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Appraisal and Deaccession: A Case Study with the Mark Ellingson Collection

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THE ROCHESTER INSTITUTE OF TECHNOLOGY

COLLEGE OF LIBERAL ARTS

Appraisal and Deaccession: A Case Study with the Mark Ellingson Collection

A THESIS SUBMITTED
IN PARTIAL FULFILLMENT OF THE
BACHELOR OF SCIENCE DEGREE
IN MUSEUM STUDIES

PERFORMING ARTS & VISUAL CULTURE DEPARTMENT

BY

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Abstract

The job of an archive is to collect and preserve primary source material that is consistent with its mission and to make sure that it is accessible to the public. It is the work of the archivist to choose what is useful to collect and preserve. Archivists also have to consider the preservation needs of all items that make it into the collection. They also have to review the collection for items that do not conform to the mission and therefore must be deaccessioned. My thesis involves applying the best practices of appraisal and deaccession to the Mark Ellingson Collection, a collection of documents and objects owned by former RIT president Mark Ellingson, in the RIT Archives Collections. I will create and begin to apply a tool for use in the appraisal of the Mark Ellingson Collection that will start the compilation of a list of suggestions for the deaccession of items that do not fit in the collection. This tool will be used to identify which items in the collection belong in the archive and which should be deaccessioned, as many materials in the collection do not fall under the RIT Archive Collections' mission.

I) Introduction

Archives exist as a result of the rise of literacy. As literacy rose, society's methods for saving memory changed significantly. Rather than having to remember everything and pass it on to future generations orally, people found that they could make use of written documents to be more accurate in their memory. They could write down information to help recall it later without having to actually remember it themselves. As the number of literate people within society rose, so did the number of records that were created, but as their numbers rose the quality of the records fell.¹ This high volume of lower quality records has only gotten worse as literacy has grown and spread, so that one of the foremost jobs of the archivist is the selection of records of value for their institution to save and preserve for future generations.

It is the job of an archive to save records of value but how is that decision made? The goal of the archive is to save records of enduring value related to their mission, which should change as the needs of the institution change.² Therefore each archive's collections management policy should be based on their mission statement, and a change in the latter affects the former.

Archives also need to be consistently maintained through best practices in the process of collections management. This process includes the appraisal of and preservation objects within the collection, but it also includes the deaccession of objects that do not fit the institution's mission to help prevent the institution from wasting resources on documents that may not be useful to the archive or fit their mission.

¹ James M. O'Toole and Richard J. Cox. *Understanding Archives & Manuscripts*, (Chicago, Illinois: Society of American Archivists, 2006), 3-8.

² Jennifer A Marshall "Toward Common Content: An Analysis of Online College and University Collecting Policies," *The American Archivist* 65, no. 2 (2002): 232-233.

II) Literature Review: Appraisal and Deaccession Theories and Best Practices

The mission and collections management policy of an institution are what guide the decision making process of the archivist in the process of appraisal. Appraisal is the process an archivist goes through to determine the significance of documents and items in their holdings. The appraisal of archival holdings is also what archivists use to guide the process of selection, deciding which of their documents are important enough to save and which ones may not be useful enough to collect and preserve. There is no true consensus across the archival field on which methods are the best to use when making these decisions, but there are several recognized models for appraisal and selection which have been developed throughout the history of archival literature.

According to Terry Eastwood and Heather MacNeil, one of the earliest models for appraisal and selection were created by Hilary Jenkinson and published in his *Manual of Archive Administration* in 1922. To Jenkinson, the act of assigning value to records was considered solely the prerogative of the record's creator, and the archivist was to take no part in this process. Jenkinson believed that the archivist's job was to, "hand on the documents as nearly as possible in the state in which he received them, without adding or taking away, physically or morally, anything: to preserve unviolated without the possibility of a suspicion of violation, every element in them, every quality they possessed when they came to him."³ Therefore, to Jenkinson, the archivist's duty is not to appraise, select, assign value to documents, or do many other things that are currently considered best practices within the archival field. To him the archivist's only job is to maintain their holdings so that items are exactly the same as when they entered the collection.

³ Terry Eastwood and Heather MacNeil, *Currents of Archival Thinking*, Santa Barbara, California: Libraries Unlimited, 2010, 51.

According to Terry Eastwood and Heather MacNeil, another approach to appraisal and selection in the archival field was developed by T.R. Schellenberg in his 1956 manual on archival principals and techniques. Schellenberg's model is based upon what he calls primary and secondary value. The primary value, also called the evidential value, of records, "reflect[s] the importance and uses of records for creating agencies, including administrative, legal, and fiscal considerations."⁴ The secondary value, also called the informational value of a record, in this model is based on the information contained within the records rather than their creators.⁵ This type of value takes into account a multitude of different users, such as historians, genealogists, and the subjects of said records, and significance is derived from the record itself rather than the record's creators.⁶ This was a major deviation from the other major theories and ideas surrounding the value of archival records at the time, especially compared to the hands-off model created by Jenkinson.⁷ Though Schellenger's exact model is generally not used today within the archival field, it highlighted and informed the archival field of important information about records that the archivist should still consider today. Schellenger's perspective has also helped inform me and my project about the different types of value that should be considered when evaluating records and the different views which need to be considered when contemplating deaccession. His model has also helped pave the way for others in the field to follow and refine his concepts, which has helped lead to current ideas and practices within the field.

Another man who sparked major changes in the archival field was F. Gerald Ham, Wisconsin State Archivist and Head of the Division of Archives and Manuscripts of the State Historical

⁴ Randall C. Jimerson, "Deciding What to Save," *International Digital Library Perspectives* 19, no. 4 (2003): 139.

⁵ Jimerson, "Deciding What to Save," 136.

⁶ Eastwood and MacNeil, *Currents of Archival Thinking*, 51.

⁷ Eastwood and MacNeil, *Currents of Archival Thinking*, 51.

Society of Wisconsin, which has since changed its name.⁸ His 1974 SAA Presidential Address began a pattern where Ham, “opened up new themes about the nature of records and the role of the archivist in society.”⁹ He was one of the first archivists to believe that reappraisal was a good way to strengthen and refine archival holdings as well as providing a way to correct past selection errors or flawed appraisal decisions.¹⁰ He also helped the archival field realize that they needed to rectify the fact that archives were over representing certain topics, such as some research interests, which may have barred the way for other more useful, unique documents to make their way into various collections across the country. Finally, he was one of the earliest archivists to feel that archives could be a forum for, and have a role in, social action; he desired to bring representation of groups that did not have a voice in society into the space of the archival collection.¹¹ Ham’s work and principals have affected my project by forcing me to consider which groups are represented in the archive by the documents I am suggesting for deaccession. His ideas also tell me that excess copies of documents should be removed if possible, so while going through the Mark Ellingson Collection archival holdings I have to make sure to highlight the excess copies of documents in my tool to suggest them for deaccession.

Finally, the most recent shift in focus that the archival field has experienced is the shift toward postmodern relativism which is seen in the work of Schwartz and Cook. This approach rests on the belief that archives are a social construct and therefore are inherently biased because no human or construct built by humans can be truly unbiased. Therefore no archivist can take a truly unbiased viewpoint when managing their collections and records, and because the decisions of the archivist cannot be unbiased, the archive itself cannot help but represent the biases of its

⁸ Eastwood and MacNeil, *Currents of Archival Thinking*, 52.

⁹ Eastwood and MacNeil, *Currents of Archival Thinking*, 52.

¹⁰ Jimerson, “Deciding What to Save,” 136.

¹¹ Eastwood and MacNeil, *Currents of Archival Thinking*, 52.

archivists. Archives shape our memory of the past as they are the repository of historical documents, and as Joan M. Schwartz and Terry Cook wrote, archives, are and historically have been, “about power – about maintaining power, about the power of the present to control what is, and will be, known about the past, about the power of remembering over forgetting.”¹² To the archivist who believes in the views of postmodern relativism, archives are one of the front lines of memory. Archives control society through their collections of artifacts and records of the past and they can have a profound control over society’s memory, especially the way that society remembers the “winners and losers of history.”¹³

Another issue facing archives that Schwartz and Cook feel the archival field needs to address is the fact that historically archivists have felt that they are unbiased observers, and therefore archivists do not tend to acknowledge the power that they have over the memory of our society’s history. Schwartz and Cook wrote that archives, “are not passive storehouses of old stuff but active sites where social power is negotiated, contested, and confirmed.”¹⁴ Therefore the archivist who believes in postmodern relativism believes that a major goal of an archive is to represent not just the voices of the powerful, as has often happened throughout human history, but to reflect a multitude of voices throughout society by saving documents whose interpretations are not fixed or static, but instead whose interpretations change as the society and values around them do.¹⁵ Therefore it is important for the archivist to use a “vigorous exercise of reason” when selecting whose story to save in their archive. Archivists make many important decisions about what records to collect and save and when they choose one set of records, or telling of history, it is

¹² Joan M. Schwartz and Terry Cook, “Archives, Records, and Power: The Making of Modern Memory,” *Archival Science* 2, no. 1–2 (2002): 3.

¹³ Schwartz and Cook, “Archives, Records, and Power: The Making of Modern Memory,” 4.

¹⁴ Terry Cook and Joan M. Schwartz, “Archives, Records, and Power: From (Postmodern) Theory to (Archival) Performance,” *Archival Science* 2, no. 3 (2002): 171–85.

¹⁵ O’Toole and Cox, *Understanding Archives and Manuscripts*, 134-135.

important for the archivist to understand that other versions of the same story exist and may not enter the archival records because the archivist instead chose to preserve a different version of said story. There are many more records than any archive or group of archives could ever hope to preserve for future use, so archivists must make the best possible decisions they can to ensure the continued relevance of their collections. Throughout this process the archivist also needs to be able to acknowledge biases that may affect the way that they handle, care for, and appraise their holdings.¹⁶

The postmodern archivist feels that archives need to be transparent and open to questioning and archivists need to be willing to question the work that they do and commit themselves to accountability and self-reflection within the sphere of their work.¹⁷ This means that archivists need to consider all of the previously mentioned ideas and problems associated with postmodern relativism, problems associated with context, biases, representation, and the power archives hold over society. Archivists ascribing to this ideal must also be willing to both question themselves and accept others' questioning as well, something that would never have occurred during the era where people considered the information in archival holdings to be the one and only truth. This shift will bring many changes to archive but the biggest one we see today is the need for the archivist to explain why they chose to save one thing over the other and for them to document their reasons why they made the decision they did. This explanation should show the methodologies used to come to the decision, the criteria used to make the decision, and the concepts of value and significance that steered the decision.¹⁸ This information about postmodern relativism has played a large role in shaping the tool that I have been using to assess the objects

¹⁶ Schwartz and Cook, "Archives, Records, and Power: The Making of Modern Memory," 18.

¹⁷ Cook and Schwartz, "Archives, Records, and Power: From (Postmodern) Theory to (Archival) Performance," 182.

¹⁸ Cook and Schwartz, "Archives, Records, and Power: From (Postmodern) Theory to (Archival) Performance," 183.

within the Mark Ellingson Collection. I have used these theories to help add criteria to the tool that need to be considered when making decisions regarding the potential deaccession of items from the collection.

The current problems facing the archive today have to do with the fact that many archives have refused to make this switch from old enlightenment ideals based in truth and fact to newer postmodern ideals of subjectivity, transparency, and context.¹⁹ Archives keep trying to be an objective science when in fact they attempt to apply objective ideals to the documents created by humanity, which are inherently imperfect and biased, written with some agenda in mind. To attempt to impose objective order on such things is an impossibility that has already been acknowledged by other fields dealing with human issues, such as psychology and sociology. In fact, even the fields of physical science, which have the closest claim to objectivity within the sciences, have stopped believing in the true objectivity of their field. They understand that,

For any science, its choices of projects, methods, and practitioners, its educational criteria, its standards of acceptance, and reasons for exclusion and failure, all reflect current needs and interests, and deeper social, gender, linguistic, ideological, political, economic, and emotional patterns and power struggles.²⁰

Like these fields, the archival field needs to accept this reasoning and realize that without following these new ideals and practices the archive is going to become out-of-touch with the society that they are supposed to represent.

III) Mark Ellingson's Relationship to RIT

I will not have the chance to relate the whole of the history of Mark Ellingson at RIT, as his presidency was a long one marked with many major changes to the Institute and society around it. However I intend to give a brief overview of some of the most important decisions that

¹⁹ Cook and Schwartz, "Archives, Records, and Power: The Making of Modern Memory," 9-10.

²⁰ Terry Cook, "Archival Science and Postmodernism: New Formulations for Old Concepts," 15

Ellingson made while president that illustrate what kind of president he was throughout his considerable term. Mark Ellingson succeeded John Randall as president of RIT, then called the Rochester Athenaeum and Mechanics Institute (RAMI), and held that position from 1936 to 1969.²¹ However, before he was the university president he was one of the professors at the Institution. In fact, as a new economics professor at the Mechanics Institute in 1927, he established and began coaching the Institution's wrestling team.²² The ten years he spent as a teacher primed him for the presidency. Not only did he serve as the wrestling team coach, but he also served as the first supervisor for the photo-technology department, the supervisor for the retailing department, and served as chairman of the Curriculum Committee, later renamed the Educational Research Committee.²³ All of these positions show how active he was on campus, something he continued throughout his presidency. Most importantly was his work as chairman of the Curriculum Committee, as he was arranging meetings with the department heads and faculty committees across campus, sat in on these meetings, and followed up on those meetings to monitor any progress associated with these meetings. This allowed him to become familiar with and get to know the faculty and staff of the Institution long before he became president.²⁴ Therefore, when Randall, his predecessor, was forced to resign from the position due to personal issues, Ellingson was quickly able to take his place and act as an effective leader of the Institution. However, the Randall family remained very close to Mark Ellingson throughout his life as his wife, Marcia Ellingson, was the daughter of John Randall.

Mark Ellingson's presidency was twenty three years long and throughout that time the Institute faced many different challenges and changes. One of the earliest changes that he

²¹ Dane R. Gordon, *Rochester Institute of Technology: Industrial Development and Educational Innovation in an American City, 1829-2006* (Rochester, New York: RIT Press, 2007), 171.

²² Gordon, 159.

²³ Gordon, 171.

²⁴ Gordon, 171.

brought to the institution was fundraising. Ellingson loved to fundraise and this led to a huge, positive change to the institution financially. During Randall's ten year presidency, 1926 to 1936, there was not a single year without a deficit; in contrast, during all but the last two years of Ellingson's presidency there was not a single year without surplus.²⁵ He was also the first university president who recognized the need to tap into resources in industry for fundraising and he invented the "training contract" which allowed corporate funds from a company to be given annually and allowed that company to charge this expense as a business expense, rather than a gift. This allowed companies to, "give corporate funds to educational institutions without the risk of being challenged by either stockholders or the Internal Revenue Service."²⁶ In the 30 years of Ellingson's presidency the endowment rose by 19.3 million dollars, from 1.5 million dollars in 1937 to 20.3 million dollars in 1967.

