

Hillcrest Children's Center (Washington, D.C.) Records

A Finding Aid to the Collection in the Library of Congress



Manuscript Division, Library of Congress

Washington, D.C.

2013

Contact information: <https://hdl.loc.gov/loc.mss/mss.contact>

Catalog Record: <https://lcn.loc.gov/mm73054916>

Additional search options available at: <https://hdl.loc.gov/loc.mss/eadmss.ms015027>

Prepared by Manuscript Division staff

Finding aid encoded by Library of Congress Manuscript Division, 2015

Revised 2024 January

Collection Summary

Title: Hillcrest Children's Center (Washington, D.C.) Records

Inclusive Dates: 1815-1966

Bulk Dates: 1880-1960

ID No.: MSS54916

Creator: Hillcrest Children's Center (Washington, D.C.)

Creator: Hillcrest Children's Village (Washington, D.C.)

Creator: Washington City Orphan Asylum (Washington, D.C.)

Creator: Washington Female Orphan Asylum (Washington, D.C.)

Extent: 9,500 items

Extent: 54 containers plus 5 oversize

Extent: 22 linear feet

Extent: 1 microfilm reel

Language: Collection material in English

Location: Manuscript Division, Library of Congress, Washington, D.C.

LC Catalog record: <https://lccn.loc.gov/mm73054916>

Summary: Founded in 1815 as the Washington Female Orphan Asylum to care for girls left homeless by the British invasion of Washington, D.C., during the War of 1812. Official name changed to Washington City Orphan Asylum in 1828. Unofficially renamed Hillcrest Children's Village (1927-1953) and Hillcrest Children's Center (1953-). Provided for the care and protection of homeless youths until 1953 and afterward for the treatment of emotionally disturbed children. Correspondence, minutes of meetings, committee and staff reports, admittance and application records, journals, ledgers, financial statements, deeds, mortgages, bank checks, budget estimates, index cards, and miscellaneous material reflecting the financial and managerial techniques of the center.

Selected Search Terms

The following terms have been used to index the description of this collection in the LC Catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically.

Organizations

Children's House (Bethesda, Md.)

Hillcrest Children's Center (Washington, D.C.)

Hillcrest Children's Center (Washington, D.C.). Hillcrest Children's Center (Washington, D.C.) records. 1953-1966.

Hillcrest Children's Village (Washington, D.C.) Hillcrest Children's Village (Washington, D.C.) records. 1927-1953.

Washington City Orphan Asylum (Washington, D.C.). Washington City Orphan Asylum (Washington, D.C.) records. 1828-1927.

Washington Female Orphan Asylum (Washington, D.C.). Washington Female Orphan Asylum (Washington, D.C.) records. 1815-1828.

Washington Institute of Mental Hygiene.

Subjects

Child welfare--Washington (D.C.)

Children--Institutional care--Washington (D.C.)

Mentally ill children--Care--Washington (D.C.)

Acquisition Information

The records of Hillcrest Children's Center, Washington, D.C., were given to the Library of Congress by the center in 1968.

Processing History

The collection was processed in 1968 by Joseph Sullivan. The finding aid was revised in 2007, 2009, and 2013.

Transfers

Photographs have been transferred to the Library's Prints and Photographs Division where they are identified as part of these records.

Copyright Status

The status of copyright in the unpublished writings of Hillcrest Children's Center is governed by the Copyright Law of the United States (Title 17, U.S.C.).

Access and Restrictions

The records of Hillcrest Children's Center are open to research. Researchers are advised to contact the Manuscript Reading Room prior to visiting. Many collections are stored off-site and advance notice is needed to retrieve these items for research use.

Microfilm

A microfilm edition of part of these papers is available on one reel. Consult reference staff in the Manuscript Division concerning availability for purchase or interlibrary loan. To promote preservation of the originals, researchers are required to consult the microfilm edition as available.

Preferred Citation

Researchers wishing to cite this collection should include the following information: Container or reel number, Hillcrest Children's Center Records, Manuscript Division, Library of Congress, Washington, D.C.

Scope and Content Note

The records of the Hillcrest Children's Center span the years 1815-1966, with the bulk of the material concentrated in the period 1880-1960. Largely administrative, the records reflect the financial and managerial techniques of the institution that until the 1950s provided for the care and protection of homeless youths and in subsequent years for the treatment of emotionally disturbed children. The records include correspondence, minutes of meetings, committee and staff reports, admittance and application records, indentures, journals, ledgers, financial statements, deeds, mortgages, bank checks, budget estimates, index cards, and miscellaneous material.

The records have been organized into three series: [Unbound Records](#), [Bound Records](#), and [Miscellany \(Oversize\)](#). The [Unbound Records](#) are further subdivided into seven numerically classified categories: general records (100s), children's records (200s), lady managers' records (300s), trustees' records (400s-500s), property records (600s-700s), legacy and gift records (800s), and historical and miscellaneous records (900s). The numerical classification system, which also extends to the other two series, was designed by Dorothy Smith Coleman for the center in 1953 and has been left largely intact with only minor revisions and processing refinements.

