

George H. Clark Building Collection

BOX 1

Folder 1: Construction Plans & Meetings Minutes

- a) Construction Contract Agreements & Descriptions (5 documents)
- b) Cost Estimates & Timeline (5 documents)
- c) Floor Plans (7 documents)
- d) Construction Meeting Minutes (26 documents)

Folder 2: Correspondence (43 documents)

Folder 3: Publications

- a) color Postcard
- b) Dedication of the George H. Clark Building Booklet (19 copies)
- c) The Alumni Mirror
- d) The Delta Sig of Delta Sigma Pi
- e) The Scroll of Time (3 copies)

Folder 4: Clippings

- a) newspaper clippings (11 documents)
- b) newspaper copies (40 documents)

Folder 5: Programs and invitations

- a) Invitations to Dedication ceremony (6 copies)
- b) Programs from Dedication ceremony (11 copies)

Folder 6: Misc.

- a) Postcard
- b) Dedication ceremony itinerary
- c) Building tour procedure
- d) Program for Laying Cornerstone copy
- e) Attendance for Board of Trustees Meeting
- f) Speech suggestions (2 documents)
- g) Frank Gannet Cornerstone Laying Remarks (2 documents)
- h) List of Documents Placed in Cornerstone (4 copies)

Folder 7: Administrative documents (cornerstone)

- a) Balance Sheet of the Institute as of June 30, 1945
- b) Student Permanent Record Card
- c) Questionnaire for Entering Students
- d) Regulations: Office of the Comptroller
- e) Attendance Regulations

Folder 8: *Alumni Mirror* (cornerstone)

- a) *Alumni Mirror*, Fall 1945

- b) *Alumni Mirror*, March 1946
- c) *Alumni Mirror*, May 1946

Folder 9: *Blazing New Trails* (cornerstone)

- a) *Blazing New Trails* by George Wilson Hoke (history of the Institute)

Folder 10: Clippings (cornerstone)

- a) *Spirit*, November 2, 1945
- b) *Spirit*, May 10, 1946
- c) *Democrat & Chronicle*, August 28, 1945
- d) *Rochester Times-Union*, August 28, 1945

Folder 11: Day and evening program brochures (cornerstone)

- a) Day School Catalogue 1946-1947 (includes blank application)
- b) Evening and Extension Division Catalogue 1945-1946

Folder 12: "If you are considering..." (cornerstone)

- a) "If you are considering retailing"
- b) "If you are considering photography"
- c) "If you are considering industrial chemistry"
- d) "If you are considering applied art"
- e) "If you are considering costume design"
- f) "If you are considering a career in the mechanical field"
- g) "If you are considering a career in the electrical field"
- h) "If you are considering food administration"
- i) "If you are considering publishing and printing"
- j) "If you are considering interior design"

Folder 13: "Our Master Builders" (cornerstone)

- a) George Halford Clark
- b) Carl Ferdinand Lomb

Folder 14: Pamphlets and convocation program (cornerstone)

- a) Promotional pamphlet: Tool engineering
- b) Promotional pamphlet: Industrial ceramics
- c) Promotional pamphlet: Retailing
- d) Pamphlet for High School mailing – "One Step"
- e) Directory of Students, 1945-1946
- f) Rochester Counseling Center pamphlet
- g) Residence Hall RIT brochure
- h) Residence Hall for Women Students brochure
- i) Convocation Program, May 18, 1946

Folder 15: Photographs

- a) Photograph of Architect's Rendering of George H. Clark Building by John Wenrich

b) Photograph of George Halford Clark taken 1946 by Charles A. Savage

Items listed as being in cornerstone, but missing as of Dec. 02, 2010

"The Scroll of Time" by Frederick Brehm (photo essay) - partial copy in folder 3

Convocation invitation, May 18, 1946

Change of name notice (from RAMI to RIT)

Two residence hall folders (possibly the residence hall brochures in folder 14)