some detail on the same subject. Mr. Sproul's letter, of March 29th, suggested "systematizing records of material in the files of the Board of Governors and the Federal Reserve Banks, preparation of a master file on papers and collections, already deposited in libraries or institutions, and evaluating and making provision for the preservation and use of other records and papers that have been or may be discovered. This, as you know, would also involve not just a listing of material, but would be an attempt to classify all such material and to see that materials arising currently and in the future are similarly classified so as to assure comparability."

Obviously this is a large order, but it can be divided into handleable units. We are, of course, making the "master file of papers and collections" and will continue it. We are taking steps to help in the classifying of material according to a pattern which will make comparability possible.

The "systematizing records of material" in the files of Board and Banks remains untouched, except as I have been learning all I could about how records are kept and have been discovering a variety of systems. I would like to make a further approach by compiling a master file of items which would come under the head of archival material in the various regional banks. We have partial lists on hand, sent in response to an early letter of Mr. Sproul asking the cooperation of the banks in this project. These seem to expand when, on visiting a bank, it is possible to explain in more detail what the term "archival material" implies to us. For that purpose, and as illustration, I am working on a model list of what an archives collection should contain. This is based on an archives collection which was started in the New York bank in 1926, and is kept in a vault under the guardianship of Miss Dillistin.

It is in an effort to speed the work described in the above paragraph that I would like the part time services of Miss Burnett. She tells me she will be ready to start work October 1st after a two months vacation.

I would be most grateful for your comment on this idea, and any ideas you would like to give me on the whole problem of locating regional bank archives and suggesting a way of systematizing them.

Very sincerely,

Mildred Adams

Mr. Harold Roelse
Vice President (in charge of Research)
Federal Reserve Bank of New York
33 Liberty Street
New York 45, N. Y.

STAFF APPOINTMENTS

Miss Mildred Adams Appointed January 15, 1954 to May 1, 1954
Reappointed May 1, 1954 through June 30, 1954
Reappointed July 1, 1954 through June 30, 1955

Mrs. Ellen C. Singer Given temporary appointment September 9, 1954
to December 9, 1954
Reappointed December 9, 1954 through
June 30, 1955

Miss Irma Burstein Given temporary appointment November 1,
1954 to February 1, 1955
Reappointed February 1, 1955 through June 30, 1955

Miss Marguerite Burentt Given six-month appointment October 15,
1954 to April 15, 1955
Reappointed for two months, April 15 to
June 15, 1955
(To be reappointed for four months at
unspecified date in autumn)

The Brookings Institution

Washington 6, D. C.

May 3, 1956

RECEIVED

MAY 4 1956

COMMUNICATIONS SECTION
MAY 4 1956

Dear Miss Burstein:

I have your letter of resignation, effective June 30. We are sorry that the project activities in the New York office cannot be continued. Your plans to take final vacation leave from May 25 on are entirely satisfactory. Our records here show that, if you have taken no leave since April 1, you would be eligible for leave beginning at noon, May 24.

May I extend very best wishes on the occasion of your wedding and express the hope that you may be very happy.

Sincerely yours,

President

**Miss Irma Burstein
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York**

cc: Miss Adams ✓
Mr. Akers
Miss Maroney
Mrs. Wilson

The Brookings Institution

Washington 6, D. C.

December 21, 1955

**Miss Irma Burstein
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York**

Dear Miss Burstein:

I am very glad to advise you that your salary has been increased to [REDACTED] per year effective November 1, 1955. Your December check will include the additional amount due for the month of November.

Sincerely yours,



President

cc: Miss Adams
Mr. Akers
Miss Maroney
Mrs. Wilson

The Brookings Institution

Washington 6, D. C.

RECEIVED

May 26, 1955

MAY 27 1955

DEPOSITED ON THE RECORDS
OF THE
FEDERAL RESERVE SYSTEM

**Miss Irma Burstein
Committee on the History of
The Federal Reserve System
33 Liberty Street
New York 45, New York**

Dear Miss Burstein:

This letter is to advise you of your reappointment as Secretary-Stenographer for the period July 1, 1955 to June 30, 1956 for work in connection with the History of the Federal Reserve System. Your salary for this period will be at the rate of [REDACTED]. This is a Special Non-resident Appointment.

Sincerely yours,

ROBERT D. CALKINS

President

cc: **Mr. Woodward
Miss Adams ✓
Mr. Akers
Miss Maroney
Mrs. Wilson**

The Brookings Institution

Washington 6, D. C.

RECEIVED

May 26, 1955

MAY 27 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

**Mrs. Ellen C. Singer
Committee on the History of
The Federal Reserve System
33 Liberty Street
New York 45, New York**

Dear Mrs. Singer:

This letter is to advise you of your reappointment as Executive Secretary and Research Assistant for the period July 1, 1955 to June 30, 1956, at an annual rate of [REDACTED]. This is a Special Non-resident Appointment for work in connection with the History of the Federal Reserve System.

Sincerely yours,

ROBERT D. CALKINS

President

**cc: Mr. Woodward
Miss Adams ✓
Mr. Akers
Miss Maroney
Mrs. Wilson**

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The Brookings Institution

Washington 6, D. C.

722 JACKSON PLACE, N. W.

May 26, 1955

RECEIVED OFFICERS
ROBERT D. CALKINS
President
MILDRED MARONEY
Treasurer
ELIZABETH H. WILSON
Secretary
SHELDON B. AKERS
Executive Manager
MAY 27 1955
COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Miss Mildred Adams
Committee on the History of
The Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Adams:

I should like to advise you formally of your reappointment as Executive Director of the studies on the History of the Federal Reserve System for the period July 1, 1955 to June 30, 1956, at an annual salary of [REDACTED] This is a Special Non-resident Appointment.

Sincerely yours,

President

The Brookings Institution

Washington 6, D. C.

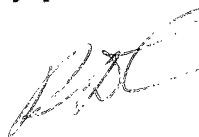
February 1, 1955

Miss Irma Burstein
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burstein:

This letter is to advise you that your appointment as Secretary-Stenographer for the period February 1 to June 30, 1955 is being reclassified as a Regular Appointment since you have satisfactorily served the usual period of ninety days on Temporary Appointment. We are very glad that your work has proven satisfactory.

Sincerely yours,



President

cc: Mr. Akers
Miss Maroney
Mrs. Wilson
Miss Adams ✓

The Brookings Institution

Washington 6, D. C.

November 10, 1954

Miss Irma Burstein
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burstein:

This letter is to acknowledge formally your appointment as Secretary-Stenographer on the project under the Committee on the History of the Federal Reserve System. This is a special temporary appointment, beginning November 1, 1954 and extending initially for the usual ninety day probationary period. The salary will be at the rate of [redacted] per week.

Sincerely yours,



President

cc: Miss Adams ✓
Mr. Woodward
Mr. Akers
Miss Maroney
Mrs. Wilson

The Brookings Institution

Washington 6, D. C.

December 17, 1954

Mrs. Ellen Colt Singer
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Mrs. Singer:

This letter is to indicate that we are transferring your status from that of Temporary Appointment to Annual Appointment, effective December 9, 1954. The Annual Appointment will extend to June 30, 1955.

Sincerely yours,

President

cc: Mr. Akers
Miss Maroney
Mrs. Wilson
Miss Adams ✓
Mr. Woodward

RECEIVED

December 14, 1954

Dear Dr. Calkins:

We now have the figures in for the three-day Princeton meeting, at which we missed your presence and your advice. The total comes to \$1180.77, and I am asking Mrs. Singer to enclose a summary chart. She has already sent details to Mr. Akers.

I would think that this conference and its sequel, now being scheduled for January 29th if that date meets with Committee approval, should be paid for out of the Committee's contingency fund, set up in the budget at your suggestion. May I have word from you or Miss Maroney on this?

Mr. Akers reminded me last week that I should be sending you word about Mrs. Ellen Singer who came to work for this Committee on September 9th as Executive Secretary and Research Assistant. Her period of Temporary Appointment was up on December 9th, and this is to serve as the appropriate recommendation.