The Washington Female Orphan Asylum, Hillcrest Center's original name when it was founded in 1815, was initially established to care for girls left homeless by the British invasion of the capital during the War of 1812 [1]. In the years since its founding, many Washington notables, including Dolly Madison (the center's first director), Marcia and John Van Ness, William Corcoran, and Blair Lee, among others, have contributed to the success of the institution as trustees or members of the Board of Lady Managers. Documentation relating to the early history of the institution is scanty and can be found chiefly in the minutes of the meetings of the Board of Lady Managers.

1. In 1828 the institution's name was changed “forever” by act of Congress (May 24) to the Washington City Orphan Asylum. Though Washington City Orphan Asylum still remains its official name, the institution was called Hillcrest Children's Village from 1927 to 1953 and Hillcrest Children's Center since 1953.

Traditionally the administration of the asylum rested with a Board of Lady Managers, charged with supervising the daily management of the institution and the care of the children, andwith five male trustees, whose duties included financial and property management. Of the two administrative units, the ladies' records are the more varied and complete, especially after the turn of the century. Of prime importance to the ladies' records are the minutes of the meetings which contain much of the basic information abstracted for the annual reports. The minutes contain correspondence, directives, committee and staff reports, resolutions, and memoranda prepared for and included as a result of the meetings. Other informative data concerning the lady managers, as well as the children receiving services, will be found in the staff and committee reports which, for the most part, are organized separately. Staffing, budgeting, maintenance, and medical services available for the children are the central points depicted in the superintendent and staff reports for the period 1933-1956. Beginning in the 1930s, a social worker prepared reports for the case committee detailing information on the applicants and residents. This information, in the form of case histories, describes to some degree the child's family background and personality traits. The lady managers' records also include reports of the Grounds and Educational Committees, journals listing the amount of overhead such as staff salaries and plant maintenance, and financial records pertaining to the Hillcrest home on Nebraska Avenue, N.W.

The records relating to the trustees are primarily financial in character, reflecting their role as budget directors and property managers. Although incomplete, the files include minutes of meetings, ledgers, journals, auditors' reports, promissory notes, and some correspondence. The property records, which comprise a separate series, greatly augment the fragmentary trustees' file and contain a wealth of information focused equally between investment properties and the asylum's residences.

The property records, while lacking in correspondence, reflect land values, building, repair, and rental costs in Washington, especially for the years 1870-1900. The trustee and property records and the files relating to legacies form the core of the center's financial records for the middle period and later years.

A significant though limited amount of material remains in the collection relating to the merger of Hillcrest with the Washington Institute of Mental Hygiene and Children's House. Documentation supplied by the annual reports and the ladies' minutes outlines the merger procedure which took place over the period 1953-1961. The superintendent's reports, together with information supplied by the case histories, treat with detail the staff's growing conviction that psychological treatment of children took precedence over other considerations. Consequently, in 1953 Hillcrest formed a working arrangement with the above-mentioned institutions to care exclusively for emotionally disturbed children. In 1961, after a report prepared by the Community Research Center of New York, the separate institutions merged under one administration.

Rounding out the collection are three file groups entitled children, general, and miscellaneous records. Files within these groups contain references to adoptions, indentures, constitutions, bylaws, annual and biennial reports, early acts of Congress relating to the formative years of the institution, historical sketches of the asylum, and complete description of the archives by Coleman.

In addition to the numerical classification outlined above, there is a further decimal classification for some of the records (see the first folder in Container 1 for details). Generally, the numerical classification is followed by three letters as described below:

Alphabetical Key

The alphabetical key classifies documents or file groups into three component parts: administrative relationship, chronological time span, and type of material.

First letter	Second letter	Third letter
T-Trustees	A-1815-1865	B-Bound volume
L-Ladies	D-1866-1875	F-Folder*
O-Both ladies and trustees	S-1876-1925	E-Window binder*
	H-1926-	R-Looseleaf binder*

First letter**Second letter**

C-A combination of two or more periods

Third letter

N-Newspaper clippings

P-Pamphlet

*All documents formerly in looseleaf and window binders have been placed into folders and should be considered under the "F" classification. Consequently, all materials labeled E, R, or F are contained in the Unbound Records.

Arrangement of the Papers

This collection is arranged in three series:

- [Unbound Records, 1815-1966](#)
- [Bound Records, 1815-1955](#)
- [Miscellany \(Oversize\)](#)

Description of Series

Container	Series
BOXES 1-33	<p><u>Unbound Records, 1815-1966</u></p> <p>Correspondence, minutes of meetings, committee and staff reports, accounting statements, bills, receipts, canceled checks, notes, list, vouchers, deeds, titles, blueprints, tax and rent receipts, legal opinions, and printed matter.</p> <p>Numerically arranged and decimally cataloged within seven major groupings.</p>
BOXES 34-57	<p><u>Bound Records, 1815-1955</u></p> <p>Journals, ledgers, minutes of meetings, financial statements, applications, relinquishments, check stubs, indentures, numerical index, and some correspondence.</p> <p>Numerically arranged and decimally cataloged. Some overlapping exists in the numerical order of the records in this series as a result of the binding arrangement. Includes oversize items.</p> <p><i>*Containers 34-35 are available on microfilm, shelf no. 21,372</i></p>
BOXES OV 58-OV 59	<p><u>Miscellany (Oversize)</u></p> <p>An alphabetical index, maintenance and beneficiary journal, and deed and schedule of lots donated by Congress in 1832.</p> <p>Arranged by type of material.</p>