Financial changes aside, there were many more changes that occurred on RIT's campus throughout Ellingson's presidency. Many additions were made to the curricula and activities of the institute – one of Ellingson's first acts as the new president was the addition of the Empire School of Printing in 1937. As a small school operating above a grocery store this addition did not look appealing to most institutions. Despite the hesitancy of other schools, including Cornell University, Ellingson and the Institute had no qualms with taking on such a venture as its goal at the time was to challenge and break academic norms; this addition became a considerable asset to both RIT and the printing community as one of the few formal training programs in printing.²⁷ His presidency also saw to the establishment of the Graphic Arts Research Center in 1951, as Ellingson felt that more research needed to be done in this field.²⁸ Similarly in the late 1940's

²⁵ Gordon, 171-172.

²⁶ Gordon, 172.

²⁷ Gordon, 172-173.

²⁸ Gordon, 199-200.

Ellingson had heard about a craft school, The School of American Crafts, that had not been able to find a good fit in any of the institutions it had attempted to associate with. By 1950 arrangements were made to have it move to RIT.²⁹

Mark Ellingson is known for everything already mentioned but he is best known for three events, especially among museum studies students and faculty who work directly with the primary source materials in the archives on campus. During his presidency the university changed its name and moved to a new campus. The change in name from the Rochester Athenaeum and Mechanics Institute was proposed by a postwar planning committee shortly before the end of World War II and the Institute's name was changed before the end of the war to very little notice or fanfare.³⁰ In contrast, people throughout the Rochester community paid rapt attention to RIT when it made the decision to move from downtown Rochester to a new campus in the nearby town/suburb of Henrietta. This decision was due to the State of New York's decision to build a new road, the inner loop, in Rochester using funds acquired as a result of the Federal Aid Highway Act of 1956. This necessitated the demolition of the Institute's Eastman building. The State Department of Public Works informed RIT of the decision in 1959 and provided no route for the RIT to appeal the decision.³¹ After two years of deliberation the Board of Trustees decided to move to a new location in Henrietta on November 20, 1961.³² In 1968 the new campus was completed and the institution moved into its new home.³³ Finally, Ellingson played a large role in bringing the National Technical Institute of the Deaf (NTID) to RIT in 1966. RIT was chosen to be the site of NTID because of its focus on experiential, technical education and its preexisting connections to the Rochester School for the Deaf.

²⁹ Gordon, 201.

³⁰ Gordon, 187-188.

³¹ Gordon, 220-221.

³² Gordon, 229.

³³ Gordon, 251.

IV) The Mark Ellingson Collection and Project Introduction

The Mark Ellingson Collection is a large collection held by the RIT Archives Collections. The collection contains 39 boxes of documents and artifacts associated with Mark Ellingson, a former Rochester Institute of Technology (RIT) president, and his wife Marcia Ellingson who was an active member of both the RIT and Rochester communities. The collection also contains 32 boxed scrapbooks, 9 miscellaneous and loose albums/notebooks, 8 plaques, 20 framed certificates or awards, 5 oversized framed items including drawings and prints/photographs, and 1 academic cap and gown.

The Ellingson Collection was donated years ago but, because of the small staff and other constraints they have not had the chance to create a detailed description of the objects within the collection. When first faced with the collection I was armed with the only document that the archives had managed to compile about this large collection, which was a very general overview of the highlights of the contents of the boxes of the collection. However this general overview was enough to highlight to the archivist of the RIT Archives Collections, Becky Simmons, that there were many items within the collection that did not belong in a university archive. This particular collection exhibits the same problem that many archive collections face when entering an archive, they are eclectic mixes of items that do not necessarily belong together. This type of collection can feel as though someone cleaned out their attic and, because some of the materials related to the archive and its mission, they just decided to donate the whole batch of items rather than comb through the records themselves before donation.

Becky made it very clear to me when first considering this project that many of the items in the collection did not belong in the archives and expressed a desire to for me to sort through the

boxes for items that should be deaccessioned. She stressed that she wanted to try to identify family and family-history related items that the Ellingsons' heirs, the aged donors of the collection, may want returned to keep for their own families. However it later became clear that, given time constraints, I would not have the chance to finish combing through each item of such a large collection. Instead it was decided that I would create a tool to apply to the Ellingson Collection to suggest to the archivist which items belong in the archives and which to deaccession.

This tool attempts to create a framework to help me, and others who will work on this project, create a record of the items in the Ellingson collection, and to develop criteria for the collection that will help in the appraisal of these objects. The major criteria established by the archivist was whether the documents pertain to Mark's activities at RIT as president and his post-RIT community work, as well as Marcia's work and activities related to her community work and her interactions with RIT throughout her life. Documents that do not fit these criteria, and those containing personal information of the Ellingsons, such as records of social security numbers which are considered unethical to keep within a public archive, are the major candidates for deaccession.

The criteria used within my tool to appraise the documents within the collection are, first and foremost, directly based on of the mission of the RIT Archive Collections, which is, "...to acquire, preserve and make accessible a wide range of materials related to the administration, academic programs, people and the social and cultural life of the university."³⁴

³⁴ As stated on the RIT Archive Collection's "about" webpage

V) Creating the Appraisal Tool

In order to make suggestions to the archivist about which items should and should not be deaccessioned, the first thing that I had to do was to appraise objects from the collection, but first I had to create a method of appraising these objects to judge whether or not they fit the mission of the collection, as well as comparing the documents within the collection to each other to determine their usefulness/relevance to the archive. In order to do this I first had to create a system of classification to help differentiate the many similar, and often overlapping, categories of objects that I was working with from the collection.

To do this I first looked at who and what are most important to this collection. The most important three categories of documents to consider are the ones related to RIT as well as documents that pertain to Mark and Marcia Ellingson and their life. In the case of Mark I emphasized original writings and work by him that seem useful to the collection. I also felt that, though the collection is focused on the history of RIT itself, the documents within the Mark Ellingson Collection also record many facets of Mark's diverse community work and involvement in the Rochester community. Also, as his presidency began when RIT was still located at the old downtown campus, I felt that the connection to the Rochester community that these documents establish was important to the history of RIT.

Within this collection Marcia Ellingson also has to be considered, as many of the documents relate to her. The most relevant documents she created and collected were related to the community work that she participated in. Becky Simmons had emphasized the importance and relevance of preserving documents from this collection related to her community work.

The first thing I tried to do to accomplish this project was to record what was in each of the boxes through writing down what I found on physical paper, but by the end of box one I learned that was a mistake. When I later returned to my notes I realized that I had no clue as to what I was referring to so I scrapped that methodology and turned to creating charts within Microsoft Excel to help record all of the information I needed in a much easier to use and read manner (See Tables 1, 2, and 3).

While reconsidering my approach I also realized that I needed to have a more concrete system of classification of objects. To do this I scoured the university archives' online repository of finding aids for collections related to Mark Ellingson and his time at RIT, and used those to help me develop my own system of classification. I used bubble charts to help emphasize the relationship between the objects that I was classifying. I quickly found that I could not keep my classification system to one simple bubble chart, so I created four different charts to focus on documents that are related to Mark Ellingson, to Marcia Ellingson, to both of the Ellingsons, and to those that are RIT related but not related to either of the Ellingsons (See Figure 2). I also created a final category called "Unrelated Documents/Objects" to act as a catch-all for anything else in the boxes that was unrelated to the collection.

During this process I also attempted to create a system of numbering the documents based on their usefulness and relation to the parameters that had been set out for me. For example, a document related only to Mark Ellingson would receive a one, but a document related to Mark and RIT would receive a two, and a document related to Mark Ellingson, Marcia Ellingson, and RIT would receive a three. However I quickly found that type of system would be almost impossible to apply to such a diverse collection with as this. By working with the collection I found that most of the objects fell under only one or two of my parameters making it almost

impossible to create a numbering system that would clearly distinguish the values of each item. Therefore, to judge the appropriateness of objects in the collection, the person working with the collection will not be able to successfully apply this tool without some understanding of archival practices in general, the RIT Archive Collection's mission, Mark Ellingson's presidency, and the parameters set out by the RIT archivist Becky Simmons in terms of what is important to save.

The finalized tool I eventually used to begin appraising the documents within the boxes of the Mark Ellingson Collection utilized six parameters in order to identify and assess the documents. In terms of identification, in line with the RIT Archives Collection's normal policy of identifying documents, I identify first which box and folder the document is contained within. Then, in order to help point out which specific document I am referring to I record either the document's title or, failing the document having a title, I record the first few words of written text within a document. Also, if the object is not a text document, such as a photograph without a title, I would record it by describing the object.

The final three categories are where I actually appraise the objects and documents within the collection. The fourth box of this table is where I record the category within the bubble chart that I had created that the object falls under (See Figure 2). To more deeply explain these categories I also created a document that explains what each different classification means to future appraisers who use my tool (See Figure 3). This system of classification can be used in order to help those that are applying the tool appraise the collection by forcing whoever is working with this tool to think about which important emphasis of the collection each object or document falls under, such as if a document is about Marcia Ellingson's Community work or Mark Ellingson's RIT presidency. Conversely, forcing those who use the tool to categorize the objects is also very

helpful in terms of identifying any unrelated documents or objects with little connection to these important categories.

The next, or fifth, category of my tool is whether or not the person filling out the tool feels that the object belongs within the collection. This is where the person applying the tool expresses their ideas opinions by deciding whether or not to keep the item. Later Becky also emphasized to me that this section was too black and white if it forced the person filling out the tool to choose only between if the archive should or should not keep the document. In order to properly appraise the documents, it was important to add a grey-area option where the person filling out the tool can admit when appraising a document that even though there is not anything of obvious importance in that document from their perspective, it may contain other important implications about Mark and Marcia Ellingson or the people that they interacted with that should not be lost to the archive. There was a particular example regarding a document titled “Walter Clark’s Birthday” that I had originally suggested for deaccession that Becky later highlighted, showing me that though the document did not obviously pertain to the Ellingsons or RIT, Walter Clark was an important person in the Rochester community and if I had that context when originally examining the document I would have made a different decision. Also, when considering what to enter within this category each person using my tool may have slightly different approaches or ideas about what is important to the collection, and to that end I have the appraiser think about their assessment through my next category.

The sixth category of my tool is the most important in my opinion because it asks the person appraiser why they decided that the object was useful enough to save or why they felt it should be removed from the collection. This category is so important to my tool because it forces the appraiser to really think about their decision in the previous category of the tool. In fact, I often

found myself filling out this category first when I was considering the value of a document before truly deciding if the object fulfilled the needs of the collection or not within the previous category. This category gives the archivist access to the reasoning used by the appraiser when they evaluated the document within the collection, allowing the archivist a chance to correct any decisions they may feel is an error in the appraisal of a document in relation to the collection.

Finally, in line with the RIT Archive Collection's archivist Becky Simmons's wishes, I also added a seventh category that would not be seen if I was creating the tool for appraising another collection. That category states whether or not the object should be considered for both deaccession and the eventual return to the Ellingson family. This particular parameter exists because throughout this collection there are many objects and documents that are of little to no interest to the RIT Archive Collection's mission but seem like they would be valuable family heirlooms. These documents and objects include family photographs, wedding photographs, wedding and funeral announcements, many booklets and other types of documents detailing a long record of the Ellingson family's geneology, and many examples of personal correspondence between family members recording family events unrelated to the mission of the archive. Therefore we feel that these objects and documents belong with the family and that, if the aging donor can be contacted, they should be returned.

VI) Application of Theory

The tool that I have created to appraise the Mark Ellingson Collection pulls from several of the theories mentioned earlier within my literature review. T.R. Schellenberg's model is the earliest that I have pulled ideas from, specifically his idea of the secondary value, or

informational value, of records. Specifically, I have used his ideas that meaning can be drawn from the contents of a record by not suggesting certain documents in the collection for deaccession, especially those related to Mark and Marcia Ellingson's community work, because I feel that although these records do not strictly conform to the institution's mission statement, the information contained within them can tell researchers a lot about who the Ellingsons were and what kind of local culture and society existed within their time period.³⁵

Throughout the course of my project I have also applied the theories of Gerald F. Ham to my work. In particular I have utilized his ideas that reappraisal and deaccession can be used to help refine the collection and correct past selection errors as an overarching theme to my project.³⁶ The ideals about appraisal that he presented also frowned upon extra copies of works throughout collections, which is an ideal I have also used to help with my understanding and implementation of my project.³⁷ Specifically this portion of Ham's theory informed my suggestion to remove excess copies of records that are duplicated in the collection, and the suggestion to keep only one or a few copies, dependent upon their condition or if they contain original information such as a handwritten note. This is shown by my continued suggestion to remove excess copies of the document titled "The Chemical Nature of Women" from folder one of box 2 of the collection (See Table 2). Ham's work has also helped me become more likely to emphasize preserving the records of groups that may be under represented within the sphere of archives, such as records of the actions of women in this era, who have historically been an underrepresented group within the archival record compared to the representation of men.³⁸ This is most notably shown through my recommendation to keep and continue preservation of records associated with Marcia

³⁵ Eastwood and MacNeil, *Currents of Archival Thinking*, 51.

³⁶ Jimerson, "Deciding What to Save," 136.

³⁷ Eastwood and MacNeil, *Currents of Archival Thinking*, 52.

³⁸ Eastwood and MacNeil, *Currents of Archival Thinking*, 52.

Ellingson's community work, especially through documents that refer to her memberships to various socially minded groups of the era such as the American Association of University Women and the League of Women Voters.³⁹

The final theory that played a huge role in the conceptualization and actualization of my project is the theory of postmodern relativism as it is portrayed by Schwartz and Cook. The largest example of this throughout my project is the inclusion of the section of my appraisal chart that asks for the reasons that the appraiser made any decision of whether or not to keep a document. This section requires the person working with the tool to think about why they are making the decision that they are and thus are forced to become accountable for their decision.⁴⁰ I have also tried to consider the concepts of subjectivity and inclusion associated with postmodern relativism as well, most pointedly by not considering many of the documents within the collection associated with the Ellingson's community work, particularly Marcia's, for deaccession. These documents can be used to represent the groups that the Ellingsons were associated with that can be used to help represent a group that may be underrepresented throughout the archival field.⁴¹ This is particularly true concerning documents related to Marcia's community work because, though this information does not strictly fall under the parameters of the collection's mission statement, they could be used to help historians study local history or serve some other, function for future research.

³⁹ Mark Ellingson and Marcia Ellingson. The Mark Ellingson Collection. RIT Archives Collections, Rochester, NY.

⁴⁰ Cook and Schwartz, "Archives, Records, and Power: From (Postmodern) Theory to (Archival) Performance," 182.

⁴¹ O'Toole and Cox, *Understanding Archives and Manuscripts*, 134-135.