May I say that Mrs. Singer's work is abundantly satisfactory, and that I therefore request that she be transferred to an Annual Appointment basis as a member of the Special Staff of this Federal Reserve study. That appointment should be made as of December 9th.

May I also ask what the Brookings policy is as to salary raises? Mrs. Singer's work seems to me worth more than the \$346 a month which she is being paid, and I would like to recommend an increase at whatever you regard as the appropriate time. She is a valuable assistant, and will be more valuable as she goes on.

Very sincerely yours,

Mildred Adams

Dr. Robert D. Calkins
The Brookings Institution
722 Jackson Place N.W.
Washington 6, D.C.

The Brookings Institution

Washington 6, D. C.

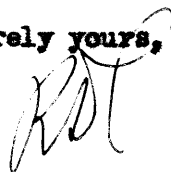
October 25, 1954

Miss Marguerite Burnett
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burnett:

This letter is to advise you formally of your appointment as Research Associate for the period from October 13, 1954 to April 13, 1955. This appointment will be for half-time service, for which the compensation will be [REDACTED] per month. This assignment will be to explore archival material in the 12 regional banks, and to develop a procedure for the cataloging of such materials, and to act as bibliographic consultant to the Committee as needed. This work will be carried on under the general direction of Miss Mildred Adams.

Sincerely yours,



President

cc: Miss Adams
Mr. Woodward
Mr. Akers
Miss Maroney
Mr. Wilson

The Brookings Institution

Washington 6, D. C.

September 24, 1954

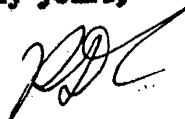
Mrs. Ellen Volt Singer
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Mrs. Singer:

This letter is to confirm your appointment as a member of the staff of the group working on the History of the Federal Reserve System. As indicated by Miss Adams, your appointment is that of Executive Secretary and Research Assistant at an annual salary rate of [REDACTED] or [REDACTED] per month. It is understood that you will be on temporary appointment for ninety days, from September 9, 1954, and if your work is satisfactory at the end of that time, you will be transferred to an Annual Appointment basis as a member of the Special Staff for this Federal Reserve study.

I am enclosing herewith the rules and regulations governing the staff of the Brookings Institution, which generally apply to those serving on the Special Staff of the History of the Federal Reserve System.

Sincerely yours,



President

Enclosure

cc: Mr. Woodward
Miss Adams ✓ ✓
Mr. Akers
Miss Maroney
Mrs. Wilson

August 19, 1954

Dear Mrs. Singer:

I am enclosing with this two studies which may help set things in proportion without burdening you. Federal Reserve Policy is an official publication of the Board, and therefore explanatory rather than critical. It deals with policy rather than with the way things are done, or the agencies which do them. Karl Bopp's first essay is useful - he did an earlier study on the agencies and organisms which carry out policy, but as we have only one copy that will have to await your coming to work here.

The Federal Reserve Re-examined is the newest critical study which has been made, and it should set present policy and operations in perspective for you. I haven't read it myself, but I hope it will be useful. This is a bankers' study, of course.

I would like to be able to recommend a study of the System in the whole economy, but thus far I haven't found one, and this may be one of the things that the Committee will have to set its hand to.

Don't let all this weigh too heavily on your vacation. And if some of it seems incomprehensible, be sure that it does to a lot of others, too. If, as I assume, this is a first dive-in, you have every right to come up spluttering.

We will expect you here September eighth. I'm looking forward to it.

Cordially yours,

Mildred Adams

P.S. Roy Harrod's book on The Dollar is not accepted American dogma, but it sheds light from another angle. If you want even more, try E. A. Goldenweiser's American Monetary Policy (McGraw Hill 1951).

Committee on the History of the Federal Reserve System

September 7, 1954

Dear Marthe:

I am sending back to you the character data for Alice Cole which you were kind enough to send me. I am sorry not to have a place here for someone of such obvious abilities.

I sent it on to Mr. Booth of the bank's Personnel Division on the ground that he was looking for a research assistant and might find Miss Cole to be just the person he needed. He has return it this morning saying that it is too "heavy" for the position available. He is, as I told you before, much interested in the type of people that you have to offer.

Sincerely yours,

Mildred Adams
Research Director

Enclosure

Miss Martha Anderson
Prudential Placements
599 Fifth Avenue
New York, New York

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM
33 Liberty Street, New York 45, New York
Telephone: REctor 2-5700, Extension 286

September 1, 1954

Dear Martha:

I greatly appreciate your interest in the two posts which we are seeking to fill and the number of people you have sent down as candidates. I think that the executive secretary - research assistant job is filled by a young Radcliffe M.A., but I will know more surely September 8th when she is supposed to arrive for her first day in the office.

I considered Miss Ingebretsen very carefully for this job, but her accent was so firm on leaving the Chase job in order to get more money that I had a feeling this one with its five-year limit might not take her far enough to suit her. The last thing I want is someone who is likely to feel dissatisfied.

The stenographer-typist job has not yet been filled, but some of your people are still possibilities.

Meanwhile you may like to know that one of the Bank's personnel thanked me most warmly for introducing them to your agency. He said you were sending them some extraordinary good people for research work in the Bank as well as for this job on the Committee's staff. It sounds as though you might have a new client.

Cordially yours,

Mildred Adams
Research Director

Miss Martha Anderson
Prudential Placements
599 Fifth Avenue
New York 17, New York

Prudential Placements

AGENCY
K. L. HAMILTON
LICENSEE-DIRECTOR

599 FIFTH AVENUE
NEW YORK 17, N. Y.
PLAZA 8-1178

August 16, 1954

Dear Mildred:

Thanks for your note. I am more than happy to work on your position but I wonder if Mrs. Mallay understands what you want. You said you wanted to interview Miss Zimmerman, who has had NBER experience, but from what she told Miss Zimmerman the latter sent me a Chinese typist from the NBER who wants \$75!

Alice Cole sent the enclosed curriculum vitae from Washington. I of course have not yet seen her but her letters are good and her experience would seem to be right.

Bill Monroe, my colleague, whose friend Miss Ingebretsen is, thinks so highly of her that I am hoping she will combine the qualities you wish.

Miss Batjes was enthusiastic about you and wished she could have worked with you.

Sincerely,

Martha

August 22,

Dear Martha-

There are inside reasons why it seems not wise to reach out for Miss Feinn for this job. No reflection on her^e and I'm sorry, but I can't move in that direction. *Data sheet enclosed*

Miss Bates is very nice, but too fond of human interest content to be happy in this job. I suggested that she might find a job at The Reporter, which is the nearest thing I know about that reminds one of the Survey Graphic where she was so happy.

Hanne Baer I'm still considering, but I can't be sure. She too needs a job with human content, and also she shies off from secretarial work, which is of course a part of what I need. I liked her, but I think probably she's not for this one. She is fed up with being a secretary, and this is a double barreled job in which those skills are essential. I suspect she'll do better and be happier somewhere else.

Miss Ingebretsen I have still to see, and I'll see her the beginning of next week.

Meanwhile the bank has turned up a very interesting candidate, from another agency, alas, whom I am considering. ~~xxxx~~

Under those circumstances I'd think it probably unnecessary to advertise this job on Sunday. If neither the bank's candidate nor Ingebretsen will do, I'll let you know, but I don't want you to work unduly on this.

More next week, and apologies for this typing, which is not to be blamed on anyone but M. Adams.

Hurriedly

PRUDENTIAL PLACEMENTS

599 FIFTH AVENUE • NEW YORK 17, N. Y.
PLAZA B-117B

August 11, 1954

Dear Mildred:

Enclosed is the curriculum vitae of Mrs. Bates, about whom I telephoned. She is delightful and a good secretary to boot. She knew nothing about eyes when she started with Dr. Paton, which goes to substantiate my conviction that good research experience is transferable. I have left her telephone number uncovered so that you may call her directly, or let Mrs. Malloy.

Enclosed also is the curriculum vitae of Miss Feinn. She is all right and competent. Please protect her.

Mrs. Shirley Friedman, 35, came in from Plainfield yesterday. She is taking her orals at Columbia in October for a Ph.D in American History. She assisted Professor Clough in preparing for a course he planned to teach in France on American economic history since 1850; was a price clerk at OPA, and a research secretary for the National Shoe Retailers Association. Her background is not right but she, like Mrs. Bates, would be good working assistants.