Container List

Container	Contents
BOXES 1-33	Unbound Records, 1815-1966 Correspondence, minutes of meetings, committee and staff reports, accounting statements, bills, receipts, canceled checks, notes, list, vouchers, deeds, titles, blueprints, tax and rent receipts, legal opinions, and printed matter. Numerically arranged and decimally cataloged within seven major groupings.
BOX 1	General records
100 OCF	File code key and archives data, 1953 Archives, reports and correspondence
100.1-100.2	1952
100.2-OHF	1953
101	Affidavit, management funds and taxes, 1947
102 OHF	Merger, Washington Institute of Mental Hygiene, 1952-1953
113 OCF	Acts of Congress, constitutions and bylaws
113.1 OCF	Photocopy of constitution and early relinquishments Amendments of constitution and by laws
113.2 OCF	1937
114 OHF	1948
115 OCF	Authority of ladies versus trustees, 1896, 1939
130 OCF	Constitution, bylaws, acts of Congress (copies and pamphlets)
131 TSF	Authority under charter, 1901
132 TDF	1874 amendment to Act
133 TSF	Congressional appropriation, 1876
134 OSF	Public welfare legislation, 1924
135 TSF	1933 amendment to Act, 1930-1933
BOX 2	Free water, act of Congress
136 OSF	
151 LAE	Annual reports, 1840-1860
154 OCF	Annual reports at Public Library, correspondence concerning, 1932, 1935
155 OCE	Annual reports, 1838
180 OCF	Ladies and trustees, correspondence, 1866-1951
182 OHF	Operating expenses, Hillcrest, 1924-1930
190 OHF	Washington City Orphan Asylum (WCOA), name controversy, 1926
191 OHF	Child Welfare League, WCOA report, 1937
192 OHF	Washington Institute, Lucia Whittemore study, 1952
193 LHF	National Child Research Center, recommendations, 1942
194 OHF	Annual administration announcement, sustaining members data, 1946
195 LHF	Historical summary, speech of Ms. Arthur Wallace Dunn
200 LAE	Flinn, Anne, note on life, 1827 Children's records

Unbound Records, 1815-1966

Container

Contents

201 OHF	Board of Public Welfare contracts, 1944-1948
202 OHF	Payments by children's parents, 1941
203 OSF	Lusby boys
204 LSF	Board of Children's Guardians
216 LCF	Admission of children, reference letters, 1876-1922
217 OSF	Juvenile Court commitment orders, 1909-1910
218 LSF	Government application for admissions
225 LSF	Indian captive from Idaho, 1882, 1892
226 LSF	Application for admission, 1908-1923
230 LHF	Children's activities, "Sparks," 1932-1949
BOX 3	Little Museum <i>News</i> , 1936-1950
231 LHF	
232 LSF	Kindergarten, 1896
233 LHF	Kindergarten and Gould monthly report, 1935-1943
240 LSF	Application for return of children to parents
241 LSF	Return of children to parents, 1918
242 LSF	Legal custody of child, 1918
250 LAF	Indentures for binding out children, 1851-1854
255 LSF	Indentures, adoptions, court orders, 1870-1923, 1941
256 TSF	Legality of apprenticing outside of the District of Columbia
257 LCF	Binding out of Sturgis children, 1864-1869
258 LCF	Indentures and adoptions, correspondence
261 LHF	Adoption of Elizabeth Keyes by Admiral Hooper, 1941-1944
262 LCF	Reference letters, adoption of children, 1897-1918
263 LCF	Applications for adoption, 1906-1913
264 OHF	Adoption of children, legal questions, 1942, 1947
270 DSE	Orphan's picture, 1898
280 LCF	Letters from children, 1871-1941
281 LCF	Adult accomplishments of former inmates, 1910-1930
282 LCF	James E. West
283 LSF	Boys in service, 1917-1918, Miss Colt's note
291 OHF	Care of European refugee children, 1940
292 OCF	Death certificates, 1872-1896
292 LCF	Doctors for asylum, 1870-1940
294 LCF	Children, miscellaneous, 1872-1947
295 LCF	Genealogical data, legal adoption, 1876-1942
296 LCF	Children, involved cases, correspondence relating to
297 LHF	Benet psychology test
298 LHF	Menu, 1951
BOX 4	Lady managers' records
300 LHF	First directress or secretary, annual report Case Committee
301 LHF	Annual report
301.1 LHF	Reports, 1938-1944