VII) Conclusion

Throughout the Mark Ellingson Collection there are many types of documents and, though a few of the documents relate to RIT, most of the documents within the collection focus on Mark Ellingson's presidency as well as Mark and Marcia Ellingson's community work, social, and family life. The RIT archivist Becky Simmons wanted me to create, and begin the application of, a tool to appraise the objects from the collection to identify the documents and objects that do not fit the collection's mission, as well as pointing out those that the family may be interested in reclaiming for their own purposes. To this end I felt that any documents relating to genealogy, family and wedding photographs, and family related correspondence that had little or no relation to the Ellingsons should be deaccessioned in the interest of returning them to the family. However I felt that because Mark was the president of RIT and Marcia was his wife and the daughter of the previous RIT president, that most documents related to their community work and many documents related to their social connections within the Rochester community are important for understanding the leaders of RIT, which is a part of the mission of the collection. This is especially true as Mark led the institution throughout such a tumultuous time in RIT history marked with many radical changes.

The Mark Ellingson Collection within the RIT Archives Collections is a large, complex collection covering a variety of topics, but is also littered with documents that do not fit the mission of the archive. Because of this the collection needs to be reappraised document by document to determine which should be retained and which should be deaccessioned. The goal of this project was to create a tool to help reappraise objects within this collection based on theories developed by archival theorists and consistent with best practices of archival appraisal.

VIII) Tables

Table 1. Table contains information about documents' location and content from box 1 and suggestions of which documents should be considered for deaccession from the Mark Ellingson Collection, RIT Archive Collections, RIT Archives, The Wallace Center, Rochester Institute of Technology.

Box	Folder	Item and Description	Item Category	Keep or Not? (Or Grey Area)	Why?	Should object be considered for return to the donor family?
1	1 - Affiliate Artists Inc.	Empty Envelope addressed to Cynthia S. Martin	Unrelated Objects/Documents	no	an empty envelope doesn't belong in the collection	N/A
1	1	Obituary of Basil Brever -	Unrelated	no	no obvious	N/A

		related to Cynthia S. Maxim	Objects/Documents		relation to the Ellingsons or RIT	
1	1	Obituary of Juliet (Brever) Maxim - Daughter of Basil Brever	Unrelated Objects/Documents	no	no obvious relation to the Ellingsons or RIT	N/A
1	1	Affiliate Artists Inc. Annual report 1976 addressed to Marcia	Marcia Ellingson	no	no relation to RIT and little relation to Marcia	N/A
1	1	Church memorial service plan for Juliet B. Maxim (Nov. 8)	Unrelated Objects/Documents	no	no obvious relation to the Ellingsons or RIT	N/A
1	1	memorial service (Nov 11,	Unrelated	no	no obvious	N/A

		1975) address speech	Objects/Documents		relation to the Ellingsons or RIT	
1	1	A letter from "Debbie" who Marcia was trying to help career-wise	Mark and Marcia - Community Work	yes	shows that Marcia valued helping others	N/A
1	1	A picture of a woman	Unrelated Objects/Documents	no	no obvious relation to the Ellingsons or RIT	N/A
1	1	a letter to Mark and Marcia from Cynthia Brewster	Mark and Marcia - Personal Correspondence	yes	can tell us something about the Ellingsons	N/A
1	2 - Labeled Jon E. Ellingson	Orange folder containing 1 sheet of paper about the London	Unrelated Objects/Documents	no	no obvious relation to the	N/A

		English Speaking Union			Ellingsons or RIT	
1	3 - First Presbyterian Church	Small sheet about being a "true christian" signed by Marcia Ellingson	Marcia Ellingson - Personal Papers	yes	shows that Marcia highly valued christianity	N/A
1	3	Presumably a church sermon or speech from Sunday, May 6, 1967	Unrelated Objects/Documents	no	no obvious relation to the Ellingsons or RIT	N/A
1	4 - Genesee Figure Skating Club (GFSC) Summer Skating Academy	Genesee Figure Skating Club "Around the World on Ice" Nov. 21-23, 1980 in the Frank Ritter Memorial Ice Arena	Marcia Ellingson - Community Work	yes	Marcia is one of the club's founders	N/A
1	4	"Around the States on Ice"	Mark and Marcia -	yes	Mark and	N/A

			Community Work		Marcia Listed as Patrons	
1	4	"A Skating Spectacular High Spirits - '76"	Mark and Marcia - Community Work	yes	Supported by the Women's Council, club office in Ritter Arena, Mark and Marcia listed as patrons	N/A
1	4	Magazine w/ Genesee Figure Skating Club on cover and article on pages 7-13	Mark and Marcia - Community Work	yes	talks about the club that Marcia helped found that both of the Ellingsons are	N/A

					patrons of	
1	4	small sheet talking about the creation of the Genesee Figure Skating Club Summer Skating Liaison Committee establishment and appointments	Marcia Ellingson - Community Work	yes	Marcia was part of this committee	N/A
1	4	a summary of the first Genesee Figure Skating Club Summer Skating Liason Meeting with tentative schedule	Marcia Ellingson - Community Work	yes	Marcia was part of this committee	N/A
1	4	a paper about production/business committees for Broadway on Ice Show + on back Genesee Figure Skating	Marcia Ellingson - Community Work	yes	it is RIT related because the Genessee Figure Skating	N/A

		Club officers and commiter chairment 1978-79			Club exists on campus	
1	5 - International Museum of Photography, George Eastman House	paper listing Mark+Marcia as part of an invitation committee	Mark and Marcia - Community Work	yes	shows that Mark and Marcia were connected to the Eastman House	N/A
1	5	List of GeH board of trustees	Mark Ellingson - Community Work	yes	Ellingson listed as trustee emeritus, shows how he was involved with the Eastman House	N/A

1	5	Policy of the use of the Eastman House and its facilities	Mark Ellingson - Community Work	no	already have another document ascribing Mark within this role, another copy of this document is also most likely kept by the George Eastman Museum	N/A
1	5	George Eastman House Agenda	Unrelated Objects/Documents	no	unrelated to RIT and has little relation to	N/A

					the Ellingsons	
1	5	1982 festival of film artists committee meeting sheet	Unrelated Objects/Documents	no	unrelated to RIT and has little relation to the Ellingsons	N/A
1	5	2 copies of the GEH 1981 annual report	Unrelated Objects/Documents	no	unrelated to RIT and has little relation to the Ellingsons	N/A
1	5	within 1st copy of the annual report there are a few ticket applications for "Skate America '93" with info on how to sell the tickets but no other contexts and a handwritten sheet included	Unrelated Objects/Documents	no	contains little, if any, information that would be useful to the archive	N/A

1	not in a folder	League of Women Voters 1985 - 1986 Member Handbook for Rochester Metro Area	Marcia Ellingson - Community Work	yes	Marcia Listed as a member	N/A
1	6 - Inventory - 3940 - October 14,1975	inventory of items valued at over \$1,000 in President Emeritus' home - \$69,000 worth of things	Mark and Marcia - Personal Papers	no	doubles up on information from the second, full inventory so only need to keep that one	N/A
1	6	Inventory of all the items in the home - totals \$106,631	Mark and Marcia - Personal Papers	yes	shows the objects that were owned, and presumably valued, by the	N/A

					Ellingsons	
1	not in a folder	Related to the National Security Study Group	Marcia Ellingson - Community Work	yes	Marcia was a member	N/A
1	7 - League of Women Voters (LOWV)	small paper w/ handwriting	Marcia Ellingson - Community Work	yes	addressed to Marcia, shows that she had an interest in League of Women Voters issues	N/A
1	7	LOWV mamber handbook 1982-83	Marcia Ellingson - Community Work	yes	addressed to Marcia, shows that she had an interest in	N/A

					League of Women Voters issues	
1	7	LOWV membership handbook 1983-84	Marcia Ellingson - Community Work	yes	addressed to Marcia, shows that she had an interest in League of Women Voters issues	N/A
1	7	summer issue of voter 1982 convention booklet by LOWV - Volume 32 # 2	Marcia Ellingson - Community Work	yes	addressed to Marcia, shows that she had an interest in League of Women Voters	N/A

					issues	
1	7	summer issue of Voter vol. 32 # 2 by the LOWV	Marcia Ellingson - Community Work	yes	addressed to Marcia, shows that she had an interest in League of Women Voters issues	N/A
1	7	Summer issue of Voter vol. 33 #2 by the League of Women Voters	Marcia Ellingson - Community Work	yes	addressed to Marcia, shows that she had an interest in League of Women Voters	N/A

					issues	
1	7	NY Times article 6/23/83 talking about MX Missles and the cold war - associated with LOWV issues	Marcia Ellingson - Community Work	yes	object is associated with an issue that Marcia would have faced as a member of the LOWV, archive should keep the most pertinant copy of the MX missles newspaper	N/A

					articles and deaccession the rest	
1	7	6/22/83 Article about MX Missles - possibly a local publication	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinant article about the MX missile problem should be kept	N/A

1	7	6/22/83 news article about MX Missles by congressman Barber Conable labbeled "BP Poet"	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinent article about the MX missile problem should be kept	N/A
1	7	6/22/83 news article about MX missles from the newspaper Times-Union (A Rochester paper)	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinent article about the MX missile problem should be kept	N/A

1	7	6/22/83 MX missile associated article from the New York Times	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinent article about the MX missile problem should be kept	N/A
1	7	8/22/83 Democrat and Chronicle (Rochester Paper) article about the growing hunger problems and Nixon's cuts to food related programs	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinent article about the MX missile problem should be kept	N/A

1	7	6/22/83 article on MX missles from a local paper - labelled Rochester, NY but by a writer from the NY Times	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinent article about the MX missile problem should be kept	N/A
1	7	6/21/83 article covering a protest against nukes, from Times - Union paper in Rochester	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinent article about the MX missile problem should be kept	N/A

1	7	6/21/83 article on MX missles	Marcia Ellingson - Community Work	no	this would be a double, only the most pertinant article about the MX missile problem should be kept	N/A
1	7	League of Women's Voters 1983 annual meeting book	Marcia Ellingson - Community Work	yes	Shows some of the issues that the Leauge of Women's Voters was interested in while Marcia was a member	N/A

1	7	paperclipped index card w/ contact info for someone associated w/ National Committee to Study Nuclear Proliferation	Marcia Ellingson	no	little to no information about RIT and the Ellingsons	N/A
1	7	summer 1982 issue of Voter newspaper by the NYS LOWV - > "vol LIX no. 3 "	Marica Ellingson - Community Work	yes	addressed to Marcia, shows that she had an interest in League of Women's Voters issues	N/A
1	8 - Envelope Labelled "Nazareth College Commencement"	July 1984 Bulletin of the Rochester branch of the American Association of University Women	Marcia Ellingson - Community Work - Awards	yes	states that Marcia was awarded Honorary	N/A

					Doctor of Law Degree by Nazareth College	
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Table 2. Table contains information about documents' location and content from box 1 and suggestions of which documents should be considered for deaccession from the Mark Ellingson Collection, RIT Archive Collections, RIT Archives, The Wallace Center, Rochester Institute of Technology

Box	Folder	Item Description	Item Category	Keep or Not? (Or Grey Area)	Why?	Should object be considered for return to the donor family?

2	none	front page of June 5, 1904 New York Times	Unrelated Papers/Objects	grey area	no obvious relation to Ellingsons/RIT but it's so notable it may have been sometihng of import to the Ellingsons	N/A
2	1 - in envelope labelled "Karen Trueheart" and folder labelled "Radio Skits - Mark Ellingson, Personal"	Envelope Labelled "Social Security Documents" containing a social insurance retirement benefits award to Mark and a 1968 booklet "Rights and Responsibilities of Those Who Receive Social Security, Retirement, or Survivor Benefits"	Mark Ellingson - Personal Papers - Financial Information	no	personal financial and social securityinfo doesn't belong in a public archive	N/A

2	1	a booklet from 1974 titled "Your Medicare Handbook"	Mark Ellingson - Personal Papers - Financial Information	no	not important to the RIT archives, probably archived elsewhere	N/A
2	1	Mark Ellingson's Passport, issued 1955 containing International Certificates of Vaccination	Mark Ellingson - Personal Papers - Personal Information	no	little to no travel info, any other useful info in document could be found elsewhere, contains personal information	it is related to the Ellingson Family and we might want to offer this item to the family
2	1	Mark Ellingson's Passport, issued 1968	Mark Ellingson - Personal Papers - Personal Information	no	has little relation to important issues to the archive or RIT, contains personal information	it is related to the Ellingson Family and we might want to offer

						this item to the family
2	1	handwritten cursive note titled "Prologue" - written by Mark - I assume associated with Mark's role in the drama aspect of the 1949 Semi-Centennial Celebration	Mark Ellingson - Community Work - Events	yes	written by Mark	N/A
2	1	2 folded together sheets, one on plain and one on graph paper, w/ the one on plain labelled "Prologue" - I assume associated with the drama aspect of the 1949	Mark Ellingson - Community Work - Events	yes	shows Mark's interest and willingness to participate in the humanities	N/A

		Semi Centennial Celebration				
2	1	Handwritten "Semi Centennial Celebration 1899-1949" program, possibly a draft	Mark Ellingson - Community Work - Events	yes	it's a process work by Mark	N/A
2	1	"Semi-Centennial Celebration 1899-1949" Program for event January 15, 1949	Mark Ellingson - Community Work - Events	yes	full copy of draft and shows Mark as part of a drama production	N/A
2	1	"Walter Clark's Birthday" November 8, 1947 WHAM radio broadcast of Convocation exercises at the Rochester Museum to	Marcia Ellingson - Community Work	yes	only relevant info in document is that Marcia attended the event	N/A

		pay tribute to Dr. Walter Clark who was awarded the Rochester Civic Medal for an investigation into women				
2	1	"'Double Exposure' or How Planned Parenthood Succeeded too Well" - a play	Grey Area	yes	not associated with the collection but can tell us something about the Ellingsons	N/A
2	1	folded sheet labelled "Mark Ellingson from Charlie S." titled "Greetings From Santa Claus"	Mark Ellingson - Personal Papers - Correspondance	yes	shows Mark's sense of humor	N/A

2	1	Piece of writing titled "Some things that Mr. K. Saw" signed CTB w/ a note to Mark at the top	Mark Ellingson - Personal Papers - Correspondance	yes	related to Mark	N/A
2	1	Toast to Mortie 10/27/47 don't with the tune "Play Fiddle Play"	Grey Area	yes	I don't know the context and this may be related to Mark's personal life	N/A
2	1	a poem/piece title "D'Amanda D'Amanda D'Amanda"	Grey Area	yes	I don't know the context and this may be related to Mark's personal life	N/A
2	1	a second copy of "D'Amanda D'Amanda D'Amanda"	Grey Area	no	it's a double	N/A

2	1	Document Labelled "Booth Party Oct. 20" from 1954	Mark and Marcia - Community Work - Events	yes	shows that the Ellingsons were social people who threw parties	N/A
2	1	joke cartoon about Santa	Grey Area	yes	shows the Ellingson's sense of humor	N/A
2	1	WHAM broadcast transcript titled "Party for Miss Louise Kelly"	Grey Area	yes	I don't know the context and this may be more important than it seems at first	N/A
2	1	document titled "Chemical Nature of Women A Study by Douglas Spencer"	Mark Ellingson	yes	handwritten note about RIT by Mark on the article at the end	N/A