Mary Ann Zimmerman, 24, just telephoned. She has been working at the National Bureau for 3 years, first on financial history, then on banking and taxation. She has an A.B. in Economics from Syracuse and all courses toward an M.A. at NYU. She is coming in at 8.30 tomorrow morning and if you think you would be interested in interviewing her, we can arrange it.

I doubt that you would be interested in Joan Zeilinger, a charming Austrian Ph.D., 27, whose only position in this country was as statistician for the Seafarers International Union; or in Lucy Starin who is a statistician at U.S. Pubber.

I am curious to know how Miss Ingebretsen/ measured up.

Sincerely,

Martha Anderson

Miss Zimmerman -

Her first job was at the National Bureau.

In 1952 she worked on a project on Taxation of Stockholders

Now reviewing a manuscript on Proper Taxation.

She is working for her MA in Finance at N. Y. U.

She received her BA from Syracuse.

Miss Hickey's

SCHOOL FOR SECRETARIES

560 NORTH SKINKER BOULEVARD
SAINT LOUIS 5, MISSOURI
MARGARET HICKEY, DIRECTOR

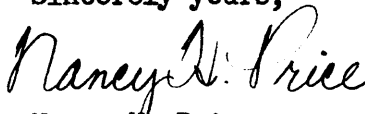
August 10, 1954

Dear Mrs. Adams:

Thank you for your letter of August 4 to Miss Hickey, who is away from this office during August.

In the same mail, we had a note from Miss Fonyo informing us that she has decided for the present to stay with her Congressional position.

Sincerely yours,



Nancy H. Price
Secretary to
Margaret Hickey

Mrs. Mildred Adams
Research Director
Committee on the History of
The Federal Reserve System
33 Liberty Street
New York 45, New York

HICKEY, Margaret

August 4, 1954

Dear Margaret:

Your letter of July 26th containing the names of authors and word that you had written to Miss Fonyo was waiting when I got back. My gratitude for all of them.

Thus far no word has come from Miss Fonyo and it may be, of course, that she has decided to stay where she is. I am going to Washington in a week or two and will try to look her up.

I can't tell you how much our dinner visit cheered my stay in St. Louis. Do let's see each other in New York even though the Committee on Women in World Affairs has gone into mothballs.

Cordially yours,

Mildred Adams
Research Director

Miss Margaret Hickey
560 North Skinker Boulevard
St. Louis, Missouri

Miss Hickey's

SCHOOL FOR SECRETARIES

560 NORTH SKINKER BOULEVARD
SAINT LOUIS 5, MISSOURI
MARGARET HICKEY, DIRECTOR

July 26, 1954

Dear Mildred Adams,

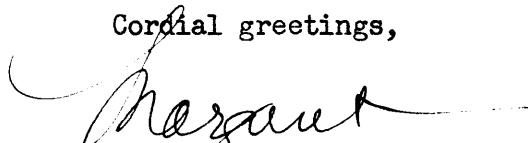
That dinner visit was a refreshing interlude. Many thanks for brightening the summer "intellectual wilt." I have always wanted to have such a visit with you, and I hope that others will come along, now that we have found we can break through the difficulties of our travel-filled lives.

I have written a note to Miss Lelia Jane Fonyo (her address: [REDACTED]) suggesting that she write or call you for an interview. Miss Fonyo is 29 years old, now employed by Representative Leonore Sullivan in Washington. She took this position following a three-year period with the Army in their Civilian Information program - first with SCAP and then with a C. A. team in Japan. She has an A. B. from Washington University here in St. Louis and a full year's training with us.

A very superior professional type, she is definitely in the \$5,000-a-year group, even higher.

The social historian who wrote, The American Red Cross, a History (Harper and Brothers, 1950) is Foster Ray Dulles, Ohio State University; the Point IV report was done by Samuel Lubell and Walter Everett (the latter, I believe, is at Columbia University's Newspaper Institute).

Cordial greetings,


Margaret Hickey
Director

Mrs. Mildred Adams
33 Liberty Street
New York 45, New York

MARGARET HICKEY
560 NORTH SKINKER
SAINT LOUIS 5, MISSOURI

July 15, 1954

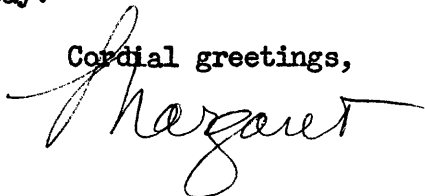
Dear Mildred Adams:

Your gracious wire with its invitation to dinner just arrived.

I am very happy to accept for Tuesday evening, shall we say around seven, at your hotel. If we get any break on the weather perhaps I can lure you away from it, so that we can find a more interesting spot.

My telephone number here at my office is Parkview 1-6877. Please do call me if I can be helpful in any other way.

Cordial greetings,

A handwritten signature in cursive script, appearing to read "Margaret".

Miss Mildred Adams
Jefferson Hotel
St. Louis, Missouri

MISC. 34

(MISC. 34.3-60M-2-52)

FEDERAL ~~Reserve Bank~~ **Brookings Institution**
OF NEW YORK
SRT

COPY OF TELEGRAM
~~Mildred Adams~~

SEND TO FILES

SENT BY
DAY LETTER

July 15, 1954

2

Miss Margaret Hickey
Miss Hickey's School for Secretaries
560 N. Skinker Blvd.
St. Louis 5, Missouri

Arrive St. Louis Monday afternoon, 19th. Hope you can dine with me Monday, Tuesday or Wednesday. Please reply care of Hotel Jefferson, St. Louis. Letter follows.

Mildred Adams *[Signature]*

[Handwritten notes and stamps]
JUL 15 1954
MAY 11 1954

Prudential Placements

AGENCY
K. L. HAMILTON
LICENSEE-DIRECTOR

599 FIFTH AVENUE
NEW YORK 17, N. Y.
PLAZA 8-1178

August 5, 1954

Dear Mildred:

Barbara Ingebretsen telephoned that you had postponed your appointment with her. Consequently, I am enclosing her curriculum vitae. As I think I told you, she was recommended to us by a friend, so we can vouch for her personally. She is very interested in the position although Chase has recently raised her salary.

Miss Baer is bright and attractive. She does research on ~~studies~~ for Mr. Horton. You may call her at her office if you wish to interview her.

We are advertising the position again in this Sunday's Times. Thank you for calling me.

Cordially,

Martha

P. S. Katherine Pudden writes that she "loves every minute" of her work in Huston's office.

October 20, 1955

Dear Miss Burnett:

It was good to hear your voice this morning - both Miss Adams and I hope you'll be feeling like your old self soon. We miss you here but certainly want you to feel completely well before burdening yourself with office chores.

Enclosed is your paycheck for September. I am quoting the following paragraph which was in Mr. Akers' letter:

"I enclose Miss Burnett's check covering compensation for the period from September 19 to the end of the month. This payment covers the full period but, since Miss Burnett worked only two days, the remainder of the time has been charged to emergency or annual leave and this consumes all of the leave (emergency or annual) which she had earned to October 1, 1955."

In a later letter, Mr. Akers said:

"I am sorry to learn of the continued illness of Miss Burnett and certainly wish for her a rapid recovery.

"We will postpone payment of the amount due her in October until we have received her time sheet for that month and then pay on the basis of the number of days worked during the month. Thus, she will be considered on leave without pay until such time as she is able to return on regular schedule."

So you see, you have nothing to worry about as far as the office is concerned. Just take good care of yourself so that we can see your cheerful face here soon.

Sincerely,

Irma Burstein

Miss Marguerite Burnett
10 West 15th Street Apt. 36-A
New York 11, N. Y.

RECEIVED Ms. Marguerite Burnett

10 West 15th Street

JUL 1 1955

New York 11, N. Y.

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

June 30, 1955

Dear Miss Adams,

Rather tardily I am acknowledging your letter of June 23 in which you enclosed a letter from Jo Ann that commented very favorably on my Detroit adventure. I am of course much pleased at this evidence that my talks went over well, and especially so since it may reassure the Committee that its expenditures on my behalf didn't go for nothing.