Unbound Records, 1815-1966

Container	Contents
301.1 LHF	Reports, 1945-1949, 1951-1952
BOX 5	Education Committee
302 LHF	Annual reports, 1938-1951
302.2 LHF	Reports, 1938-1940
304 LHF	Membership Committee, annual reports, 1946-1949
305 LHF	Archives Committee, annual reports, 1915, 1937, 1954, 1956
306 LHF	Little Museum, annual reports, 1938-1951
307 LHF	Grounds Committee, annual reports, 1927-1952, 1954
308 LHF	House Committee, annual reports, 1923-1951
308 LHF	Finance Committee, annual reports, 1923-1951
309.1 LHF	Future Plans Committee, reports and data, 1938-1951
	Minutes of meetings of the Board of Directors
317 LHF	1953-June 1958
BOX 6	July 1958-1960
317 LHF	Superintendent and staff
	Annual and monthly reports
330 LHF	1933-1940
BOX 7	1941-1956
330 LHF	
331 LHF	Employees, injuries and retirement, 1930-1947
332 LCF	Teachers, 1862, 1896
	Unemployment Compensation Board, Social Security
333 LHF	1938-1947
333.1 LHF	1936-1937
BOX 8	Staff, contracts, duties, recommendations, etc., 1932-1942
334 LHF	
335 LHF	Social worker's annual and monthly reports, 1941-1950
	Ladies' accounts
	Auditor's reports
346.1 LCF	1923-1932
BOX 9	1933-1938
346.1 LCF	
346.2 LHF	1939-1959
	Treasurers' annual reports, lady managers
346.3 LCF	1921-1931
346.4 LHF	1932-1940
346.4 LHF	1941-1948
BOX 10	Treasurers' monthly reports, lady managers, 1957-1960
346.7 LHF	
347	Maintenance, beneficiary, and Hillcrest journals <i>See Container 59 (Oversize)</i>
347.1 LHF	Hillcrest, payroll records and control sheets, 1951-1960
348	Investments of ladies, 1927-1950
349.1 LCF	Ladies, miscellaneous financial data, 1926-1950
BOX 11	Miss Colt, miscellaneous financial data, 1927-1939

Unbound Records, 1815-1966

Container

Contents

349.2 LCF	
353 OAE	Original subscription paper for additional building, 1856
370 LHF	Budget estimates, 1923-1951
371 OSF	Increased expenditures, correspondence, 1924, 1935, 1950
380 LAE	Titcomb to Bomford letter concerning position, 1834
382 LCF	Letters concerning Ladies' Board, 1941-1950
BOX 12	Trustees' records
	Minutes of the meetings of the Board of Trustees
410 TCF	1843-1922
411 TSF	1923-1926
412 THF	1927-1933
413 THF	1935-1946
415 TCF	1843-1926 (originals)
430 LAE	Legal opinion of Richard S. Coxe, 1828
432 OHF	Legal opinion of James Wilkes, 1952
480 TAE	Larned to French correspondence concerning French's election to Board of Trustees, 1845
481 TCF	Trustees' letters, 1845-1948
490 TDF	Hall and Temple's visit to St. Vincent, 1875
501 TCF	Trustees' accounts, condensed statement, 1875, 1878-1884
502 TCP	Statement showing yearly balance, 1892-1933, 1935-1936
	Auditor's reports
503 THF	1928-1943
BOX 13	1927
503 THF	
504 TCF	Safe deposit box notations, 1888, 1912-1947
505 THF	Assets, income, expenses, 1931
	Miscellaneous account of John Van Ness
510 TAE	1829
510.2 TAE	1834
511 TAE	Account of A. C. Smith, 1840
515 TAE	Bank books, Bank of Metropolis, 1831-1841
515.1 TCF	Bank books, 1849, 1876-1882
	Trustees' accounts, journals
520 TAF	1849-1858
522 TCF	1859-1870
523 TDF	1872
524 TCF	1874-1878
525 TSF	1879-1882
BOX 14	1883-1884, 1887
526 TSF	
	Vouchers
533 TSF	1898-1904
534 TSF	1907-1908
535 TSF	Rent, accounts, taxes, and assessments, 1898-1909

Unbound Records, 1815-1966

Container

Contents

	Trustees' accounts
540 TAF	Property, 1833-1851
541 TAF	Securities, 1836-1851
542 TAF	Promissory notes, 1833-1851
543 TCF	Property, 1868, etc.
BOX 15	Securities, 1853-1874
544 TCF	
544.1	Stocks and bonds, 1873-1902, and miscellaneous
	Trustees' accounts
545 TCF	Memoranda on notes, 1852-1874
546 TCF	Indentures, 1860-1886
547 TDF	Securities and notes, 1872-1874
549 TCF	Securities, 1872-1885
	Promissory notes, correspondence, etc.
549.1 TSF	1870-1890 and undated
556 TSF	1891-1906
	Stocks and bonds
557 TCF	1924-1945
558 THF	1947
559 THF	Savings and loan association accounts
559.1 TSF	Mortgage notes, 1898
BOX 16	Laurie Fund
560 TSF	Property left by Hall
561 TSF	Treasurer's account, 1882-1884, 1887
570 THF	Dividends credited to Snow Fund by mistake
	Monthly statements, National Savings and Trust Co.
571 LHF	1949-1952
572 THF	1949-1950
573 THF	1951
580 TAE	Larned to Stone letter concerning finances, 1846
	Treasurer's correspondence
582 TAF	1843-1851
583 TCF	1852-1896, 1900
590 OAE	Asylum debt to John Van Ness, 1820-1821
590.1 TAE	James Larned notation concerning Bomford estate
591 TCF	Money borrowed by asylum, 1851-1872
592 TSF	Income of Alexandria Orphan Asylum, 1882
594 OCF	Miscellaneous bills, 1868-1892
595 TCF	Banks' checks, 1833-1901
597 TSF	WCOA v Tucker, non payment of promissory note, 1894
598 TSF	Direction concerning entries in books, deposits, etc., 1906
599 THF	Blair Lee, trustee v Elizabeth Mitcham, 1937
BOX 17	Property records
	7th Street property