2	1	document titled "Review of Year of the Eigneur" 1958-59	Mark Ellingson - Community Work - Events	yes	written by Mark	N/A
2	1	a small sheet w/ beginning saying "III great record"	Mark Ellingson	yes	written by mark	N/A
2	1	typed letter signed "A Tired Businessman"	Grey Area	yes	not related to the collection but may give insight about the Ellingsons	N/A
2	1	document titled "Wedding Party Randall-Mahew" written by Mark with an attached, marked up copy of the "Chemical Nature of Women"	Mark Ellingson	yes	written by Mark	N/A

2	1	another copy of "Walter Clark's Birthday" November 8, 1947 WHAM radio broadcast	Marcia Ellingson - Community Work - Events	no	it's a double and we have a better copy	N/A
2	1	"Chemical Nature of Women"	Mark Ellingson	no	it's a double and we have a better copy	N/A
2	1	joke document titled "Government Regulation X75-463-57B-43R."	Grey Area	yes	It shows the Ellingson's sense of humor	N/A
2	1	"Chemical Nature of Women"	Mark Ellingson	no	it's a double	N/A
2	1	Document Titled "[Illegible] On the Day I was Born"	Mark Ellingson - RIT	yes	written by Mark	N/A
2	1	another copy of "Walter Clark's Birthday"	Marcia Ellingson - Community Work	no	it's a double and we have a better copy	N/A

		November 8, 1947 WHAM radio broadcast	- Events			
2	1	document that starts "Just you wait, you committee"	Mark Ellingson	yes	written by Mark	N/A
2	1	document that starts "One day you'll teachers" (related to previous document)	Mark Ellingson	yes	written by Mark	N/A
2	1	document that starts "The Contracts that bloom" most likely written by Mark	Mark Ellingson - RIT - Presidency - School of American Crafts	yes	mentions School of American Crafts and has Mark's Handwriting	N/A
2	1	document of math problems without context	Mark Ellingson	no	has no context/meaning	N/A
2	1	Document titled "Gleason Dinner" dated Nov. 25,	Mark Ellingson - community work	yes	could show Mark's process when	N/A

		1958			writing	
2	1	document beginning with "guest of honor went on..."	Mark Ellingson	yes	could show Mark's process when writing	N/A
2	1	A document titled "Ode to Retirement"	Grey Area	yes - keep one copy	could show the Ellingson's sense of humor	N/A
2	1	A document titled "Ode to Retirement"	Grey Area	no	it's a double	N/A
2	1	Phamphlet titled "Harrison Night at the Castle" on August 18, 1951	Mark and Marcia - Community Work - Events	yes	a community event that both Mark and Marcia worked on	N/A

2	1	1948 letter from the president of the Rochester Gas and Electric Company with attached documents associated with a dinner event held with the Rochester Chamber of Commerce where Mark presided as Master of Ceremonies	Mark Ellingson - Community Work - Correspondance	yes	refers to docuemnts earlier in the folder and provides context for them	N/A
2	1	document/poem written by Mark, begins "Once there was a Calif man"	Mark Ellingson - personal papers	yes	written by Mark	N/A
2	1	Typed document titled "Russell Party" March 6, 1948	Grey Area	yes	I don't have enough context, may be more related than	N/A

					content of document shows	
2	1	small card titled "Limitations"	Mark Ellingson - Personal Papers	no	little, nonsensical document with no context	N/A
2	1	Document titled "Broadcast" most likely written by Mark dated 1/6/1952	Mark Ellingson - Community Work	yes	it provides informatin about the Rochester Community work scene and Mark's part in it	N/A
2	1	4 copies of a poem titled "The Master Piece"	Unrelated Papers/Objects	no	no relation to RIT or Ellingsons	N/A
2	1	booklet titled "Then, August 18, 1939, And Now, August 18, 1951,	Unrelated Papers/Objects	no	no obvious relation to Ellingsons/RIT	N/A

		Guy and Ceil" with two photographs inside				
2	1	Doucment titled "The Great Hamien"(sp?) dated 1/18/1951, most likely written by Mark	Mark Ellingson - personal papers	yes	written by Mark	N/A
2	1	another copy of "Walter Clark's Birthday" November 8, 1947 WHAM radio broadcast	Marcia Ellingson - Community Work - Events	no	it's a double and we have a better copy	N/A
2	1	Document titled "1601 or Sociall Fireside Conversation in Ye Time of Ye Tudore" by Mark Twain	Grey Area	yes	could show the Ellingson's interests	N/A
2	1	Doucment that starts	Unrelated	no	no relation to the	N/A

		"Beautiful Brown Eyes"	Papers/Objects		Ellingsons/RIT	
2	1	Document titled "Biography & Reviews: Guy Fraser Garrison"	Unrelated Papers/Objects	no	no relation to the Ellingsons/RIT	N/A
2	1	Docuement titled "Jim Morgan - June 21, 1966"	Mark Ellingson	yes	Relates to one of the "Chemical Nature of Women" articles within this folder	N/A
2	1	Document titled "Chemical nature of Women A Study by James Morgan"	Mark Ellingson	Yes	related to the above document	N/A
2	1	document titled "Revised Gettysburg Address	Unrelated Papers/Objects	no	no relation to the Ellingsons/RIT	N/A
2	1	Document titled "Act III Oklahoma"	Unrelated Papers/Objects	no	no relation to the Ellingsons/RIT	N/A
2	1	Document titled	Unrelated	no	no relation to the	N/A

		"OKLAHOMA"	Papers/Objects		Ellingsons/RIT	
2	1	3 copies of the "Chemical Nature of Women"	Mark Ellingson	no	it's a double and we have a better copy	N/A

Table 3. Table contains information about documents' location and content from box 1 and suggestions of which documents should be considered for deaccession from the Mark Ellingson Collection, RIT Archive Collections, RIT Archives, The Wallace Center, Rochester Institute of Technology.

Box	Folder	Item Description	Item Category	Keep or Not? (Or Grey Area)	Why?	Should object be considered for return to the donor family?
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3	1 - Evelope titled "Randall Geneology	Papers associated with Randall Geneology	Mark and Marcia - family related	no	it is not RIT related and has little relation to Mark and Marcia	it is related to the Ellingson Family and we might want to offer this item to the family
3	none	3 photos of Alice Gertrude Cooke (Mrs John Arthur Randall)	Mark and Marcia - family related	no	it is not RIT related and has little relation to Mark and Marcia	it is related to the Ellingson Family and we might want to offer this item to the family
3	none	document detailing the weddings of Jean Elizabeth Randall to Guy Donald Smith as well as Mark Ellingson and Marcia Cooke Randall	Mark and Marcia - family related	no	it is not RIT related and, though it is related to Mark and Marcia, it is a document that is out of place in the archive	it is related to the Ellingson Family and we might want to offer this item to the family

3	2 - "Family Records: Polio - Mark & Marcia Blood Types; Form for Donation of Eyes after Death, etc."	Paper listing the blood types of Mark and Marcia	Unrelated Papers/Documents	no	this isn't useful information to the archive	N/A
3	2	"The American National Red Cross Volunteer Special Service Certificate" certifying that Marcia completed a course in Staff Assistance	Marcia - Community Work	yes	shows Marcia's engagement in the community	N/A
3	2	RIT News Release about the women's council's 25th	Marcia - RIT - Women's Council	yes	related to Marcia and RIT	N/A

		anneversary luncheon event and how they honored Marcia Ellingson				
3	2	Information about Marcia Ellingson including a list of the clubs she was a part of	Marcia Ellingson - Community Work	yes	shows Marcia's engagement in the community	N/A
3	2	7 copies of the Mayflower Compact	unrelated documents/objects	no	not related to RIT or the Ellingsons	N/A
3	2	9 copies of a document titled "Ellingson - Family Books"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give a copy to the family

3	3 - Mrs. O. Waine Ellingson	Last Will and Testament of Mrs. O. Waine Ellingson	Mark and Marcia - family related	no	not related to RIT or to Mark and Marcia	may want to give to the family
3	3	Newspaper clipping titled "Rites Held for O.W. Ellingson, Valley Rancher"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	3 - inside of envelope addressed to "Mrs. Mark Ellingson" (Marcia)	a letter from "Kathryne" concerning how to write to "Ernest" about the death of Wayne Ellingson with a second letter attached	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

3	3 - inside of envelope addressed to "Mrs. Mark Ellingson" (Marcia)	letter from "Dee," Wayne Ellingson's husband, to Mark and Marcia concerning family matter and Wayne's death	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	3	Letter from Wayne and Dorthea to Mark and Marcia Ellingson, as well as other family members	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	3	Newspaper clipping titled "Tribute Paid to Long-Time Scout Leader"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms	may want to give to the family

					of the collection's needs	
3	4 - "Mrs. Kathryn Sinnott & Harold Ellingson"	Phamphlet for event "The Dedication Of Harold V. Ellingson Aerospace Medicine Consultation Center" Thursday May 7, 1981, with enclosed newspaper clippings	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	4	second copy, this one black and white, of the previous phamphlet	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

3	4	newspaper article titled, "Factional Fight Tempers Texas' Greeting to JFK"	unrelated documents/objects	no	not related to the Ellingsons or RIT	N/A
3	4	Document titled, "Memorial Service: Dr. Harold V. Ellingson" on November 30, 1979	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	5 - titled "Mrs Guy D. Smith, Gail S. Mockett"	2 attached newspaper articles, "Mrs. Jean Smith Dies In Baltimore" from The Times-Union on July 25, 1968 and "Jean	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

		Smith Dies; Active in Church" from the Democrat in Chronicle on July 26, 1968				
3	5	"Kitched Kalendar" sheet with correspondance between Marcia and another family member in back	Marcia Ellingson - family related	no	not related to RIT and has little relation Marcia in terms of the collection's needs	may want to give to the family
3	5	page 20 of The Wesleyan University <i>Alumnus</i> from May 1968	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

3	5 - inside of envelope	Letter to Mark and Marcia from Gail Mockett	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	5	Letter addressed to "Mark Ellinger" as RIT president, from the National Student Councils of the YMCA and YWCA	Mark Ellingson - personal correspondance	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	N/A
3	6 - Dr. & Mrs. Rob't R. Morley (Dr. S. Ann Morley)	3 copies of 8/1/59 article titled "Morley-Mahew Nuptial Held"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms	may want to give to the family

					of the collection's needs	
3	6	3 copies of 8/2/59 article titled "Shirley Mahew Wed to Robert Morley"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	6	Picture of Shirley Ann Randall at 13 years old taken in May, 1937	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

3	6	letter, most likely written by Marcia, detailing the wedding and updating the reciever on how everyone's doing (it is not addressed or signed bar a house address)	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7 - Shirley Ann Randall Morley	Newspaper article titled, "Shirley Randall Takes Vows in Chapel"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	Newspaper article titled "Miss Randall	Mark and Marcia - family related	no	not related to RIT and has little	may want to give to the family

		Betrothed" from 6/13/52			relation to Mark and Marcia in terms of the collection's needs	
3	7	Newspaper article titled "John Mahew Dies; Married 3 Weeks"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	Little cardboard paper, probably wedding related, stating "Shirley Ann Randall - John Adams Mahew - August 30, 1952"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

3	7	Newspaper article titled "Shirley Randall Takes Vows in Chapel"	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	Newspaper article about the wedding of Shirley Ann Randall to John Adams Mahew (no title)	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	part of a wedding invitation	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms	may want to give to the family

					of the collection's needs	
3	7	Wedding Invitation for the wedding of Shirley Ann Randall to John Adams Mahew	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	Newspaper article concerning the death of John Adams Mahew printed in 6/27/54 by the New Haven Register	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

3	7	Envelope titled "Mr + Mrs. John Adams Mahew, August 30, 1952" containing photos of their wedding	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	Wedding Invitation for the wedding of Shirley Ann Randall to Robert Roth Morley	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	Photograph and negatives of family photos in an envelope with various labels of	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms	may want to give to the family

		family members			of the collection's needs	
3	7	Envelope containing letters from Shirley Mahew/Morley to Mark and/or Marcia and a telegram from 1952 from Shirley announcing the death of John Mahew	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	7	Newspaper article titled "Service Slated This Afternoon for J. A. Mahew" from the New Haven Register on 9/21/52	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family

3	7	Phamphlet for the Annual Commemoration Service at St. Paul's Chapel on Columbia University on January 18, 1953 which honored the death of John Mahew, among others	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	8 - John A. Randall 1968	A letter addressed to Karen and Harry concerning the death of John A. Randall	Mark and Marcia - family related	yes	John Randall was also a former RIT president and, as this is also related to Mark and Marcia it fits in the	N/A

					collection	
3	8	A letter addressed to Jean and Shirley concerning the death of John A. Randall	Mark and Marcia - family related	yes	John Randall was also a former RIT president and, as this is also related to Mark and Marcia it fits in the collection	N/A
3	8	A letter addressed to Arthur concerning the death of John A. Randall	Mark and Marcia - family related	yes	John Randall was also a former RIT president and, as this is also related to Mark and Marcia it fits in the	N/A

					collection	
3	8	A letter, presumably by Marcia, updating the family on what has been going on, family illnesses, etc.	Mark and Marcia - family related	no	not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs	may want to give to the family
3	9 - John A. Randall Military	Newspaper article titled, "John A. Randall Dies; Former RIT President" from the Rochester Democrat and Chronicle 6/10/68	Mark and Marcia - family related - family related and RIT related	yes	John Randall was also a former RIT president and, as this is also related to Mark and Marcia it fits in the collection	N/A

3	9	Newspaper article titled, "J. Randall Dies; Headed Atheneum" from the Times-Union on 6/10/68	Mark and Marcia - family related - family related and RIT related	Mark and Marcia - family related - family related and RIT related	John Randall was also a former RIT president and, as this is also related to Mark and Marcia it fits in the collection	N/A
3	9	photographs of John Randall during his early life, and his birthplace	Mark and Marcia - family related	no	the childhood photos would have little to no benefit to the archive	photographs of younger John Randall and photos of birthplace should maybe be offered to family

3	9	<p>portrait of John Randall as an adult</p>	<p>Mark and Marcia - family related</p>	yes	<p>a portrait of John Randall as a fully grown man, either this photograph or a similar photograph is used as his portrait and hung within the RIT Library</p>	N/A
3	folders 10 through 19	<p>these folders/booklets are all bound copies of various geneology information associated with the family of the Ellingsons</p>	<p>Mark and Marcia - family related</p>	no	<p>not related to RIT and has little relation to Mark and Marcia in terms of the collection's needs</p>	<p>may want to give to the family</p>

IX) Appendix

Family related – both Mark and Marcia

Mark - RIT related

Mark - Post-RIT related community work – this category will require more explanation and description

Marcia community work – this category will require more explanation and description

Marcia RIT

Items which don't belong in the archive which should be removed – list and explanation/description if necessary

Maybe?