Yesterday & today for the first time I have felt more like myself and am truly glad the nightmare is behind me. Of course, my throat still feels sore but at least I can now swallow food with some ease.

On these hot days I think
enviously of my nice air-conditioned
office, and I do miss you all down
here. I have no one to talk to here!

Thank you very much for your
good wishes. It does help to hear
from friends at such a time.

I do hope you will have a
pleasant summer.

- sincerely yours,
Marguerite Burnett

June 28, 1955

Miss Marguerite Burnett
10 West 15th Street
Apt. 36-A
New York 11, New York

Dear Miss Burnett:

Your sister gave me a good report of you today thought she said you did still feel sort of miserable. Well, I bet next winter you will be awfully pleased with the results of the wretched time now. I know I shall envy you as I catch my usual colds and sore throats.

I thought you would want to see the enclosed note from Miss Lucius. Please don't bother to return it.

Everything is going well here but we miss you and shall look forward to seeing you in the fall. And of course we envy you your lovely long summer. I hope it is a very happy and healthy one.

Cordially,

Ellen Singer
Ellen Singer | 100-

June 23, 1955

Dear Miss Burnett:

We have word that the operation was successful but the patient is miserable! I hope that misery won't last, and that by the end of the week you will begin to feel less wan and more cheerful.

A letter has come in from Jo Ann full of high praise for your work in Detroit. I'm enclosing a copy, and I've sent copies to our Executive Committee, which includes Mr. Sproul, Mr. Burgess, Dr. Calkins and Mr. Woodward. It should make for cheer all around.

A lovely summer to you - we miss you.

Cordially yours,

Mildred Adams

Miss Marguerite Burnett
10 West 15th Street
Apartment 36-A
New York 11, N. Y.

Enc.

BUDGET FOR ATTENDANCE OF MARGUERITE BURNETT AT CONVENTION
OF SPECIAL LIBRARIES ASSOCIATION AT DETROIT
June 12 - 13, 1955

RAIL TRANSPORTATION

Round trip, with roomette both ways, N.Y. Central, \$84.33

HOTEL STATLER

4 days and 3 nights @ \$8.50 (8.50 X 3.5) 29.75

MEALS

25.00

4 full days in Detroit, including one special Group
dinner and one special luncheon, plus 2 extra
meals on train

LOCAL TRANSPORTATION (taxi, bus, etc.)

6.00

One or two trips to Ford Archives

BAGGAGE & TIPS

8.00

MISCELLANEOUS

11.92

Convention Registration fee \$7.00, etc.

TOTAL

165.00

SINGER, Ellen

December 21, 1955

Dear Ellen:

We were all of us glad to see that familiar and much missed handwriting. Irma, Miss Burnett and I thank you for holiday wishes and send you back our warmest greetings. We await news of the new baby with lively interest.

Thanks for the check, and for sending the time-sheet to Mr. Akers.

Most sincerely,

Mildred Adams

Mrs. Thomas Singer
River Farm
Sherborn, Massachusetts

Dear Miss Adams -

Enclosed is my check for the
 telephone bills - I have also sent
 the time sheet to Mr. Akers. Sorry
 to have been so slow. \$5.61

My best wishes to you and
 Miss Burnett and Irma for a happy
 holiday season -

Truly -

Ellen Singer -

December 2, 1955

Dear Mrs. Singer:

I have taken up with the Brookings Institution the matter of the time sheet for September which they apparently have not yet received from you, though we have sent you three separate blanks.

According to our records, you left the office on the 22nd or 23rd of September, but were paid for the entire month. As you had used up both vacation and sick leave time, you would normally have requested that the over-payment for September be deducted from your October check. But your service terminated October 1st, so no such arrangement was possible; you left owing Brookings the equivalent of a week's pay. You also owed Dr. Calkins a formal note of resignation, as you had been a member of the Institution's staff.

After considering various facets of the matter, Dr. Calkins has now agreed that in view of your excellent record of service with this Committee, and of the mounting difficulties under which you labored in September, Brookings will forego claim for return of the over-payment and will consider the matter closed.

This action not only relieves you of debt to the Institution, but also removes any threat of damage to your personnel record.

We hope the Christmas season will be good to you.

Most sincerely,

Mildred Adams

Mrs. Thomas Singer
River Farm
Sherborn, Massachusetts

November 4, 1955

Dear Mrs. Singer:

So much silence has followed your departure and our attempts to communicate with you that I finally got worried lest something serious had happened and called Amy Colt. She tells me that your health is good but that you had to spend the first weeks on Cape Cod for lack of an adequate furnace.

I take it that this means you did not receive our pleas for your time sheet or the telephone bills, and I am hoping that this letter will have better luck in reaching you.

A pained note from Mr. Akers has come in this morning saying that he would be most grateful for your time report for September. We are enclosing a third time sheet with this, and I hope you will find it possible to send it to Mr. Akers at once.

As for the telephone bill, that, as I wrote you earlier, was composed of two items, both of which arrived after you left. They came to a total of \$5.63 which I have paid so as to square your credit with the Bank.

I hope that the furnace is working properly and that you are less harried by domestic difficulties. We all miss you and hope that all goes well.

Cordially yours,

Mildred Adams

Mrs. Thomas Singer
River Farm
Sherborn, Massachusetts

Enc.

October 21, 1955

Dear Mrs. Singer:

Just found some personal belongings of yours in the typewriter compartment, so I made a package and the post office is mailing it out to you on Monday. There's a book, a nightgown, a couple of kerchiefs, several pairs of gloves - I think that's about it. You should get it the middle of next week some time.

We were thinking about you during that cyclone or hurricane or whatever it was last weekend. After you told me what happened in Massachusetts in August, I can imagine things were pretty hectic this time too. Hope your new house didn't get too wet or windblown.

Please write when you get a chance - I miss hearing about the antics of Forbsie and Dominique.

Sincerely,

October 26, 1955

Dear Mrs. Singer:

The paymaster's office has sent up two bills for telephone charges. The one of September 27th seems to have escaped your attention. Irma tells me that she sent you the original on September 23th. The other, dated September 16th, has just come in.

As you know, I do not like to have debts to the Bank hanging over us, and I am therefore paying both these bills today. You will want to send me your check for \$5.63.

I hope things are going well with you. We miss you very much.

Cordially yours,

Mildred Adams

Mrs. Thomas Singer
River Farm
Sherborn, Massachusetts

Enc.

October 11, 1955

Dear Mrs. Singer:

I have been meaning to write you a "real" letter, but time's been so pressing I still haven't gotten around to it. Anyway, I hope things are going well and you're all settled in the new house.

We have just received a letter from Mr. Akers saying that he has not yet received your time sheet for the month of September. Miss Adams asked me to remind you to send it to Brookings immediately, if it is not already on the way. I am enclosing an extra time sheet blank in case the first was mislaid.

Also enclosed is a little clipping Miss Burnett cut out for you. She thought you'd get a chuckle out of it.

Best regards to the family.

Sincerely,

Irma Burstein

Mrs. Thomas Singer
River Farm
Sherborn, Massachusetts

Enc.

October 3, 1955

Dear Ellen:

When I came in this morning to find your desk empty and no chance that you would come back, it made me very sad. I take it from what Irma tells me that September was a bad month for you with heavy household cares, a sick baby, and very little chance to get done the office things which we had planned.

I am sorry that this job has coincided with a period of family difficulties so that you felt pressed at both ends. Some day perhaps circumstances will change so that you can again work for me and with me - this time in calmer weather. I hope so. I regret that I could not even bid you a proper farewell, but my own affairs are such that I have had to say recent "good-bys" too many times, so perhaps your sudden departure had compensations.

In any event, I hope you will find time to write me in detail of things completed in September or left undone so that we may be sure all threads have been picked up. Irma tells me she has sent you a time sheet to be filled out and sent to Mr. Akers. We have written Mr. Akers that your service here was terminated as of September 22nd at your request, and that you have moved to Boston. She also sent you your check.

Do take things a bit easier if you can possibly manage it, and don't feel badly that so many things piled up as to make the combination of office and home impossibly heavy. You may feel that you lost this particular battle, but the war will go on for a long time yet, and I think it will eventually be won.