Unbound Records, 1815-1966

Container	Contents
610 TAE	Deed, 1816 H Street property
620 OAE	Gales to Van Ness, 1826
621 OAE	Deed, Jan. 1829
622 OAE	Deed, Aug. 1829
623 TAE	Construction costs, 1828-1829
625 TAF	Miscellany, 1840-1879
626 TAF	Repairs, 1836-1849
628 TAF	Addition, 1856-1857 Lee house in Douglas row
630 TDF	House rented, 1866-1876
631 TDF	Repairs, 1866-1875 14th and S Street property
640 TSF	Deed and title
641 TSF	Construction of building
642 TSF	Rented to State Department, 1886-1887
643 OSF	Iron railing
644 TSF	Taxes and assessments, 1870-1893, 1917, and 1927
645 TSF	Street addition, 1881-1882
646 TSF	Alterations, 1886-1887 Repairs
647 TSF	1876
BOX 18	1877-1890
648 TSF	
649 TSF	1891-1900
650 TSF	1901-1910
651 TSF	1911-1926
653 TSF	Blueprint of basement and first floor
654 OSF	Value of asylum
655 TSF	Petition for rezoning Sq. 239
656 TSF	Offers to buy asylum, 1923-1926
657 TSF	Sale of asylum buildings
658 TSF	Notes of James L. Karrick, 1927-1942
659 OSF	Miscellaneous, 1865-1904 Hillcrest
660-661.1 THF	Purchase, 1922-1926
BOX 19	Land adjoining property
662 THF	
663 THF	Request for bids, 1923-1925
664 THF	Specifications for Hillcrest
665 THF	Correspondence, proposed building, 1919-1926
666 LHF	Trip to New York, minutes
667 THF	Taxation, 1925-1947
668 THF	Contract for new building

Unbound Records, 1815-1966

Container	Contents
669 THF	Vouchers for building
669.1 THF	Change from heating oil to coal, war conservation, 1943-1945
670 THF	Correspondence, building
670.1 OHF	Occupancy permit, zoning
670.2 THF	Unlawful use of premises, 1923
671 THF	Strip sold through property, 1952
672 THF	Condemnation of parcel 34/102
BOX 20	Closing of Loughboro Road, 1930
672.1 THF	
672.2 THF	Van Ness Street condemnation for widening street, 1929-1934
672.3 THF	Dedication of land, 1933, 1946
672.4 THF	Sidewalk assessments, 1937-1942
673 OHF	Cottage built, 1930-1932
673.1 OHF	Proposal for new building to house twenty boys, 1931
673.2 OHF	Proposed Boy Scout house, 1942
673.3 THF	Proposed sale of land for TV tower, 1945
674 THF	Outside repairs, 1921-1945
674.1 THF	Boiler inspection, 1944, 1945-1946
674.2 THF	Lightning strikes, 1940
	Repairs and equipment
675 THF	1928
675.1 THF	1929
675.2 THF	1930
675.3 THF	1931
675.4 THF	1932
675.5 THF	1933
675.6 THF	1934
675.7 THF	1935
675.8 THF	1936
675.9 THF	1937
BOX 21	1938
676 THF	
676.1 THF	1939
676.2 THF	1940
676.3 THF	1941
676.4 THF	1942
676.5 THF	1943
676.6 THF	1944
676.7 THF	1945
676.8 THF	1946
676.9 THF	1947
677 THF	1948
677.1 LHF	Inventory, 1948
	Repairs and equipment