Figure 1. The original, rough list of important topics within the collection to consider when appraising the collection as originally given to me by Becky Simmons at the beginning of my project, RIT Archive Collections, RIT Archives, The Wallace Center, Rochester Institute of Technology.

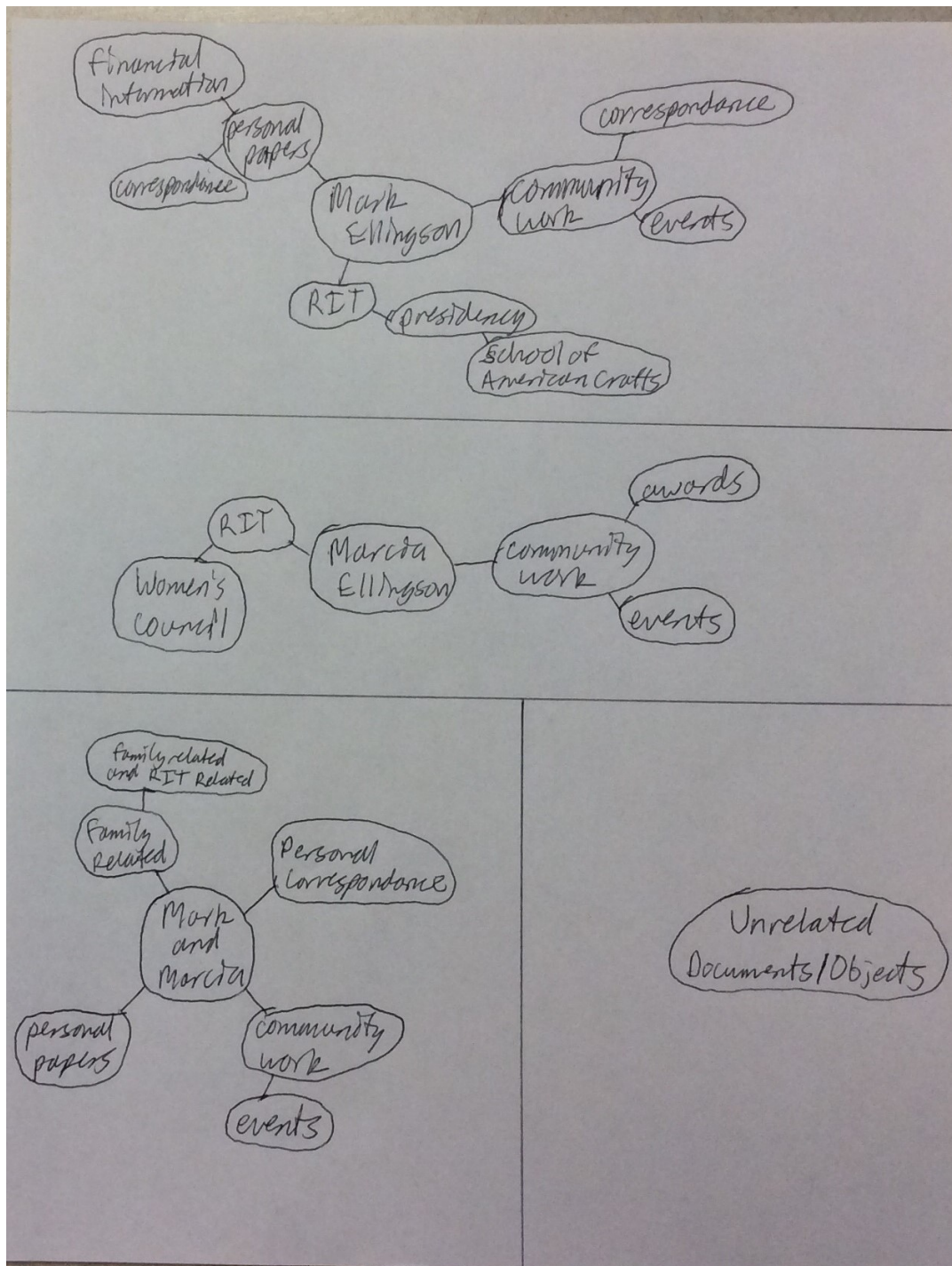


Figure 2. Bubble charts created a used to help categorize documents within the Mark Ellingson Collection, RIT Archive Collections, RIT Archives, The Wallace Center, Rochester Institute of Technology.

Explanation of Bubble Chart Categories:

Mark Ellingson Bubble Chart

- 1) Mark Ellingson – The document relates to Mark Ellingson but not Marcia
 - a. RIT – documents that relate to Mark and RIT in some way
 - b. Personal Papers – documents that relate to Mark’s personal life (outside of RIT)
 - i. Financial Information – information about the finances of Mark Ellingson
 - ii. Correspondance – letters between Mark and his family and friends
 - c. Community Work – documents that relate to a community organization, club, or event that relates to Mark but not Marcia

Marcia Ellingson Bubble Chart

- 2) Marcia Ellingson – the document refers to Marcia Ellingson but not Mark
 - a. Community Work - documents
 - i. Events – events that only Marcia attended or helped orchestrate through her community work
 - ii. Awards – documents that refer to awards that Marcia received from the community
 - b. RIT – documents that refer to Marcia’s connections to RIT
 - i. Women’s Council – documents relating to the RIT club that Marcia founded

Mark and Marcia Bubble Chart

- 3) Mark and Marcia – documents that relate to both Mark and Marcia Ellingson
 - a. RIT Related – documents that relate to both of the Ellingsons and RIT
 - b. Community Work
 - i. Events – documents related to events that the Ellingsons attended or helped to orchestrate together
 - c. Personal Papers – documents relating to both of the Ellingson’s personal lives
 - d. Personal Correspondance – correspondence either signed by both of the Ellingsons addressed to both of the Ellingsons
 - e. Family Related – objects and documents related to the Ellingson’s family such as family photographs and geneology information

Unrelated Documents/Objects

- 4) Unrelated Documents/Objects – documents and objects that don’t relate to any of the above categories

Figure 3. A document created to more concretely explain the bubble chart categories to future appraisers who use this tool.

GOVERNMENT REGULATION X75-463-57B-43R.

To: All Employees

Re: Standard Procedure Instructions in Death of Employees

It has been recently brought to the attention of this office that many employees have been dying while on duty for apparently no good reason at all. Furthermore, the same employees are refusing to fall over after they are dead.

THIS PRACTICE MUST STOP AT ONCE!

On or after January 1, 1951, any employee found sitting up after he or she has died will be dropped from the payroll at once, without an investigation under regulation N.29- Section 8-1.

Where it can be proven that the employee is being held up by a desk, drafting table, typewriter or any other support which is the property of the Government, a 90 day period of grace will be granted.

The following procedure will be strictly adhered to:

If, after several hours, it is noticed that an employee has not moved or changed position, the department head will investigate. Because of the highly sensitive nature of our employees, and the close resemblance between death and their natural working attitude, the investigation will be made quietly so as to prevent waking the employee, if he is asleep. If some doubt exists as to his true condition, extending a paycheck is a fine test. If the employee does not reach for it, it may be reasonably assumed that he is dead. (Note: in some instances, the instinct is so strongly developed, however, that a spasmodic clutch reflex action may occur. Don't let it fool you.)

In all cases, a sworn statement by the dead person must be filled out on a special form, provided for this purpose. Fifteen copies will be made. . . Three copies to be sent to Washington and two to the deceased. The others will be promptly lost in the department files.

Figure 4. Example of a document suggested for deaccession from the Mark Ellingson Collection content.

al
Dear Friend:

This chain letter was started by a man like yourself, in hopes that it might bring relief and happiness to tired business men.

Unlike most chain letters, this does not cost anything. Simply send a copy of this letter to five of your business friends, who are equally tired. Then bundle up your wife and send her to the man whose name is at the top of the list and add your name to the bottom of it.

When your name comes to the top of the list you will receive 16,478 women, and some of them will be dandies.

HAVE FAITH. DO NOT BREAK THE CHAIN. ONE MAN BROKE THE CHAIN AND GOT HIS OLD LADY BACK.

So sincerely,

A TIRED BUSINESS MAN

P. S. As of this writing a friend of mine received 183 women. They buried him yesterday and everyone said that he had a smile on his face for the first time in years.

Figure 5. Example of a document suggested for deaccession from the Mark Ellingson Collection content.



Figure 6. Example of a documents containing personal information about Mark Ellingson suggested for deaccession from the Mark Ellingson Collection.

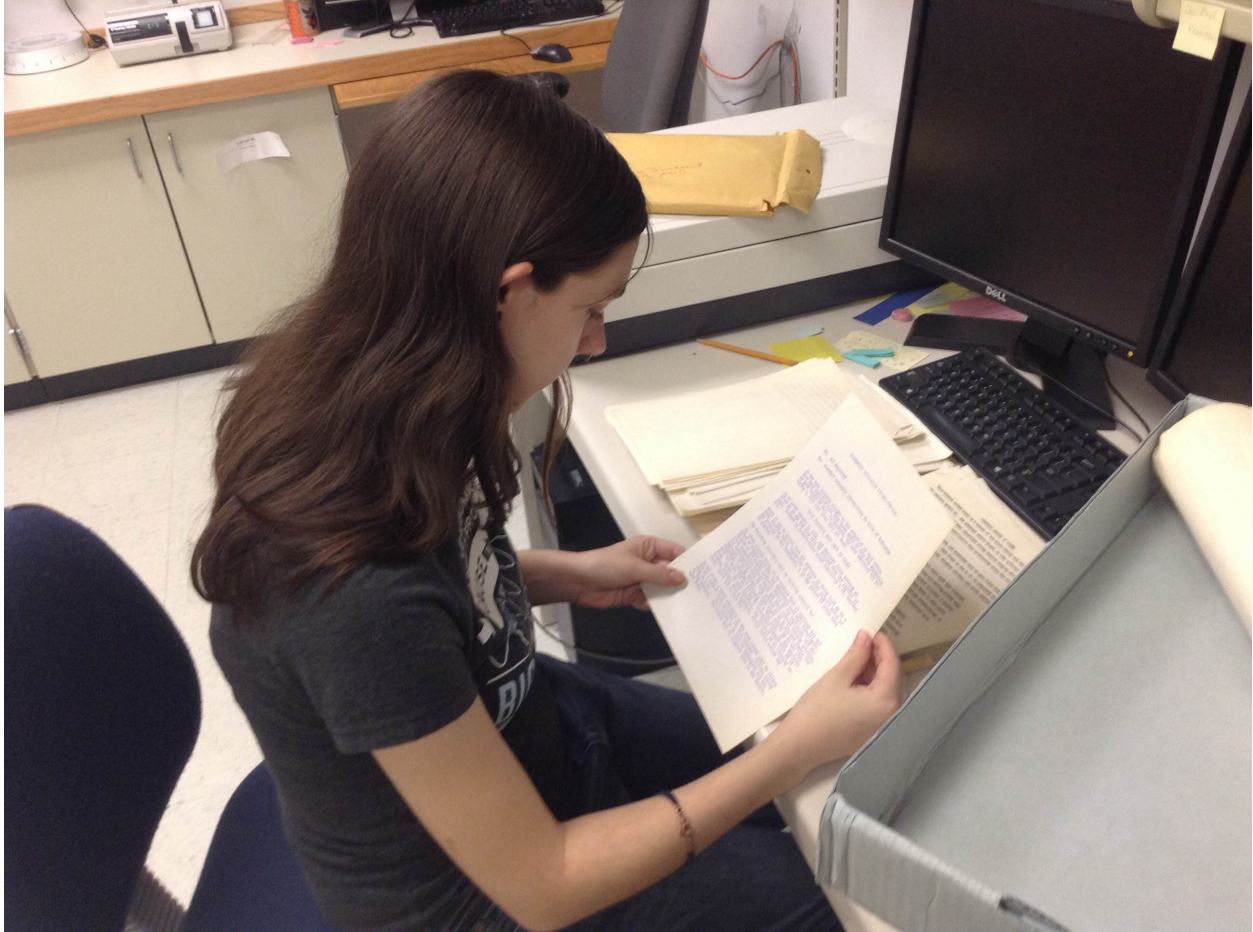


Figure 7. Image of the author working with the collection. Photo by Patrick Stephens.

Figure 8. On the following pages is the collection guide to the Mark Ellingson Collection originally compiled by the RIT Archive Collections, located within the archive at CS.S. #523-550.

Bibliography

Cook, Terry. "Archival Science and Postmodernism: New Formulations for Old Concepts."

Archives & Museum Informatics 1, no. 1 (March 2001): 15.

Cook, Terry, and Joan M. Schwartz. "Archives, Records, and Power: From (Postmodern) Theory

to (Archival) Performance." *Archival Science* 2, no. 3 (2002): 171–85.

Eastwood, Terry. *Currents of Archival Thinking*. Santa Barbara, California: Libraries

Unlimited, 2010.

Ellingson, Mark and Marcia Ellingson. The Mark Ellingson Collection. RIT Archives

Collections, Rochester, NY.

Gordon, Dane R. *Rochester Institute of Technology: Industrial Development and Educational*

Innovation in an American City, 1829-2006. Rochester, New York: RIT Press, 2007.

Jimerson, Randall C. "Deciding What to Save." *International Digital Library Perspectives* 19,

no. 4 (2003): 135–40.

Marshall, Jennifer A. "Toward Common Content: An Analysis of Online College and University

Collecting Policies." *The American Archivist* 65, no. 2 (2002): 231–56.

O'Toole, James M., and Richard J. Cox. *Understanding Archives & Manuscripts*.

Chicago, Illinois: Society of American Archivists, 2006.

Schwartz, Joan M., and Terry Cook. "Archives, Records, and Power: The Making of Modern Memory." *Archival Science* 2, no. 1-2 (2002): 1-19.

**Mark Ellingson, Ph.D., LL.D.
RIT President, 1936 – 1969**

The Ellingson collection is comprised of 39 boxes, 32 boxed scrapbooks, 9 miscellaneous (loose) albums/notebooks, 8 plaques, 20 framed certificates/awards, 5 oversized framed items (drawings, prints/photographs) and 1 academic cap and gown. Contents are as follows:

The collection is located in CS.S. #523-550.

Box 1 *(Rec. 3/19/93)* **Marcia Ellingson alphabetized files – Clubs and organizational involvement, mid 70's – mid 80's.**

Files include:

- Genesee Figure Skating Club
- George Eastman House
- First Presbyterian Church
- League of Women Voters
- Nazareth College – correspondence
- Planned Parenthood, Susan B. Anthony, Republican Club, Women's Council,
- Women's Club
- Foreign Students
- Inventory of items valued at more than \$1000 in the residence of the President Emeritus, 3940 East Avenue

Box 2 *(Rec. 3/19/93)* **Mark Ellingson papers, speeches, diplomas, passports**
[3-ring binder] "Family information" – Names, birthdates, social security numbers, etc.