As for me, this was a calculated risk, well worth taking. The bank, the Committee and I all enjoyed having you here, and are sorry you had to go.

The best of luck to you, and let us know how things go with you.

Cordially yours,

Mildred Adams

Mrs. Thomas Singer
Rivef Farm
Sherborn, Massachusetts

September 27, 1955

Dear Mrs. Singer:

Just in case you are not able to return to the office at all, I am sending you a time-sheet for September. I would have tried to save you this extra bit, but your schedule was too complicated for me to try to figure out, so I'm writing Mr. Akers that you will send it in yourself by early next week.

Am moving ahead little by little, but there's still a lot to do here. Alas, I'm still alone with these four walls as Miss Burnett is again in the hospital for a check-up. Am trying not to talk to myself, but it's a hard struggle.

Hope the moving was successful and that the twins are healthy. Please send me a picture of the house when you have a chance, I'd love to see it. Regards to Tom.

Sincerely,

Irma

Mrs. Thomas Singer
River Farm
Sherborn, Massachusetts

TRUSTEES

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HUNTINGTON GILCHRIST, *Vice Chairman*
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ROBERT BROOKINGS SMITH
LAURENCE F. WHITTEMORE
DONALD B. WOODWARD

The Brookings Institution

Washington 6, D. C.

722 JACKSON PLACE, N. W.

October 25, 1954

HONORARY TRUSTEES

ROBERT PERKINS BASS
MRS. ROBERT S. BROOKINGS
JOHN LEE PRATT
HARRY BROOKINGS WALLACE

OFFICERS

ROBERT D. CALKINS
President
MILDRED MARONEY
Treasurer
ELIZABETH H. WILSON
Secretary
SHELDON B. AKERS
Executive Manager

Miss Marguerite Burnett
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burnett:

In order that we may complete our payroll records, would you be good enough to complete the enclosed form of Employee's Withholding Exemption Certificate and Brookings' Personnel Record.

I also enclose a supply of Monthly Time Reports, which should be filed at, or as soon as possible after, the end of the month.

If you have any questions regarding these forms, I shall be glad to answer them for you.

Sincerely yours,

Ruth C. McCarthy
Asst. to Executive Manager

Enc.

TRUSTEES

WILLIAM R. BIGGS, *Chairman*
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The Brookings Institution

Washington 6, D. C.

722 JACKSON PLACE, N. W.

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MRS. ROBERT S. BROOKINGS
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OFFICERS

ROBERT D. CALKINS
President
MILDRED MARONEY
Treasurer
ELIZABETH H. WILSON
Secretary
SHELDON B. AKERS
Executive Manager

October 4, 1954

Mrs. Ellen Colt Singer
33 Liberty Street
New York 45, New York

Dear Mrs. Singer:

I am referring your time sheet and letter of September 30 to Mr. Akers for a recommendation, and will approve whatever he suggests.

As a matter of fact, I believe our leave regulations are somewhat more liberal for "temporary" employees in the case of sick leave than in the case of vacation or annual leave, by providing for accrual at the rate of one day per month from the beginning of service.

Although your appointment began on the 9th of September and it is technically a violation of the rules to use any kind of leave in advance of accrual, I think the shortage here is too small to warrant your making us a refund and (if he is willing) we could just let it wash out in the course of October.

We very much appreciate your attitude.

We hope that you are having better weather in New York than we are having here. It has been unusually bad this year for people who are allergic to pollens.

Yours sincerely,



Treasurer.

BULLA, Beatrice

3129 N Street, N.W.
Washington 7, D.C.
April 12, 1955

Miss Mildred Adams
Committee on the History of the
Federal Reserve System
33 Liberty Street,
New York 45, New York.

Dear Miss Adams:

Last week I received from Brookings Institution the
check for [REDACTED], which I acknowledge with thanks. This covers
the time worked in the first week of February.

Sincerely yours,

Beatrice Bulla

March 1, 1955

Miss Beatrice Bulla
3129 N Street N.W.
Washington 7, D.C.

Dear Miss Bulla:

The cards arrived yesterday, safe and sound. Thank you for sending them so promptly, and also for the suggestions on how to complete the "a" cards.

Miss Adams is away from the office but I know she would want me to express her gratitude for the very complete job you have done. The cards will be very useful, and they fill a large gap in our research files.

Sincerely yours,

Research Assistant

3129 N St., N.W., Washington 7, D.C.

February 27, 1955

Dear Miss Adams:

Since I wrote you on Thursday I have remembered that you have a set of Testimony cards made for you by the library staff before I started work. These cards will make it simpler to supply the omissions on the old "a" cards. If someone will compare the testimony cards, beginning with "Vest" and through the rest of the alphabet, with the old "a" cards, using the catalogue numbers and years to find the matching item, only the hearing titles which DO mention the F.R. system will need additions.

The remaining cards will be registered and mailed this evening. Our local postal station closes early on Saturday but the Main postoffice has registry service on Sunday. So the package of cards may not arrive until Tuesday.

Sincerely yours,

Beatrice Bullce

57¢ postage

3129 N Street, N. W.
Washington 7, D. C.
February 24, 1955

Miss Mildred Adams
Committee on the History of the
Federal Reserve Board
33 Liberty Street
New York 45, New York

Dear Miss Adams:

Mrs. Singer's letter of February 18 reached me Wednesday the 22nd at the same time as the check from Brookings for [REDACTED], which I acknowledge with thanks.

When another assignment is to be taken up, I think I should consider working on a regular schedule and get a social security number.

The remaining cards are to be mailed this week end, so you should receive them Monday.

About a dozen entries of names, those beginning with V, W and Y, are to be added to the first series of "a" cards (for hearings mentioning the Federal Reserve in the title). If someone will go through a set of "b" cards or others, looking for testimony by Vest, Warburg, Williams (two persons) and Young (two persons), and then find the corresponding "a" card to make the addition if necessary, I think the job can be done in about an hour and a half. I am sorry that any further tinkering is necessary.

Sincerely yours,

Beatrice Pulla

RECEIVED

FEB 25 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

February 18, 1955

Miss Beatrice Bulla
3129 N Street N.W.
Washington 7, D.C.

Dear Miss Bulla:

I am sorry to have bothered you about a Social Security number and am glad that you did not have too much trouble over it.

Miss Adams thinks that the simplest method of completing all the "a" cards would be for us to do it in this office, rather than to send the cards back and forth to Washington. Any suggestions you can give us on the best way of completing them will be very welcome. Miss Adams would also be most grateful if you could send us the 100 cards you still have in your possession.

Very sincerely yours,

Research Assistant

3129 N Street, N. W.
Washington 7, D. C.
February 9, 1955

RECEIVED

Miss Mildred Adams
Committee on the History of the
Federal Reserve System
53 Liberty Street, N.
New York 45, N.Y.

FEB 10 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Dear Miss Adams:

OK
Just today I have suddenly remembered that I failed to mention my social security number, as Mrs. Singer asked me to do in her letter of February 2. I am indeed sorry to have delayed still longer the winding up of this piece of work, which of course you wish to get out of the way. As I have never had a social security number, there may be some time-consuming formalities in obtaining one. Board employees were not under social security.

Tomorrow morning I shall call up the financial officer at Brookings, whose name I can find in one of your earlier letters. If there is anything that can be done from here to speed up the procedure, I shall follow his instructions.

I am holding on to about a hundred index cards made earlier and discarded. If you care to send me the set of "a" cards which I made in December and one of the other complete sets, I can compare them and make any necessary additions. A few entries of testimony - those under V and W, Vest, Warburg and Williams - had not been typed on the cards which I gave you before Christmas. It would take perhaps an hour for me or anyone else to check the old "a" cards against later ones and make eight or ten notations.

Sincerely yours,

Beatrice Bulla

February 9, 1955

Dear Miss Bulla:

This note is to acknowledge receipt of your letter of February 6th and the registered package containing the hearing cards. A check for payment of your fee will follow.

May I say that I was extremely pleased with this piece of research you did for us.