Unbound Records, 1815-1966

Container	Contents
677.2 THF	1949
677.3 THF	1953
678.1 LHF	Landscaping and grounds, 1925-1931, 1947-1949
687.2 LHF	Playground, 1928-1931
680 OSF	Ingleside summer home, 1886
681 OSF	Summer Camp Edwin Gould, 1927, 1930
690 OSF	Proposal for new asylum home, 1897
BOX 22	Real estate belonging to WCOA, 1895
700 TSF	
701 TSF	Rental properties, financial data, 1891-1896
730 OCF	Insurance, fire and other, 1866-1919, 1922-1942
731 TCF	Property taxes and assessments, 1860-1898
732 THF	Tax on corn and hogs requested
BOX 23	Report made to District of Columbia tax commissioners for tax
733 TSF	
734 THF	Business privilege tax, 1939
742 TAE	Plot of lots assigned to WCOA by Congress, 1832 Lots appropriated by Congress
743 TAF	General data, 1832-1861
744 TAF	Square 246, 1842-1843
745 TAF	Square 244, 1855-1856
746 TAF	Square 400, 1848-1859, 1869, 1885
747 TAF	Square 282, 1848-1858
748 TAF	Square 128, 1846-1888
749 TAF	Square 259, 1843-1890
750 TSF	James Hall estate dispute over possession of lots, 1895-1897
761 TCF	Barbour property, 1870-1888
762 TCF	Myrtle Street, 1871-1902
770 ODF	Suggested purchase of farm 14th Street extended
771 TSF	Purchase of property, 1899-1907
BOX 24	Grading, dedication of street, 1900-1901
772 TSF	
773 TSF	Property, proposed building, 1902-1914
774 TSF	Condemnation case, 1920-1921
775 TSF	Rejected offer of purchase, 1921
776 TSF	Real estate appraisals, 1921
777 TSF	Sales of property, 1922-1926
778 TSF	Deferred purchase trust, 1923-1926, 1943
779 TSF	Proposed home site, 18th and Argyle Streets, 1918
780 THF	Rental property owned by WCOA, 1936-1948 Miscellaneous property
790 OAE	Lot sale, 1826
791 TCF	Rents, etc., 1867-1891, undated

Unbound Records, 1815-1966

Container	Contents
791.1 TCF	Water rents, 1876-1891
792 TSF	Condemnation of asylum property near Capitol
793 OCF	Cemetery lots, 1854-1912
794 TSF	Other property, 1912
795 TSF	Union Station, effect on property, 1903-1905
796 TCF	Other property, 1883-1925
797 TCF	McNamara property (Lot 5, Sq. 790), 1870-1876 Bills, receipts, etc.
798	1864-1874
BOX 25	1875-1883
798	
BOX 26	1884-1892
798	
798	1898-1906
BOX 27	1916-1937
798	
798	Undated
	Legacy and gift records
800 TCF	Legacies, miscellaneous
	Legacy
800.1 TCF	Deed and gift cards
800.2 LHF	Ellsworth, Goodwin D., 1948
800.3 TCF	Information list
801 TSF	Acker, Nicholas, 1881
801.1 LHF	Gift, Avalon Foundation, 1950
	Legacies
802	Bailey, Charles B., 1925-1929
803 THF	Baker, John A.
804 THF	Barrick, Clara A., 1927
805 THF	Berman, Lillian Hunt, 1936-1937
805.1 THF	Brashear, McLain, 1936-1940
806 TSF	Broadhead, Josephine, 1882
BOX 28	Buchly, Anthony, 1899
807 TSF	
808 TSF	Carmack, Jeannette, 1900
809 THF	Casilear, Raphael, 1945-1946
810 TSF	Church, Charles, 1913
811 THF	Church, William A. H., 1931
812 TCF	Commonwealth Farm, 1903, 1946-1948
812.1 TSF	Corcoran, W. W., 1897-1902, 1950
813 TDF	Corning, William, 1872
813.1 THF	Cox, Juliet Haxeltine, 1932
814 TSF	Cox, George G., 1908-1910, 1942-1943
815 THF	Crissey, Mabel E., 1946-1947

Unbound Records, 1815-1966

Container	Contents
815.1 THF	Devine, M. Virginia, 1938-1939
816 TDF	Duvall, Eliza Ann, 1869
817 TDF	Eliza Ann Duvall's legatee, Clara Herbert, 1869-1872
818 TAF	Duvall, Sarah Ann, 1866
819 TSF	Edwards, Ann, 1880
820 THF	Eherbach (Eberbach), Henry, 1926
820.1 OHF	Eleanor Faison Sowers Memorial Library, 1943-1951
821 TSF	Ford, Milton, 1893-1897
822 TSF	Fraser, Daniel, 1922-1923
823 TSF	Gantt, Georgiann, 1914-1915
	Gift
824 THF	Gould, Edwin, 1926-1949
	Legacies
824.1 TSF	Green, Sarah, 1910
	Hall, James C.
825 TSF	1881-1884
BOX 29	Land in Arkansas, 1911-1912
826 TSF	
827 TSF	Laurie Fund property, 1881-1900
827.1 TDF	Hall, Mrs. S. A., 1869
828.1 THF	Highland Community Church, 1930-1931
829 THF	Hurt, Annie
830 TDF	Ireland, Susan, 1870
830.1 TSF	James, Matilda, 1920-1928
830.11 TDF	Johnson, Lewis, 1875
830.2 THF	Kann, Simon, 1933
831 TDF	Kerr, Mary Ann, 1876-1879
832 TSF	King, Charles B., 1879
832.1 TCF	Lacy, Edward, 1876-1882
833 TCF	Lacy's heir, Eliza McGlenen, 1876-
833.1	Lansburgh, Henry, 1930-1931
834 THF	Lansburgh, Stanley, 1928
835 TSF	Lawrence, David M.
835.1 TSF	Lockwood, Homer N., 1915-1916
836 TSF	Lowry, George, 1881
837 TSF	Lucas, Anthony Francis, 1922
837.1 THF	Lucas, Melina
838 THF	Marc, Charles, 1927-1948
839 TSF	Mayer, Theodore J., 1908, 1916
BOX 30	McGlue, Amelia, 1932
840 THF	
841 TSF	McGuire, James, 1888
842 TSF	Miller, Caroline, 1910-1915
843 TSF	Morrison, David L., 1887-1888