"Personal Data Book" 1968 – investments, stocks, TIAA CREF
Envelope labeled "Karen Trueheart (My only File!)" containing:
Passports
Vaccine record
Social security documents
Handwritten design for event program – Semi Centennial Celebration 1899 – 1949
Handwritten program notes and scripts for various events (including Walter Clark's birthday celebration) and radio broadcasts, ca. 1940's and 1950's.
Paper clipped typed pages on Bishop David Evans Family Assoc.
Calorie Counter booklet

Idaho State University Alumni Directory, 1989
Small box containing one hand bound book, pages blank except
 inscription with watercolor illustration, from Linda Nester, 1983.
3 letter openers
Mark Ellingson University Diplomas (rolled)
Oversize copy of NY Times front page, Sunday June 5, 1904 (rolled)

Box 3

(Rec. 3/19/93) **Randall Genealogy**

Genealogy related folders are labeled:

- John Randall Military
- John Randall, 1968
- Your Fogg Ancestry (line to Esther)
- Your Dingley Ancestry
- Your Plummer Ancestry
- Goddard
- Poole
- Cobb
- Penley

Folder, "Family Records, Blood types for Marcia and Mark", containing:

- List of Ellingson family books
- Copies of the Mayflower Compact
- Marcia Ellingson personal statistics information sheet

Folder, "Mrs. O. Wayne Ellingson" containing:

- Last Will and Testament

Folder, "Shirley Ann Randall Morley" containing:

- B/w snapshots of the wedding reception of Shirley Ann Randall
 and John Adams Mahew

Photograph of Alice Gertrude Cooke

Box 4

(Rec. 3/19/94) **Marcia Ellingson personal records**

6 executive planners, Marcia Ellingson. 1970-74, 1992

Signed guestbook from unid. event

Plaque for Marcia Ellingson from the National Association of Colored
 Women's Clubs, 1975

Nathaniel Rochester Society event program, 1971

Folder labeled "M.E. 1971" contains clippings, receipts, correspondence,
 etc. from the year 1971

Folder labeled "Duplicates" containing newspaper clippings from 1950's –
 60's

Folder labeled "1973" contains clippings, correspondence and event
 programs

Folder labeled "1969" contains 1969 Executive planner, newspaper
 clippings, correspondence and passport (hers).

Folder labeled "1979" contains many clippings, correspondence, postcards, typed speeches including RIT Oral History project interview and some photos

Box 5 (Rec. 3/19/93) **Ellingson Photographs**

Aprox. 50 Kodak envelopes, most labeled and dated ca. 1970's – 1980's.

Primarily family photos, vacations, reunions.

Christmas card photos from friends

Ellingson family photo-Christmas cards

Several photos of Mark and Marcia (1950's)

Small envelope, "N.B very valuable, Grandma Ellingson" contains 2 negatives of grandma Ellingson

Letter-sized envelope addresses to Mrs. Alice Randall from the First Unitarian Church. Contains cut up love letters, writer and recipient unid., ca. 1930's

Several b/w family snapshots, ca 1930's

Marcia Ellingson in her bridal gown, 1934.

Photograph of RIT Women's Club – committee mtg., 1953

Photograph of "Ole Ellingson, St. Anthony's, Idaho 1922

Box 6 (Rec. 3/19/93) **Marcia Ellingson**

Marcia Ellingson - Visit to Women's Army Corps. Headquarters and Training School -

Carousel of slides in Box labeled WAC, Visit in April '70

Typed narration of presentation

Marcia Ellingson's executive planners 1967, 1978, 1981, 1983, 1989

Marcia Ellingson's copy of *Women in the Military*, 1982

Dacowits appreciation plaque, 1972

Memorial to Lulu May Green (2 typed pages)

Aprox. 10 newspaper clippings of articles related to Marcia Ellingson's various accomplishments.

Box 7 (Rec. 3/19/93) **Ellingson/ Friel and Randall History**

Photographs:

Abigail Evans Ellingson portrait (cabinet card)

Grandmother Friel and Katherine Friel Ellingson, 1865 portrait (Tintype)

Edward Friel and wife, Utah portrait

Wm. Friel portrait

Ole Ellingson portrait

Grandfather Friel portrait (albumen print)

Bank in Lehr – Ole Ellingson, Jr.

Skalet Store, Idaho – Ole Ellingson
Ole Ellingson on Board of Trade, Alberta Canada, 1907
Mary Friel – 2 cartes de visite portraits
Will and Craig Friel
Margaret Davis
Marie Ellingson, born Aug. 1891 – several portraits
Magrath, Canada – Ellingson ranch
Mary Craig Friel
Edward Cornelius Friel
Will Friel
Alice Cosgrove

Enclosed in commercial photograph envelope

Ann Evans portrait (cabinet card)

Margaret Ann Friel portrait

Edward Friel portrait

Box 7, con't

Newspaper clipping – article regarding David Evans

George Ellingson

Marie Ellingson

Wm. Friel

In envelope:

2 full plate tintype portraits of Lizzy Friel (one hand painted)

1 (carte de visite) portrait of Lizzy Friel

Typed term paper by E. Bruce Preece on “David Evans: Pioneer 1804 – 1883”

2 copies of book, *The History of Edward and Margaret Friel* compiled by Charles Camden Friel, 1948

Folder containing:

Mrs. Ellingson Teaching Certificate, 1890

Genealogical Survey report of Katherine Sweeney Friel.

Warranty Deed, 1933

“Sealings for the Dead” Kate Friel Ellingson

Folder containing:

Katherine Friel Ellingson’s copy of the book, *Pearl of Great Price*

Family History Journal – Friel Family, ca. 1930’s including

handwritten notes and related correspondence

Folder containing:

Typed memorial service for Ole Ellingson

Certificate of Marriage – Ole Ellingson and Catherine Friel, Utah

June 12, 1889

Folder containing:

Correspondence from mother and siblings (to Mark Ellingson)

concerning the illness and ultimate death of his father, Ole Ellingson, 1932

Ole Ellingson typed biography
Genealogical notes, various
Clipping regarding the death of Ole Ellingson
Photograph – portrait of Ole Ellingson, 1922
Small enclosed case containing 8 glass plate negatives ca. 1920's
Small leather album (6 x 8 x 1) containing many photographs of Mark
Ellingson and family. Primarily snapshot family photos, ca. 1900.
Mark Ellingson portraits – aprox. 40 portraits, some formal (taken for the
Institute) others casual/private

Ellingson family (Marcia and Mark)

Family vacations – itineraries, photos, souvenir postcards
Christmas cards
Snapshots from various weddings attended
7 small envelopes containing 35 mm negatives – mostly vacations, ca.
1950's
Folder labeled "Karen" containing photos of Karen, school band concert
programs, Marcia's letter to friends describing family trip out west,
1952.
Folder labeled, "Colter Bay, 1983" (Ellingson family reunion) containing
several large group portraits with corresponding pages identifying
participants. *(Box 31 also contains information about this reunion)*
Box 7, con't Large commercial portrait envelope containing portrait of the twins,
Louise and Laura, and 2 small sealed envelopes containing locks of their
hair

Randall Family History

Album, leather w/black pages (7 x 6 x 2) containing many photographs,
primarily related to Marcia's childhood, ca. 1911 – 1920's
Small envelope containing photographs of Marcia as a child
Marcia's Girl Scout Troop, 1923 in a decorative window mat
Several portraits of Marcia, ca. 1930
Marcia Ellingson Doctor of Law degree, rec. 1984 with other Nazareth
College related material (clippings, event programs, etc.)

RIT History Material

Bound notebook, "Franz Remembered" a tribute to Franz Wildenhain,
1980
RIT related clippings, event programs, ca. 1940's – 1980's

Box 8

(Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Speeches – June 1946 – 1968 (Chronological order)
Printed articles

- Box 9** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Speeches, 1936 – May 1946 (rough chronological order)
Miscellaneous undated speeches
- Box 10** (Rec. 4/93) **Mark Ellingson - Administrative Files and Records**
Defense Advisory Committee on Education in the Armed Forces
(DACE), 1960
Summary report on Vocational Education, U.S. President:
Education for a Changing World of Work
2 appendices (1962)
Corporate Report Factbook (1969)
RAMI Finance Committee Report, 1970
Financial Data 1936-1970, Summary Report
Inventory: President's residence @3940 East Ave
Photos
Annual Report, 1968-1969
- Box 11** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Ellingson's Executive Day Planners, 1967-1992
- Box 12** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Miscellaneous books
RIT Staff Handbook & Personnel Policies, 1969
RIT Institutional Advancement Commission Report, 1977
RAMI minutes of board meetings, 1966-1969
Draft & Proposal for establishment of "Mechanics Institute" at RIT, 1977
New York State Board of Regents, Conference on Leadership Role of
Trustees, 1968
Planimetric map of City of Rochester, 1961
DACE meeting, 1959
US Armed Forces Institute: Activity Reports, 1956 – 1958
RIT Access to the Future Foundations Committee Report, 1985
- Box 13** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Ellingson activities (non-RIT, civic & professional)
Ellingson personal financial records
Ellingson expense account
Ellingson Christmas cards
- Box 14** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Ellingson activities (non-RIT, civic & professional)
- Box 15** (Rec. 4/93) **Mark Ellingson's Academic Records**

Bibliographic citations, subject indexed (index card file)
Analysis (index card file)
Course papers
Exams, materials
Abstract of dissertation
PH.D dissertation
Master's Thesis

- Box 16** *(Rec. 4/93)* **Mark Ellingson – Administrative Files and Records**
RIT 1985 budget
Armed Forces Education Program, 1956 – 1957
DACE 1963 – 1964
DACE orientation papers
- Box 17** *(Rec. 4/93)* **Mark Ellingson – Administrative Files and Records**
Mark Ellingson's business cards
Pocketsize day planners, 1940's – 1990's
- Box 18** *(Rec. 5/93)* **Awards**
Rochestarian Award
Nathaniel Rochester Society Award
- Box 19** *(Rec. 5/93)* **Books about RIT and Rochester – Marcia and Mark Ellingson**
- Hoag, Ralph L. **The Origin & Establishment of the National Technical Institute of the Deaf**, 1989. (3-ring bound publication)
- Lawson, Alexander S. **The School of Printing; Rochester Institute of Technology, the First Half-Century 1937-1987**. 1987.
- Taylor, Gladys M. **Faculty Writings and Achievement**. Wallace Memorial Library, 1976.
- Visions** (2 Hardcover, 1 paperback)
- Newhall, Beaumont. **The History of Photography: From 1839 to the Present Day**. New York: The Museum of Modern Art, 1964
- Dobrovitz, Pete. **Rochestrivia: An Illuminating Look at Rochester**. Rochester: Big Kids Press, Inc., 1984.
- Heart, Eye, Hand: Works by Twelve Deaf Artists**. Exhibition Catalog

The Gleason Works: 1865-1950, 1950

Graph: Historical Milestones and Characteristics.

Mark Ellingson yearbook, **Sagebrush Echo**, 1926

3-page typed paper by Ed Cohen, class of 1939, "Reminiscences of Rochester Athenaeum and Mechanics Institute: the Little School with the Big Name"

Box 20 (Rec. 5/93) **Books**

Steichen, Edward. **A Life in Photography**. Garden City, New York: Doubleday & Company, Inc., published in collaboration with the Museum of Modern Art, 1963

Mckelvey, Blake. **Rochester on the Genesee: The Growth of a City**. Syracuse: Syracuse University Press, 1973. (Signed by the author)

Sigma Kappa Sorority Alumnae Directory, 1985

Sandburg, Carl. **Abraham Lincoln: The Prairie Years and the War Years, one volume edition**. New York: Harcourt, Brace & World, Inc., 1954.

Mannes, David. **Music is my Faith: An Autobiography**. New York: W.W. Norton & Company, Inc., 1938

Carroll, Gladys Hasty. **Next of Kin**. Boston: Little, Brown and Company, 1974.

Cumings, A. J. **This England: An Appreciation**. London: P.R.Gawthorn, Ltd.

Oates, Stephen B. **With Malice Toward None: The Life of Abraham Lincoln**. New York: Harper & Row, Publishers, 1977

Sheperd, Charles. **Centennial and Bicentennial: Nathaniel Rochester, 1752: Thomas Rochester Sheperd, 1852**. Rochester: Charles Sheperd, 1952

The Genesee Country Scrapbook, vol. III, no. 1. Rochester Historical Society, 1952

Gibran, Kahil. **The Prophet**. New York: Alfred A. Knopf, 1962

Lader, Lawrence. **The Margaret Sanger Story: And the Fight For Birth Control**. Garden City, New York: Doubleday & Co., 1955. (Signed by Ms. Sanger)

Rutledge, Lyman V. **Earth Music**. Boston: Branden Press Publishers, 1970 (signed by the author)

Box 21 (Rec. 5/93) **Books and Journals – Mark and Marcia Ellingson**

Eastman, George. **Chronicles of an African Trip**. Rochester, 1927

Schreiner Olive. **Dreams**. Boston: Little, Brown can Company, 1937

Williams, John R., M.D. **Writings: A Collection of Interests, Thoughts and Experiences**. 1936

Masefield, John. **Selected Poems**. New York: The MacMillan Company, 1927 (Marcia Randall Bookplate)

Thomason, Caroline Wasson. **In the Wallows**. New York: Exposition Press, 1954

Lewisohn , Ludwig. **The Answer: The Jew and the World: Past, Present and Future**. New York: Liveright Publishing Corp., 1939 Enclosed is a letter to Marcia from Edna Lewisohn)

Rutledge, Lyman V. **Adam's Crusade: An Autumn Fantasy: As Revealed in the Loveletters and Dialogues of the Late Adam and Eve**. New York: Exposition Press, 1971.

Williston, Arthur L. **Beyond the Horizon of Science**. Boston: W.A. Wilde Company, 1944 (Inscribed by the author to Marcia)

Thomason, Caroline Wasson. **Youth of Color**. New York: The Exposition Press, 1951 (Signed by the author)

Ruthven , Tim. **A Man From Down Under**. Loveland, Colorado: The Gems Publishing House, 1982 (Inscribed to Marcia, Karen and Louise)

Lewisohn , Ludwig and Edna. **Haven**. New York: The Dial Press, 1940

Stephens, James. **The Demi-Gods**. New York: The MacMillan Company, 1925 (Signed by the author)

Williams, T. Harry. **Lincoln and His Generals**. New York: Alfred A. Knopf, 1952

Stephens, James. **The Crock of Gold**. New York: The MacMilland Company, 1937 (Marcia Randall's copy)

Hughes, Janet Rae. **Hues, Rays and Rainbows**. 1973 (Inscribed to the Ellingsons by the author)

In Rochester: One Hundred Years Ago and Now, 1931

Box 22

(*Rec. 5/93*) **Marcia Ellingson – Diaries, Journals, etc.**

Book – *Vanna Speaks* by Vanna White

Yearbook - Ohio State University, 1934

Yearbook – *The Green Lantern*, Proctor Academy, 1929

Ohio State University illustrated guide to the campus

Marcia Randall Book of Notes, 1937-1938 (Scrapbook – clippings, poetry, quotes...)