Sincerely yours,

Mildred Adams

Miss Beatrice Bulla
3129 N Street N. W.
Washington 7, D. C.

3129 N Street, North West,
Washington 7, D.C.
February 6, 1955.

Miss Mildred Adams,
Committee on the History of the
Federal Reserve System
33 Liberty Street,
New York 45, New York

RECEIVED
FEB 10 1955
FEDERAL RESERVE BANK OF ST. LOUIS

Dear Miss Adams:

Saturday

The cards were registered and mailed at the Main Postoffice on/after a final checking and arranging. I hope they will reach you in good condition.

Last week I talked with all the people I hoped to see except Mr. Garfield, from whom I hoped to get information on hearings concerned with price control, stabilization and consumer credit control.

I have talked with Mr. Thomas, Mr. Riefler, the General Counsel (Mr. Vest) and Mr. Cherry of the Counsel's office, who is the Board's liaison man with Congress. Earlier I had talked with Mr. Horbett, who has longer service than the others and has been Assistant Director in two divisions. I asked them for suggestions relating particularly to the years 1933-1954.

There is a complete lack of unanimity of opinion among them as to what is important or of the highest importance. After certain omissions which I had made on the basis of brief reading of hearings, the list seemed to Mr. Cherry to contain the high lights in the past twenty years. Mr. Thomas looked over a rough but comprehensive list I submitted, of practically all titles that should be considered, and pointed out several items which, according to his recollection, should be included. These I looked up and in many cases added.

Nobody except Mr. Riefler remembers a roster of hearings as such; they remember only that the hearings dealt with certain important amendments, etc. Mr. Riefler thought that practically everything I had omitted should be restored and a number of them were put back. His general view was that any hearings at which the Board's representatives testified should be available to the researchers. It is regrettably true that weeks more of reading would be necessary before I could make an informed selection based on my own knowledge of the contents of hearings.

For the years 1908-1932 I used the ratings supplied by the bibliography from Seymour Harris's book: One star indicating hearings of some value, two stars for those of the greatest importance. There were only three of the latter in that period. Mr. Riefler thinks Harris's ratings are sound only from some single standpoint. He has no esteem for the ratings I have indicated among the hearings of the past twenty years. After all this discouragement I hope you may still find that the catalogue has some value for your purposes. It is far from what I would have liked to accomplish. (pardon errors of typist and ancient machine.)

The record of time spent in February is enclosed. Let me know when you have further tasks for me.

Sincerely yours,

Beatrice Bulla

Enclosure.

February 2, 1955

Dear Miss Bulla:

Miss Adams has asked me to answer your letter of January 31st and to express her appreciation of the work you have done in digging out important hearings. She also wished me to remind you that funds for this project were allocated only through January. Since we have already run over the time limit, we will be most grateful if you can, as you suggest, finish up the work this week.

Please do send the cards by registered mail, and indicate on your final report of time for this week how much you expended on postage. Will you also please give me your social security number.

Very sincerely yours,

Research Assistant

Miss Beatrice Bulla
3129 N Street N. W.
Washington 7, D.C.

Federal Reserve Board,
Washington, 25, D.C.
January 31, 1955

RECEIVED

Miss Mildred Adams
Committee on the History of the
Federal Reserve System
33 Liberty Street,
New York 45, New York

100 - 1495

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Dear Miss Adams:

My report of time spent for the month of January is enclosed. This is one of the forms sent to me by Mrs. Singer on January 18.

Today I have talked with Woodlief Thomas on the question of selection of outstanding hearings. He has suggested some subjects and after thinking over the matter he will let me hear from him again. I expect to talk with Winfield Riefler tomorrow and with Mr. Vest, General Counsel, as soon as he is available. It was not possible to make the appointment with Mr. Thomas last week when I called his secretary.

A list of employees who had many years of service with the Board was made up some months ago by Miss Ruth Westergren at the direction of Mr. Allen, the personnel officer. Mr. Allen has left the Board and Miss Westergren had almost forgotten the list until I mentioned your name. The list can no doubt be turned over to you whenever you wish.

The libraries of Senator Gore and Senator Robert Owen were suggested to me, as possible sources of useful material, by Mr. Herbert Brafter. He has had occasion to consult the original papers of the National Monetary Commission, now in the National Archives, and thinks it possible there might be unpublished supplementary material in that collection. These suggestions, of course, may not be new to you.

I am counting on finishing the work on the index cards this week. If there should be any revising to do after you have looked over the cards I can continue the work in February. The three full sets and additional "a" cards to fill out the set I gave you in December should, I assume, be sent to you by registered mail.

Sincerely yours,

Beatrice Bulla

118 1/2 hs-

Enclosure.

Federal Reserve Board,
Washington 25, D.C. RECEIVED
January 17, 1955.

Miss Mildred Adams,
Committee on the History of
the Federal Reserve System,
33 Liberty Street,
New York 45, New York

JAN 23 1955
COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Dear Miss Adams:

After reading your letter of January 6 I have shifted my direction and am trying to compile the kind of selective index which is now desired. Starting with the testimony cards in the library's index, I am making a hearing card for every testimony card, unless it can be shown that the hearing in question is of no importance for the history. Where more than one person appears at a hearing, only one hearing card is made. I assume that you are interested only in hearings in which Federal Reserve representatives have participated.

Evaluating the hearing as significant or otherwise requires consulting the text; the name of the person, subject and length in pages are not sufficient to assure me that the particular hearing would be of use for the history. I am assuming that ideas expressed by the person in question on public policy in the fields of money, banking, credit and finance would be useful material.

Of the 350 (approximately) testimony cards, many are already accounted for as entries on the hearings cards I gave you. There are some 55 cards for testimony by Mr. Eccles, including a great variety of subjects connected with World War II and its aftermath. Only by examination of the hearings can I determine that his testimony on the Anglo-American Financial Agreement, for example, is impressive and also related in some degree to the business of the Federal Reserve. His discussion of amendments to the Home Loan Bank Act proves to be unimportant.

The work of matching hearings cards to testimony cards is about one-fourth done. Continuing my plan of examining the texts as a basis of judgment, I estimate that the rest of the month will be required to finish the work. Relying on the index record alone, I had hoped to finish this week. I trust I shall succeed in interpreting the needs of your writing group and that my ideas of proper omissions will not conflict with theirs. My natural tendency toward accumulation possibly needs to be curbed.

A few additions should be made to the "a" cards when I reach the end of the work. I hope they can be sent to me for that purpose; it will be a short job to make the additions.

If a better plan than the one I have outlined in the first paragraph above is available, I shall be happy to have your instructions. I am putting in more hours now than before the holidays.

Sincerely yours,

Beatrice Pulla

We have

testimony cards

January 6, 1955

Dear Miss Bulla:

Thanks so much for your letter of January 4th, with its suggestions for completing the scope of the hearings index which you are making for us.

I fear there is a danger that we may confuse the importance of an act with the importance of the hearings held on that act. What we are now pursuing is not a complete listing of the pertinent acts and amendments, but a selective index of hearings which, so to speak, have made Federal Reserve History. To take extreme examples, the Agricultural Hearings of 1921, the Gold and Silver Inquiry of 1924, the Douglas Hearings of 1949 and the Patman Hearings of 1952 may or may not have had proposed legislation as their reason for being called, but they certainly rank as valuable in Federal Reserve records. By the same token, I suspect there may be important bits of legislation which were passed after hearings that were little more than perfunctory in character.

With that distinction in mind, I wonder if you could check over the recommendations made by your advisers and come to a conclusion as to which hearings correspond to the above criteria. I would further suggest as a motto the old editorial advice, "When in doubt, omit." This list is, after all, supposed to be intelligently selective rather than complete.

I am asking Mrs. Singer to send additional copies of the time form which you will receive in a few days. We will be glad to have the index as early as possible.

Very sincerely yours,

Mildred Adams

Miss Beatrice Bulla
3129 N Street N. W.
Washington 7, D. C.

BULLA, Beatrice

The Federal Reserve Board
Washington 25, D.C.
January 4, 1955.

Miss Mildred Adams
Committee on the History of the
Federal Reserve System
33 Liberty Street,
New York, N.Y.