Unbound Records, 1815-1966

Container	Contents
844 TSF	Morrison, Alexander, 1886,1933
845 TSF	Moses, Zebena, 1918-1919
846 TDF	Muchada, William, 1866
847 THF	Mullikin, Elizabeth H., 1919
849 TAF	Naval Lodge No. 4, 1865
850 TCF	Nichols, Sally Lathrop, 1921-1926
	Gift
850.1 LHF	Old Dominion Foundation, 1950
	Legacies
851 TCF	Osborn, Mary Ellen, 1927-1932
852 TAF	Otterback, Philip, 1885
853 TAF	Owen, Edward, 1865
854 TDF	Peugh, Caroline S., 1886 Pierpont, Samuel S.
855 TCF	Miscellaneous
856 TCF	Property, 1869-1885
857 TSF	Pilling, Frederick, 1931
858 TSF	Powell, J. Tyler, 1921
859 TSF	Rhees, William Jones, 1907, 1910
860 TSF	Rives (Reeves), Lucy, 1883
861 THF	Rutherford, Sophia L., 1927
862 TSF	Ryan, R. J., 1876-1883
863 THF	Saunders, Julia I., 1945-1948
864 THF	Schafer, Charles, 1939-1940
865 TSF	Shanks, Catherine, 1880
866 TSF	Shedd, James J., 1901
BOX 31	Sibley, William, 1898-1900
867 TSF	
868 TCF	Sioussa (Siouisi), Augustus T., 1868-1888
868.1 THF	Smith, Edward S., 1909-1941 Snow, Chester
869 TCF	Miscellaneous, 1919-1941
870 TCF	Property, 1892, 1919-1927
871 TSF	Stellwagen, Charles, 1908
872 THF	Stout, Julia M., 1927-1929
873 TSF	Stuhlinger, Eliza, undated
873.1 TSF	Talbot, Laura Osborn, 1906
874 TSF	Temple, Mary G., 1898
	Gift
875 TSF	Thompson, William, 1892
	Legacy
876 TSF	Walker, Marie L., 1882-1888, 1931-1933
	Gift
876.1 LHF	Washington Self Help Exchange, 1948

Unbound Records, 1815-1966

Container

Contents

	Legacie
877 THF	Watson, John M., 1932-1937
878 TSF	Weber, Charles, 1885
879 TSF	Williamson, Matilda, 1902
880 TSF	Wright, Jeannette B., 1896
881 TAF	Wright, Mathew, 1868-1880
890 OCF	Church collections and other gifts, 1906, 1931, 1949-1952
891 THF	WCOA beneficiary of insurance of Mrs. James Cox, 1934
	Historical and miscellaneous records
900 OCF	Historical sketch of WCOA
910 LCR	Newspaper excerpts compiled by Mrs. Cox, Mrs. Bates, and Mrs. Coleman
BOX 32	History of Washington City Orphan Asylum
911 LCF	Typed copies of minutes, 1815-1869
911.1 LCF	Transcript of minutes, 1815-1870
912 LCF	Colt, Katherine Gideon, historical notes, minutes of annual meetings
912 LCF	Historical notes and partial copies of minutes of annual meetings, 1870-1943
914 LCF	Historical data on WCOA
920 OCF	Excerpts compiled by Mrs. Coleman and Mrs. Cox
921 OHF	Historical sketch of WCOA by Mrs. Coleman
922	Financial and legal history, notes by Mrs. Coleman
940 OAF	"Burns, David and Marcia," by S. Helen Fields
941 LCF	"The Good Fairy, Marcia Burns Van Ness," by Ethel T. Howard
960 TCF	W. W. Corcoran signature
961 OCF	Busts and portraits, 1868-1953
962 OCF	Publicity, presidents and first ladies of the United States
	Lion
970 OAE	Presentation, 1835
971 OAE	Agent for auction, 1835
972 OAE	Expenses, 1835
973 OAE	Auction, account of, 1835
974 OCF	Miss Colt's notes pertaining to
980 OSF	Letters concerning need for new building, 1919, 1923
BOX 33	Letters concerning reorganization, repairs, and equipment needed
981 LSF	
982 OHF	Reference library on American benefactions
983 OHF	Archives, request for, 1966
983.1 OHF	Requests for archival information
990 OCF	Anniversaries and special occasions
991 LHF	Automobiles, 1934-1946
992 OCF	Newspaper clippings, 1960-1965
992.1 OCF	Newspaper insertions
993 ODF	Wilmington Orphan Asylum annual report, 1871
994 LHF	Flag given to Hillcrest
	Washington Institute of Mental Hygiene