Marcia Randall Journal, "Thoughts which have seemed worth recording – for my own future reference"

Ohio State University pictorial guide, illustrated with tipped in color collotypes. (Ms. Randall copied poems onto several of the pages opposite the illustrations)

4 paper folders filled with coursework, term papers, poetry and correspondence. 1929-1932

Marcia Randall personal diary 1929-1932

Marcia Ellingson Travel Diary, trip to Europe, 1967.

3-ring binder containing record of finances – stocks, investments, etc. 1970's

Wooden plaque with illustration of Ellingson home by Mary Hoffman

2 copies Current Biography: Who's Who and Why, vol. 18 no. 8 Sept. 1957. Includes Mark Ellingson biography

Letter, general and addresses to friends, 1971

2 Kodak commercial photo envelopes. "Laura and Jackie, 1966"

Marcia Cooke Randall diploma from Cambridge High and Latin School, 1930

Box 23**(Rec. 5/93) Family**

Very fragile album/scrapbook pages (loose) – many b/w photos, newspaper clippings, Christmas cards, postcards, notes, etc. Most photos ca. 1940's, some color snapshots ca. 1950's. Clippings 1950's and 1960's.

Included among the pages are:

- Small envelope containing photos of Marcia as a child 1911, 1915

- Small envelope containing early negatives

- 3-ring bound photo album labeled, "Mark and Marcia Ellingson Children and Grandchildren, Summer 1993"

- Envelope labeled "Pictures of Jon Eric Ellingson" containing aprox. 50 photos, mostly b/w ca. 1948-53.

- Small commercial album labeled "Grandma's Darlings" ca. 1970's

- Small envelope labeled "Georgie + Homcie (?)" 4/46 – s b/w photos

- In plastic bag – 2 formal portraits of Karen Ellingson, ca. 1960

- Photograph of Marcia Ellingson in front of family home.

- Several framed photos of Eric Ellingson

- Torn envelope, "President's Office" containing pictures and clippings

- Groups of photos in small envelopes, labeled as follows:

 - Karen and Eric – Heisler Horseshow 1960, 1968

 - G's Wedding

 - [Karen] 1958-1964

 - Wedding showers and wedding, 1965

 - Harry, 1966

 - [unidentified], 1978

 - Karen Trophy, 1961

 - Truehearts, 1968

- Large envelope from Iva Sage containing

 - Photographs:

 - K + H Wedding, 1965

 - School portraits from Karen's classmates

 - Karen's wedding

 - Larger photographs:

 - Family reunion, Tetons, 1964

 - Dr. Ellingson with sporty car

 - Mark and Laura Ellingson, "From Laura's Album" 1/1943

 - Large color portrait in commercial print folder of Marcia Ellingson, 1979

- Interoffice envelope labeled "For L + L" containing aprox. 60-70 family photos 1940's – 1950's, primarily of the twins

- Interoffice envelope labeled "For Karen" containing aprox. 40 photos of Karen, ca. 1940's and 1950's

Box 24 (Rec. 5/93) **Signed books and papers from Mark Ellingson's office**

Kiplinger, Austin, ed. **Every Monday Morning for Sixty Years: The Past Sixty Years as Reported in the Kiplinger Washington Letters.** Washington DC: The Kiplinger Washington Editors, Inc., 1983. (Inscribed by the author)

Jarvey, L.L.; Ellingson, Mark. **A Handbook on the Anecdotal Behavior Journal.** Chicago: The University of Chicago Press, 1940

Hoke, George Wilson. **Blazing New Trails: The Biography of a Pioneer in Education.** Rochester, NY: Rochester Athenaeum and Mechanics Institute, 1937 (Inscribed to Dr. Ellingson from the author)

Jones, O. Garfield. **Parliamentary Procedure at a Glance:** Group Leadership Manual For Chairmanship and Floor Leadership. New York: Appleton-Century-Crofts, Inc., 1934.

Cayley's Campus Quips: A Collection of the Campus Newspaper Column From the R IT Reporter, vol. I. Rochester: Rochester Institute of Technology, 1963. (Signed by Cayley)

Thomason, Calvin C. **Human Relations in Action: Problems and Cases in Dealing with People.** New York: Prentice Hall, Inc., 1948 (Signed by the author)

Boys Grown Tall: A Story of American Initiative. Rochester: Democrat and Chronicle, 1946 (Includes section on Mark Ellingson)

Who's Who and Why, vol. 18 no 8, Sept 1957. New York: The H.W. Wildon Co.

Gordon, Dane R. **Rochester Institute of Technology: Industrial Development and Educational Innovation in an American City,** 1983 (Inscribed by the author)

Nasset, Edmund Sigurd. **Food and You.** Springfield, Illinois: Charles C. Thomas, 1952 (Signed by the author)

Hungerford, Edward; Kent, Norman (illustrations). **The Genesee Country.** New York: The Gallery Press, 1946 (Signed by Norman Kent)

Mark Ellingson's small leather address book, ca. 1960's

3 File Folders containing:

Stationary – Mark Ellingson

Stationary - Alice Cooke Randall

Stationary – Marcia Ellingson

Class of 1942 50th Reunion program

6 small photos of man playing tennis mounted on board with handwritten captions

Folded bundle of financial documents

File folders, labeled as follows”

Deposit Slips

Gold – David Hakes

Stocks – 1971

Rochester Community Savings Bank

Stocks – 1972-79

Opals

Inventory of items purchases from the Estate of M. Louise Kelley, 1964

Envelope containing the college and high school grades of Mark Ellingson

Type letter of resignation from Mark Ellingson to the Genesee Valley Club due to their anti-Semitic attitudes

2 letters of gratitude from Eric Lipman, grandson, to Mark Ellingson

Photographs:

Mark Ellingson portrait, 1935

Ellingson mansion, 3940 East Ave, 1958

Letters from Herb Morrow

Copy of the Last Will and Testament of Emil Muller, 1925

Box 25 *(Rec. 5/93)* **Mark Ellingson - Yearbooks**

RIT Alumni Directory, 1987

RIT Techmila, 1956

Class of 1942, 50th Reunion, “Facts About You”

RIT Techmila, 1969

3-ring binder – Album/Scrapbook- “Dedication of the Ellingson Award and Ellingson Trophy Case, 1986”

Box 26 **Mark Ellingson - Yearbooks**

Yearbook, University of Rochester – Interpres, 1926

Alumni Directory, Idaho State University, 1992

Yearbook, Idaho Technical Institute, 1923 – 2 copies

Yearbook, Idaho Technical Institute, 1924– 2 copies

Memento brick from Idaho State University

Box 27**(Rec. 5/93) Marcia Ellingson**

Marcia Ellingson executive planners: 1977, 1975, 1990, 1980, 1982, 1975, 1979, 1976

Stationary – 6 boxes

Mark Ellingson RIT photo identification

“Comments on the 50th Anniversary of the RIT Women’s Club by Marcia Ellingson,” 1987 (2 typed pages).

Certificate – American Association of University Women, 25 year membership” to Marcia Ellingson

Photographs

Ellingson home – 2 color prints and 7 b/w prints on 11 x 14 board.

Photos by Don Smith, 1966.

Envelope “ x-mas table” 2200 East Ave. contains 4 8 x 10 color prints

Envelope containing 3 cassette tapes “Memorial Service of M. Regina Alexander” 1981

Envelope “MRE Biographical List” contains: biographical information collected for 80th birthday celebration

File folder containing paperwork related to Christian Relief Services.

**Box 28
Ellingson****(Rec. 5/93) Family Correspondence regarding the death of Mark**

Democrat and Chronicle Friday March 5, 1993, includes article announcing the death of Mark Ellingson

Aprox. 300 Greeting cards – Birthday, Christmas, Get Well, Sympathy - early 1990’s

Guests book and registers for events/services related to Mark Ellingson’s death.

Folder, “Visiting Nurse Service” includes health care proxy information for Marcia Ellingson

Folder – Mark Ellingson, Monroe Community Hospital 1992

Box 29**(Rec. 5/93) Files and papers from Mark Ellingson’s Office**

Loose stack of clippings and notations containing jokes, fables and other pithy remnants.

File folders, labeled as follows:

Mark Ellingson, personal (genealogy info and some finances)

Insurance (1970’s)

Jack Potter (empty)

Mortgage and Bills – House (2200 East Ave)

ME, personal (1970’s)

Medical Bills (1977)

Fables from the Farm
Obesity, Ltd.
Automobile (1969)
Mark Ellingson, personal)
Genealogical Chart
Ellingson – certification of birth material
Mark Ellingson – Personal (Biographical info.- 1960's)
Automobile
Financial – personal (1960's)
Dulgity
1965-66 Mark Ellingson/personal
Blythe Property
Blue Cross Blue Shield
Trips 1970-71
AmEx card

Box 30 (Rec. 5/93) **Financial Records from the office of Mark Ellingson**
Income tax and bank statements. 1970's- early 90's

Box 31 (Rec. 5/93) **Ellingson and Randall photos and documents**
File folder, contains material related to family reunions especially trip to Grand Tetons, 1983 (Although the group portrait is not included in this material, the diagram and list of identified participants is. Photo is in box 7)
Folder (red), contains many clippings related to the sale of the Pittsford mansion (3940 East Avenue) to developers, 1980-81.
Folder, "Observations – English 536 – Marcia C. Randall" contains writing, mostly poetry as well as the writings of others.
Publication, *Cape Cod: A State of Mind*, 1974 (poetry book)
Photographs:
Enlarged (11 x 14) photograph (albumen print) – Alice Gertrude Cooke (2 years old) Harry Cooke, Charles W. Cooke, St. Augustine FL, 1886
File folder, "Karen – some large photos from Laura's album."
Contains 8 x 10 print of Marcia with the four children 1948.
Photo by Leon Freres.
12 Kodak envelopes – subjects include:
Jon's graduation, San Francisco, 1974
Palm Springs, 1971
Eric Trueheart, 1969
3940 East Ave.
Shirley, 1957

Aprox. 12 formal portraits of Mark Ellingson including one as a wrestler, 1934

Portrait of Marcia Ellingson by Mock Studios

Ellingson family portrait, x-mas 1949, 10 Clebourne Dr. (8 x 10)

8 x 10 photos:

Mark Ellingson, Lyons Club Chair, 1935

Mark Ellingson, Rochester Civic Museum Convocation, 1960 (2 photos)

Mark Ellingson, Alumni Banquet, 1942

Mark Ellingson with John Randall, Dr. Ralph Tyler, Carl Lomb

Ole Ellingson, ca. 1920, St. Anthony (2 photos)

Ellingson Ranch, Threshing machine, ca. 1912

Ole Ellingson, Sr. (cabinet card)

Loose photos – aprox. 100 family, friends, etc primarily 1940's – 1970's

Framed photos:

Ole Ellingson as a child, ca. 1869 (Handpainted photograph)

Katherine Sweeney Friel Ellingson as a child, ca. 1870 (Handpainted photograph)

Jennie Anderson Cooke (Mrs. Charles) – Mother of Alice Gertrude Cooke

(Marcia Ellingson's parents) – 2 oval frames

2 large b/w photos of Mark Ellingson – rolled

Letters:

Typed letter from Marcia Randall to her father from university, 1930

Five typed letters from John Randall to his daughter Marcia while at university, ca. 1931

Large rolled stats – Ellingson genealogy back from Ole Ellingson

Box 32 (Rec. 5/93) **Marcia Ellingson Personal Folders**

File Folders, dated as follows:

“1911” Aprox 25 photos of Marcia as a child
Letters written to her mother, 1930's
Diary, 1926-27
Report cards – Ohio State University, 1934
Diploma from Ohio State University, BS in
Education, 1935

“1934” Photos, clippings, cards related to wedding, 1934

- “1938” 2 photos taken at sister Jeans
typed letter from unid. woman describing trip to
Canada, July 1938
- “1941” Some information related to the Rochester
Museum and Science Center
The Shoals Songbook, Boston 1941. Includes a song
written by Marcia Ellingson.
Aprox. 10 clippings of articles related to Rochester
- “1945”- Announcement of birth of Karen
Family photo Christmas card
- “1946”- Photo of Mark and twins
Family photo Christmas card
- “1947”- Clipping, “Meet the Wife”
- “1949”- Clipping, “Tea to Honor Three Notables”
Family photo Christmas card
- “1950”- Letters to Mark and Marcia from Dr, Rackeman in
Boston re. Marcia’s health.
Letter from Mrs. Gleason, following her husband’s
death
Clippings and church programs
- “1951”- clippings
Family photo Christmas card with negative
- “1953”- General letter to friends from Marcia
Family photo Christmas card
- “1954”- General “bulletin” style letter to friends from
Marcia
- “1955”- Family photo Christmas card
- “1956”- Family photo Christmas card
clippings – twins ice-skating
- “1957”- General letter to friends from Marcia
Who’s Who featuring Mark Ellingson biography

Clipping – Louise ice-skating

“1961” General letter from Marcia including
itinerary of trip to Europe

“1962”- Twins wedding – some photos, clippings
General letter from Marcia

Very large scrapbook stuffed with:

Many photos of “Marcia Cooke Randall Ellingson” 1911-1960’s.

Many of the childhood photos have handwritten descriptive
captions

Loose clippings, event programs and postcards

Box 33

(Re. 5/93) **Marcia Ellingson**

Aprox. 20 file folders, most empty. One labeled “Mary Regina Alexander”
contains several related clippings.

Large (1 1/2” thick) notebook, “RIT Coast to Coast Run, 1979” (inscribed
to Mark Ellingson from Peter Todd)

3-ring binder scrapbook, contains:

envelope – 2- 8 x 10 color photographs, portraits of Mark and
Marcia, 1983

Several photographs, portraits of John Randall

Clippings announcing John Randall’s death, 1968

Several photos and clippings re. Alice Cooke Randall

Photos (8 x 10) of Mark and Marcia)

Many pages of clippings, 1930’s – 1940’s. Subjects include Mark
Ellingson, Rochester Community, Mechanics Institute, RIT.

Small lettersize envelope contains: 2 negs – Ellingson wedding, 1934

6 glass plate negs. (slightly small than 4 x 5) Marcia as a child

Misc. blank greeting cards and envelopes

Brochure, “Scholarships at RIT”, 1974

Box 34

(Rec. 5/93) **Cooke Family Photos and Records**

Large envelope, “Alice Gertrude Cooke Randall 90th and 91st Birthday”
containing:

Listing of gifts received

Birthday cards, aprox. 60

Photos “Mother at Rose’s, Newark, 1958”

Clippings announcing her birthday celebrations

Times Union article “From the Mayflower,” Sat. Nov. 21, 1981

File Folder, "Cooke genealogy data" contains aprox 70 loose pages,
mostly handwritten, data, notes and related correspondence
Several postcards of Rochester and Cape Cod

Small blue box top contains:

Photographs

Gravestone of Charles Wesley Cooke, St. Augustine
Alice Cooke at Ellingson home - 3940 East Ave.
Alice Randall 14 years old in her father's store,
Middletown Conn. (2 photos – 1 is a cyanotype)
Postcard of Staples High School" with handwritten
notation, "My first teaching job was here 1906-07 \$600
a yr.!"