Dear Miss Adams:

Mrs. Singer's letter of December 30 reached me Monday, stating that the work is being carried on more actively now and that there is need for the card catalogue as early as possible.

With holiday interruptions out of the way, I can put more time on the index. If my suggestion for determining the scope of the index is acceptable, I think that amount of work can be finished by January 20.

I have discussed with three members of the legal staff and one economist in the Research Division the problem of selecting the important hearings on titles not specifically mentioning the Federal Reserve. As a basis for selection, I have compiled a list of Acts taken from the Board's text "The Federal Reserve Act as Amended to November 1, 1946" (Alphabetical list, pp. 270-271) with later Acts added from the successor (looseleaf) volume "The Federal Reserve Act" amended to September 3, 1954, pp. 270-271. This alphabetical list corresponds to some extent with the immediately preceding list of Acts by date. The advisers whom I have consulted recommend about half of this alphabetical list for inclusion in the card index. When the index is finished I shall send the typed list of titles and indicate those which I have used.

Some amendments to the Federal Reserve Act are of a rather technical nature and do not establish any new type of function. A list of ninety Acts amending the F.R. Act appears on pp. 267-268 of the 1954 volume mentioned. If all of these should be included in the index, I can make another check to gather up the missing items. My first selection - the set of cards turned over to you for Professor Chandler - contained less than ninety items. Any instructions from you will be gladly followed.

My time report for December is enclosed. I should be glad to have additional copies of the form for future use.

Best wishes to you and Mrs. Singer for (the remainder of) 1955.

Sincerely yours,

Beatrice Bulla

Enclosure - 1.

NOTE

Time reports should be filled out and submitted promptly at the end of the month.

THE BROOKINGS INSTITUTION

MONTHLY TIME REPORT

(F Computing Clerk only)

To the Comptroller's Office:

I hereby submit the summary of my time for the month of December 1954

Approved..... (Sign here) Beatrice Bulla

Month. to \$.....

Number of working hours in month.

Hourly rate \$.....

ASSIGNMENT CODE*		DAYS OF THE MONTH																														TOTAL HOURS	AMOUNT TO BE CHARGED		
LETTER	NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			31	
		1 1/2	6 1/2	5 1/4			4	6	1 1/2	5 3/4	6 3/4			5 3/4	5 3/4	1 1/2	5 1/2	3 1/4			4 1/2	4 1/2	-	3 1/2						4 1/4	-	2 1/2	3 1/4	81 3/4	\$204 38

December 30, 1954

Dear Miss Bulla:

Miss Adams asked me to write you to say that our need for the cards is quite urgent. Professor Chandler is now coming in to the office more often and we wish to have the material available when he asks for it. Miss Adams does not wish to hurry you in any way but she did want you to know the situation here.

My warm wishes for a happy New Year.

Sincerely yours,

Research Assistant

Miss Beatrice Bulla
3129 N Street N.W.
Washington 7, D.C.

3129 N St., N.W.
Washington 7, D.C.
December 7, 1954

BULLA, Beatrice

RECEIVED

Miss Mildred Adams,
Committee on the History of the
Federal Reserve System
33 Liberty Street,
New York 45, N.Y.

DEC 8 1954

**COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM**

Dear Miss Adams:

In conversations with some of the older employees here I have gathered up a few suggestions that you may care to consider during your visit to Washington this week.

Miss Margaret Rauber, secretary to the late ^{Mr.}Ernest Draper, tells me she has just finished copying the last part of a diary or journal of comments kept by Mr. Draper. It is to be turned over to Mrs. Draper, who would no doubt be glad to authorize the use of selected passages from the journal. It is not intended for publication as a whole. While it is probably not of the highest importance for your purpose, it would no doubt contain some useful material.

A group photograph taken in October 1914 was presented to Mr. Draper by Frederic A. Delano. It shows several members of the Board with a large group of representatives of the twelve Reserve Banks standing on the steps of the Treasury. Miss Rauber has left it with me for you to see.

Two retired employees of the Board, Mr. John Delamater and Mr. Madison Coe, both living in Washington, are said to be well informed about the early years of the Board. The former was secretary to Mr. Delano. Another Board employee, Mr. Drinnen, later joined the staff of the Philadelphia Reserve Bank and could probably be reached through the Bank. He was mentioned as a possible source of information.

I shall be glad to report on my job when I see you Thursday.

Sincerely yours,

Beatrice Bulla

December 1, 1954

Dear Miss Bulla:

Thank you for sending your record of time worked during November.

Miss Adams is planning to be in Washington Thursday and Friday of next week, the 9th and 10th of December. She hopes to see you during her visit and will telephone you at your apartment.

Sincerely yours,

Secretary

Miss Beatrice Bulla
3129 N Street N.W.
Washington 7, D.C.

3129 N Street, N.W.,
Washington 7, D.C.
November 30, 1954

Miss Mildred Adams
Committee on the History of the
Federal Reserve System
33 Liberty Street, New York, N.Y.

Dear Miss Adams:

Three letters from your office are to be acknowledged - yours of November 26 enclosing Mr. Calkins' letter to me dated November 24, and two from Mrs. Singer dated respectively November 22 and 24. I note that my monthly time reports are to be sent to Mrs. Singer, not direct to Brookings.

The fourth copy of each index card can be added without too much delay. I am now working on the addition of names of persons testifying to the original cards copied from the library's catalogue. I count on getting the bibliography job done well before Christmas so that you can keep Professor Chandler busy during the holidays. Unless otherwise instructed I shall send the cards to your office by registered mail.

The Board's library follows in general the forms set up by the Library of Congress, which have varied considerably over the forty-year period. For example, Federal Reserve Act has been written in three different ways, Hearings in four. Also, since the earlier years, this library has become more meticulous in its cataloguing methods and now includes more data on the cards than was customary at first. I find it necessary to stop along the way to ask questions and straighten out apparent inconsistencies. The library staff is most helpful.

Miss Sutherland warned me that she cannot claim absolute completeness in the catalog of hearings and of testimony. She suggested some bibliographies, published and unpublished, which I might search for additional items of hearings. This search has been made, and one or two titles of items not available here have been discovered. I have learned from another member of the staff of the heroic efforts made by the Board's first librarian to obtain documents.

The enclosed statement tells the short and simple tale of the time spent in November on the job.

Sincerely yours,

Beatrice Bulla

Enclosure

Washington, D.C., November 30, 1954

Committee on the History of the Federal Reserve System
to Beatrice Bulla, Dr.

To 62 hours work on bibliography, November 12 to
November 30, at [REDACTED] per hour [REDACTED]

November 26, 1954

Dear Miss Bulla:

The enclosed letter was sent by Brookings to this office because they have no Washington address for you. It in no way contradicts correspondence that we have had with you or arrangements made when I saw you in Washington. As I told you then, the Brookings Institution handles our funds and disburses them for us. This is, therefore, their way of stating the arrangements we made with you.

Mrs. Singer wrote you last week concerning the additional copy of the cards which we find we need. This will delay the completion of the job, and I am sorry that I could not have told you about it when you began, but I think it should not prove particularly disturbing.

Very sincerely yours

Mildred Adams

Miss Beatrice Bulla
3129 N. Street N. W.
Washington 7, D. C.

Enc.

The Brookings Institution

Washington 6, D. C.

NOV 26

November 24, 1954

Miss Beatrice Bulla
Committee on the History of
the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Bulla:

This letter is to acknowledge formally the contract arrangement which Miss Adams has worked out with you for undertaking an assignment doing bibliographic work under the general direction of Miss Adams. This arrangement is made effective as of November 12, 1954, and will continue for a period of three months, but may be extended by mutual agreement. It is understood that you will report the time expended under this contract, and will be compensated at a rate of [redacted] an hour.

Sincerely yours,



President

cc: Miss Adams ✓
Mr. Woodward
Mr. Akers
Miss Maroney
Mrs. Wilson

November 24, 1954

Dear Miss Bulla:

Miss Adams has asked me to tell you that, after further consideration of our bibliographic problems, she feels we need four copies of each item. In addition to subject, title and author, we wish to set up a bibliography by time. We realize that this means making one more copy of the work you have already done as well as making four copies of the work yet to be done. We hope, however, that you will be able to give us the additional time needed.