Unbound Records, 1815-1966

Container	Contents
995	Minutes of meetings (Board of Managers), 1944-1960
995.1	Reports, etc., 1936-1950
995.2	Legacy of Gertrude D. Morris, 1964
998	Financial accounts, old classification system
999	Miscellaneous correspondence, notes, deeds, etc., 1835
BOXES 34-57	Bound Records, 1815-1955
	Journals, ledgers, minutes of meetings, financial statements, applications, relinquishments, check stubs, indentures, numerical index, and some correspondence. Numerically arranged and decimally cataloged. Some overlapping exists in the numerical order of the records in this series as a result of the binding arrangement. Includes oversize items. <i>*Containers 34-35 are available on microfilm, shelf no. 21,372</i>
BOX 34*	Original constitution, Oct. 10, 1815
110	
111	Rules and regulations, Dec. 13, 1851
210	Admission of children, Nov. 1815 -Sept. 1822
220	Relinquishment of children, 1826-1829, 1833
310	Minutes, Board of Lady Managers, 1815-1851
340	Financial accounts of ladies, 1819-1825
350	Donations and subscriptions, 1815-1827
BOX 35*	Annual reports, 1867-1955
150-150.2	
BOX 36	Original admissions of children, 1815-1880
211	
213	Admissions of children, 1923-Feb. 1944
214	Partial records of admissions, 1881-1897
BOX 37	Records of children received and taken out, 1867-1870
214.1	
215	Partial records, 1890-1910 Relinquishment of children
221	1835-1876
BOX 38	1876-1922
222	
BOX 39	Application and family history
223	Oct. 1902-1906
BOX OV 40	1907-1923 (Oversize)
224	
BOX 41	Indentures for binding out children
251	1858-1876
252	1877-1902
BOX 42	1904-1915
253	
254	Adoptions, reference correspondence, 1870-1884, 1888-1893
BOX 43	Adoptions, 1877-1915
260	

Bound Records, 1815-1955

Container	Contents
290	Samuel, foundling, letter concerning, 1832
341	Financial account of ladies, 1826-1851
351	Donations and subscriptions, 1825-1851
BOX 44	Minutes, Feb. 1851-Dec. 1863
311	
312	Minutes, Board of Lady Managers, Jan. 1864-1877 Financial accounts of ladies
342	1852-1911
343	1911-1920
431	Legal opinion of Richard S. Coxe, Apr. 6, 1857
BOX 45	Minutes, Board of Lady Managers, 1878-1902
313	
313.2	Minutes of ladies (missing), Dec. 1903-1904
314	Minutes of board meetings, Jan. 1905-Dec. 1919
342	Financial accounts of ladies, 1852-1911
BOX 46	Minutes of the Board of Lady Managers
315	1920-1939
316	1940-1946
BOX 47	1947-1953
316.1	
	Financial accounts of ladies
343	1911-1920
344	1920-1928
BOX 48	1928-1933
345	
345.1	Staff salaries, May 1923-Dec. 1933
345.2	Servants' wages, May 1923-Sept. 1924
BOX 49	Donations and subscriptions, 1851-1863
352	
354	Donations, "beneficiaries," 1939-1945
500	First trustees' book of WCOA, 1833-1855
BOX 50	Account book of receipts and expenditures, 1855-1857
520.1	
	Journal of Board of Trustees
522	May 1859-Feb. 1870
523	Mar. 1870-Feb. 1874
526	Jan. 1883-Nov. 1890
529	Mar. 1892-June 1898
BOX OV 51	Jan. 1888-Nov. 1891 (Oversize)
527	
BOX 52	Check stubs, Board of Trustees
531	Feb. 1894-Apr. 1906
532	Apr. 1906-Oct. 1915
	Journal of Board of Trustees
536	Sept. 1909-Dec. 1926

Bound Records, 1815-1955

Container	Contents
BOX 53	Jan. 1927-Dec. 1941
537	
548	Memoranda of WCOA, 1874, by Edward Temple
	Ledger of Board of Trustees
550	Apr. 1859-Oct. 1873
551	Nov. 1873-1892
BOX 54	Ledger book
552	General and special funds, 1892-1927
	Account book
552.1-552.3	Laurie Fund, 1892-1916
BOX 55	General fund
552.4-552.7	
562	Ledger and journal (combined for Laurie Fund), Oct. 1881-Nov. 1890
BOX OV 56	Notes held by the Board of Trustees, 1898-1937 (Oversize)
553	
BOX 57	Journal
563	Laurie Fund, Nov. 1890-Mar. 1892
963	Dedication of hall, WCOA
	Visitors' book
996	"Little Museum," 1935-1938
997	Hillcrest, 1938-1939
997.1	Open house, 1947
	Index, numerical
BOXES OV 58-OV 59	Miscellany (Oversize)
	An alphabetical index, maintenance and beneficiary journal, and deed and schedule of lots donated by Congress in 1832.
	Arranged by type of material.
BOX OV 58	Index, alphabetical
BOX OV 59	Hillcrest funds, maintenance, and beneficiary journals, 1932-1950
347	
740-741	Deed and schedule of lots appropriated by Congress, 1832