The Brookings Institution has advised us that, since you are engaged for a project and not as a part-time employee, we should submit only a final figure for your services. Will you, therefore, please send your monthly time reports to me at this office so that I may compute your fee when the work is finished.

Sincerely yours

Secretary

Miss Beatrice Bulla
3129 N. Street N. W.
Washington 7, D. C.

c.c. - Mr. Akers

November 22, 1954

Dear Miss Bulla:

I am sending you under separate cover two copies of Brookings Time Reports to use in recording the hours you spend working for this Committee. Promptly at the end of each month, will you please send the completed time report to:

Mr. Sheldon B. Akers
Brookings Institution
722 Jackson Place N.W.
Washington 6, D.C.

You should submit a time report for each month, including the month in which the work is completed.

I envy you being in Washington and doing your work in that lovely city.

Sincerely,

Secretary

Miss Beatrice Bulla
3129 N Street N.W.
Washington 7, D.C.

copy to Mr. Akers

BULLA, Beatrice

3129 N Street, N.W.
Washington 7, D.C.
November 19, 1954

Miss Mildred Adams
Committee on the History of the
Federal Reserve System
33 Liberty Street, New York, N.Y.

Dear Miss Adams:

The card catalogue of Hearings on the Federal Reserve System is going forward according to the plans outlined on November 10 and confirmed by your letter of November 12.

Miss Sutherland kindly allows me to use an office which is temporarily vacant and an excellent typewriter. All accommodations are perfect.

From the library's catalogue of Congressional hearings on many subjects, I am copying only the cards dealing with Federal Reserve matters (System, Board, member banks, etc.). These cards do not show the names of persons testifying, so that information must be obtained from the Testimony cards, a set of which was made for you by the library. My final product will be a combination of the two indexes. In one week's work I am more than half through the first round - three copies of each card. Two weeks more should give me time to finish both operations, with reading back if necessary. Next week will be shortened by the Thanksgiving holiday.

The Testimony cards cover a wider field than my Hearings cards: a few people outside the System and legislation on other subjects than the Reserve System are included.

It will be entirely satisfactory to me to be paid for the job as a whole when it is finished. I am keeping a careful record of time spent and shall await information from Mrs. Singer as to how the statement should be made out.

Sincerely yours,

Beatrice Bulla

RECEIVED

November 19, 1954

MEMORANDUM

FEDERAL

To: Dr. Calkins
From: Mildred Maroney
Subject: Miss Beatrice Bulla - Proposed Arrangement for Federal Reserve Project

Miss Adams has sent me a copy of her letter of November 18, and I am glad to rescind my objections to the arrangement which was proposed in a previous letter.

I base this on items 1 and 2 in the elements of the situation as listed by Dr. Adams in her letter of November 18. Points 3 and 4 I do not consider germane. That is, neither the brevity of the employment or the fact that a person is over 65 (of age to receive social security benefits) relieves us from the responsibility of classifying persons as employees. However, the fact that Miss Bulla is in business for herself and selling services to the public, and the fact that conditions of work are not prescribed, are persuasive points.

May I suggest this: Eliminate from formal arrangements with Miss Bulla all such language as "hiring", "salary", and "strict account of time" as used in Miss Adams previous letter. I have in mind of course the possibility that we may ultimately be called on to defend the volume of payments which we must report as not subjected to withholding.

I also think it desirable, but not absolutely essential, to avoid specification of an hourly rate of pay. I incline to the view that the ultimate essence of the contractual arrangement as distinguished from the employer-employee relationship is the purchase of a product rather than the purchase of time.

BULLA, Beatrice

November 12, 1954

Dear Miss Bulla:

This is to confirm the arrangements which you and I made in Washington on Wednesday, November 10.

You are going to make library cards for us which will give us a complete list of the Congressional hearings concerned with Federal Reserve matters. For this purpose, you will purchase regular library cards of a type approved by Miss Sutherland. You will make us 3 copies of each card which we will then file under date, subject, and name of the committee. Each card will bear the letters F.R.Bd.L. (meaning Federal Reserve Board Library) if a copy of the hearing to which it refers is in that library.

This work is to be done in the library of the Federal Reserve Board, either on your own typewriter or on one loaned by the Board. I have written Mr. Carpenter about this project and told him that if Miss Sutherland requests permission, he would know that this was something which was initiated for the Committee.

The project is to be finished as quickly as possible without overtime or immoderate haste. Dr. Lester Chandler, who is engaged in research for the Committee, has already asked for hearing references, and we would like them available as quickly as possible.

Your letter of September 8 names an hourly rate of \$2.50. In that letter you suggested a weekly salary for a 30 hour week based on this rate. As no estimate has been made as to the length of time this project will take, we suggest that you keep count of hours, and we will pay you on that basis rather than on a weekly rate.

My assistant, Mrs. Singer, will let you know in what form statements of time spent should be submitted. As this does not sound like a long project, perhaps you would be content to be paid in full when it is finished rather than to be sent checks for a shorter period. The Brookings Institution acts as our disbursing agent, so that forms will bear their name.

I want you to know that we are delighted that you will undertake this and have every confidence in the quality of the work you are going to do for us.

Most sincerely yours

Mildred Adams

cc Mr. Donald B. Woodward
Vick Chemical Company
122 East 42nd Street
New York 17, New York

Miss Beatrice Bulla
3129 N Street, North West
Washington 7, D. C.

COMMITTEE ON THE HISTORY OF THE FEDERAL RESERVE SYSTEM

September 17, 1954

Dear Miss Bulla:

Miss Adams has asked me to write you that she thinks your proposal as to salary perfectly satisfactory and is looking forward to your working for this Committee. It is not possible at this time to discuss with you exact working arrangements but as soon as Miss Adams returns from vacation in the middle of October, she will get in touch with you to discuss definite plans.

I will let you know at that time in what form statements of time spent should be submitted.

Sincerely yours,

Research Assistant

Miss Beatrice Bulla
3129 N Street N.W.
Washington 7, D.C.

BULLA, Beatrice

3129 N Street, North West,
Washington 7, D. C.
September 8, 1954

Miss Mildred Adams, Research Director,
Committee on the History of the Federal Reserve System,
33 Liberty Street,
New York, N. Y.

Dear Miss Adams:

Following our conversation of last Friday I have been considering the rate and manner of payment for the work we discussed and have talked with a former Government worker who has done research jobs since retirement. The plan I would suggest is for payment at approximately the hourly rate of my salary at the Reserve Board, calculated for a 30-hour week. I understand that the work will probably be irregular and there may be inactive weeks. Statements of time spent could be submitted either every two weeks, regardless of the total time, or only for periods when the work occupied as much as 30 hours. Perhaps the bookkeeping staff works on a calendar month and will recommend something different from my suggestions.

My salary in the International Finance Division of the Board for the last two months of my service there was at an annual rate of

██████████ A more representative figure would be a simple average of the salary rates in the years 1950-53, which works out at ██████████

Yesterday I learned that the Board's hourly figure based on my latest salary is ██████████ an hourly rate based on ██████████ would work out at ██████████

I suggest a weekly salary of ██████████ for a 30-hour week at the rate of

██████████ Except for short periods I should not want to work more than 30 hours a week.

I shall be glad to hear how you regard this suggested plan. If it differs too radically from arrangements made in other cases, I shall be glad to consider amendments. After September 16 I can begin work at any time.

Very truly yours,

Beatrice Bulla

May 6, 1955

Dear Sirs:

This Committee has in its possession a short mimeographed memorandum entitled, "Notes on Sound Recorders for the Business Office (Dictation and Conference Recording Machines)" which, we note, was prepared for the Bureau of the Budget in 1948 for conferences on organization and methods. So many advances in recent years now make this listing of February 25, 1948 incomplete, and perhaps even obsolete, and we are hoping that a new one is available.

Recording of interviews, conferences and memoranda is of extreme importance in our work, so we would be most appreciative if you would send us the latest data on these office recording techniques.

Sincerely,

Irma Burstein
SecretaryUnited States Bureau of
the Budget
Washington 25, D. C.