Alice Cooke Randall with grandchildren – Eric and twins,
1949

H.H. Cooke, 1928

Portrait of Henry Herbert Cooke "who adopted his niece,
Alice G. Cooke"

Love letter to Alice Cooke Randall from John Randall, 1906?

Certificate of marriage 1877 (Cooke) with photo Elizabeth Lord
Cooke

Envelope labeled, "Miss Jennie Anderson, Newtonville Mass
(Mother of Alice Cooke)" contains:

Decorative handmade paper crafts (very Victorian looking)
2 gem tintype portraits of an unid. Man

Envelope containing photographs, labeled:

"1860-1886 Jennie Anderson Cooke, my mother"

"1858-1888 Charles Wesley Cooke, my father"

"1884- Alice Gertrude Cooke, 4 1/2 months old"

Letter concerning the death of Charles Wesley Cooke, 1888

Certified copy of Record of birth of Alice Gertrude Cooke

Photograph of Henry Herbert Cooke winding the town clock

Photographs of "The house where I was born" (ACR) with surrounding
areas

Envelope addresses to Mrs. William Simpson, labeled, "precious"
containing: 4 letters written by Jennie Anderson Cooke 1884-1886

Photograph of Alice Cooke Randall 17 years old, June 1901

Photograph of Herbert Cooke ca 1906

Photographs -several later prints (of Alice Cooke) originally taken 1899

Photograph of Cousin Austin and Amies home, Cape Cod, ca. 1924

Photograph - formal studio portrait of Alice Cooke, 1902, Middletown
Conn. High School graduation.

Folder containing several items related to the Mayflower Compact
Ivorytype (Photograph) portrait of Maria Poland Anderson with blue
velvet mat and very damaged frame in fragile condition

Transcript of grades in all subjects (1935) from Wesleyan University
attended 1902-1904

Photographs – card mounted

Group portrait – Henry Atkins Cooke, Ellis Fisher, Aunt Emma,
Cousin Aimee,
Cousin Harold, Grandmother Mary Cooke, Charles Wesley Cooke.
Ca. 1981

Alice G. Cooke – graduation

Alice G. Cooke – 12 years old

Alice G. Cooke 5 years old

Class portrait – Middletown High School, 1902

Herbert Cooke

Photograph of James Anderson – framed portrait

Box 35

(Rec. 5/93) **Ellingson Family Books**

Peterson, Roger Tory. **A Field Guide to the Birds: Giving Field Marks of
All Species Found.** Boston: Houghton Mifflin Company, 1963.
Hardcover

Winn, Godfrey. **The Young Queen: The Life Story of Her Majesty Queen
Elizabeth II.** London: Hutchinson, 1952. Hardcover

Brown, Beatrice Curtis; Arbuthnot, Helen. **The Story of England.** New
York: Random House, 1943. Hardcover

Quiller-Couch, Arthur. **The Oxford Book of English Verse: 1250-1900.**
London: Oxford University Press, 1924. (Jean Randall '30)

Leacock, Stephen. **Sunshine Sketches of a Little Town.** Montreal: Reprint
Society of Canada, 1947.

Pease, Dorothy Wells. **Inspiration Under the Sky: Poems, Prayers,
Scriptures** New York: Abingson Press, 1963 (From Shirley to her
mother)

Schafer, Edith. **Affliction: A Compassionate Christian Look at
Understanding the Reality of Pain and Suffering in Our Lives.** Old
Tappan, NJ: Fleming H. Revel Company, 1978

The Physicians' and Pharmacists' Guide to Your Medicines. New York:
Ballantyne Books, 1981

Bourke-White, Margaret. **Portrait of Myself**. New York: Simon and Schuster, 1963

The Victor Book of the Opera. Camden, NJ: RCA Manufacturing Co., 1929

Alcott, Louisa May. **Little Women**. New York: Grossel & Dunlop, Inc., 1947

Buck, Pearl S.; Romulo, Carlos P. **Friend to Friend: A Candid Exchange Between an American Friend of Asia and an Asian Friend of America**. New York: The John Day Company,

Scott, Sir Walter. **The Talisman : Chronicles of the Canongate**. Boston: C.C. Brainard Pub. Co.,

Ubell, Alvin; Merlis, George. **Al Ubell's Energy Saving Guide for Homeowners**. New York: Warner Books, Inc.,1980.

Moffett, Frank W. **Fun Without Money**. New York: Pageant Press, Inc., 1964

The Holy Bible: Containing the Old and New Testaments. London: Oxford University Press, 1901.

Fernald, James C. Funk & Wagnall's Standard Handbook of Synonyms, Antonyms and Prepositions. New York: Funk and Wagnalls, a Division of Readers Digest, Inc., 1942

Swiggett, Howard. **The Durable Fire**. Kingsport, TN: Kingsport Press, Inc., 1957

Merrill, Arch. **The White Woman in the Valley**. New York: American Book – Stratford Press, Inc. (Signed by the author)

Miller, Alice Duer. **The White Cliff**. New York: Coward-McCann, Inc., 1940

Tagore, Rabindranath. **Fireflies**. New York: The Macmillan Company, 1930

Carlson, Esther. **Moon Over the Back Fence**. Garden City: Doubleday & C.,1947

Crosby, Katherine. **Blue Water Men and Other Cape Codders**. New York: The Macmillan Co. 1947

Schreiner, Olive. **The Story of an African Farm**. New York: The Modern Library, 1927

Byrne, Donn. **Messer Marco Polo**. New York: The Century Co., 1921

Chrystie, Frances. **Riddle Me This**. New York: Oxford University Press, 1940

Leighton. **Songs and Sonnets** (Signed by the author)

Doty, William Kananaugh. **Anchors Aweigh: Verses by Midshipmen of the United States Navy**. Baltimore: The Norman Remington Company, 1928

Carroll, Gladys Hasty. **As the Earth Turns**. New York: Macmillan Company, 1935

The Travels of Marco Polo. New York: Orion Press

Kenemy, John G. **Man and the Computer**. New York: Charles Scribner's Sons, 1972

Millay, Edna St. Vincent. **Second April**. New York: Harper & Brothers, 1921

Box 36

(Rec. 5/93) **Mark Ellingson – photos and papers**

Aprox 100 loose small, snapshot photos. Subjects primarily family, friends and children, ca. 1930-1960's

Several larger portraits/photos (8 x 10) subjects:

Carl Day

Mark Ellingson, ca 1950's

Jon Eric Ellingson in cowboy gear, 1953

5 photographs of Marcia's birthday party, 1980

Ellingson family annual photo Christmas cards 40's – 50's

Snapshots in labeled envelopes:

Palm Springs, 1970

Eric Trueheart learns to walk

Palm Springs, Louise's family

Eric Ellingson as a baby

Eric Ellingson learning to walk, 1949

Palm Springs, 1970 Mark and Jon

Xmas, 1972
Bear Lake, 1969
Tetons, 1970
Randall and Ann
Kathryn's visit, 1974
Xmas, 1974
Letter to Marcia from Edna Manley
Envelopes filled with souvenir postcards "Spain – Barcelona + Madrid"
and France – Nice and Avignon"
2 small commercial photo albums ca. 1960's
Large envelope in WXXI envelope addressed to Mark Ellingson containing
aprox. 25 small family photos and Xmas cards
Envelope labeled "Jean" containing:
several photos of Jean
clipping announcing her death, 1968
essay, "Memories of Childhood in Cape Cod" by Jean Randall
Small framed photo of Jean (?) in cap and gown
Book, *Him, Her, Self: Sex Roles in Modern America*
Aprox. 7 typed general bulletin style letters to friends from Marcia,
1950's-60's.
Folder full of clippings, 1980's
Loose clippings, 40's-70's
Large envelope labeled "Mark" containing aprox 250-300 photographs of
family and friends with Mark Ellingson, primarily 1940's-70's

Box 37

(Rec. 5/93) **Marcia Ellingson**

Marcia Ellingson's "Student's Notebook" - Book of Quotations
Envelope of photos – Karen's horses June 1982
Several loose pages of Ellingson genealogy information
Large envelope containing genealogy information
Envelope containing photographs:
3- Marie Ellingson (cabinet card)
2-Wayne Ellingson
2- Ole Ellingson
Jon Eric Ellingson, 1961
House on creek, McGrath, 1904 (modern copy print)
Kate Ellingson (modern copy print)
Myles Sinnoth
Harold Ellingson
Marcia Ellingson, 1961
Several years of Ellingson family Christmas card
Book – *The Story of Edward and Margaret Friel*. Inside cover: many loose
handwritten pages of genealogy notes.

Yearbook – the Tattler, St. Anthony’s High School, 1922 (Mark Ellingson, Editor)

Book: Boys Grown Tall: A Story of American Initiative, 1946

Framed photos:

Karen Ellingson, ca. 1960’s

Marcia and Jean Randall as children

Marcia Ellingson, ca. 1970’d

Box 38 (Rec. 5/93) **Mark Ellingson Office - Travel**

Plastic bag containing travel information from trip to Europe including souvenir postcards, travel guides, etc.

3-ring notebook – Marcia Ellingson Finances

Box of office miscellaneous supplies

Small tabletop pewter horse

Mark Ellingson 1992 pocket calendar

Box 39 (Rec. 5/93) **Books “To send back to Karen”**

Reynard, Grant. **Rattling Home for Christmas**. New York: American Artists Group, Inc., 1941 Hardcover

Gollanacz I. **The Winter’s Tale**. New York: Duffield and Company, 1908 Hardcover

Untermeyer, Louis, ed. **American Poetry: From the Beginning to Whitman**. New York: Harcourt, Brace and Company, 1931. Hardcover

Mason, Jerry. **The Family of Woman**. New York: Grosset & Dunlap, 1979. Hardcover

Parkinson, C. Northcote. **Parkinson’s Law or the Pursuit of Progress**. London: John Murray, 1958. Hardcover

Jarvie, L.L. **A Handbook on the Anecdotal Behavior Journal**. Chicago, IL: University of Chicago Press, 1940. Hardcover

Toporcer, William. **Gleanings of Stardust**. William Toporcer, 1981. Hardcover

Peddiwell, J. Abner. **The Saber-Tooth Curriculum**. New York: McGraw-Hill Book Company, Inc. 1939. Hardcover

Thomason, Caroline Wasson. **Plays for Children in French and English.** Philadelphia: The Penn Publishing Company, 1923. Hardcover

Woods, Ralph L. **A Treasury of the Familiar.** New York: The MacMillan Company, 1943. Hardcover

Lincoln's Devotional. Great Neck, New York: Channel Press, Inc. 1957. Hardcover

Sandburg, Carl. **Abraham Lincoln: The Prairie Years.** New York: Blue Ribbon Books, 1926. Hardcover

Shapiro, Larry ed. **Abraham Lincoln: Mystic Chords of Memory.** New York: Book-of-the-Month Club Inc., 1984. Softcover with quilted cover

Whither and Why: Excerpts From a Growing Awareness. 1964. Spiral Notebook

Hoke, George Wilson. **Blazing New Trails.** Rochester, New York: Rochester Athenaeum and Mechanics Institute, 1937. Hardcover

Jones, John Wiley. **Some Fun.** New York: Vantage Press, 1980. Hardcover

Frostic, Gwen. **Wisps of Mist.** Benzonia, Michigan: Presscraft Papers, 1969. Hardcover

Cerf, Bennet, ed. **An Encyclopedia of Modern American Humor.** New York: Doubleday & Co. Inc., 1954. Hardcover.

Scrapbooks

32 black clamshell boxes (11 1/2 x 15 x 2)

Mark Ellingson 25 1936-1971

Marcia Ellingson 7 1968-75

Scrapbooks contain newspaper clippings, photographs, event announcements and programs, letters written to Mark and Marcia Ellingson, RIT Publications including issues of Reporter Magazine.

Miscellaneous Albums and Notebooks

Photo album documenting the unveiling of the portrait of Dr. Ellingson given to him by George Agusta, 1966.

Guestbook from the retirement reception for Dr. and Mrs. Ellingson, September 28, 1969

Photo album documenting Marcia Ellingson's visit with the Defense Advisory Committee to the Naval District in Great Lakes Illinois, 1971

Bound manuscript for proposed book re: Mechanics Institute written by Mark Ellingson, 1936-37.

Mark Ellingson's Dissertation from Ohio State University, 1936.
"Determining the Professional Courses in a Technical Institutes Curricula"
(3-ring binder)

Notebook containing 9 letters to Mark Ellingson in recognition of 25 years as President of the Institute, 1961.

Notebook containing oversize (15 x 18) "Get Well" card signed by many.

Scrapbook/3-ring binder, labeled "Mark Ellingson 1979-1986"

Scrapbook/3-ring binder, labeled "1986-1989" (contains only 6 pages)

Plaques and Framed Awards/Certificates

Plaques

Rotary International, for Service as President of the Club, 1940-41
15 1/4 x 12 x 1

Phi Sigma Kappa, for 42 years of dedicated service to the Students of RIT,
1968
10 x 8 x 3/4

Rotary Club, for Leadership and Community Contribution, 1965
9 1/2 x 7 x 3/4

Kiwanis Club of Rochester, Citizen of the Year, 1969
15 x 12 x 3/4

Letter from Richard Nixon, Mark Ellingson retirement, 1969
12 x 9 x 1

Letter from Nelson Rockefeller, Ellingson Retirement, 1969
13 1/4 x 11 x 3/4

Department of Military Science, RIT, for bringing ROTC to Rochester
Community, 1961
11 1/2 x 8 3/4 x 1

Lester P. Slade Award, The Real Estate Board of Rochester, 1968
12 3/4 x 9 x 3/4

Framed Awards/Certificates

Nathaniel Rochester Society, (Mark Ellingson)
10 1/4 x 13 1/2 x 1 1/4

The Kiwanis Club, Honorary Membership (Mark Ellingson), 1969
10 1/2 x 8 1/4 x 3/4

RIT Alumni Association, Honorary Life Membership (Mark Ellingson), 1969
9 3/4 x 8 1/4 x 1

Printing Industry Association of Rochester, (Mark Ellingson) Honorary
Membership
14 x 10 1/2 x 1

Printing Industries of New Jersey and The Newark Club of Printing House
Craftsmen, Honorary Membership (Mark Ellingson), 1967
14 1/2 x 11 1/2 x 2

Rochester Sales Executives Club, Rochester Distinguished Salesman of the
Year (Mark Ellingson), 1965
13 x 10 1/2 x 1

The Nathaniel Rochester Society, Honorary Life Memberships (Dr. and
Mrs. Ellingson), 1976
14 x 10 1/2 x 1

International Graphic Arts Education Association, Certificate of
Appreciation (Mark Ellingson), 1967
15 x 10 3/4 x 3/4

[Encased Medal] American Society of Tool Engineers, Education Award
(Mark Ellingson), 1959
11 1/4 x 8 1/4 x 2

University of the State of New York, In Appreciation (Mark Ellingson),
1955
13 1/4 x 9 3/4 x 1

Police Locust Club, For Assistance Rendered to a Rochester Policeman
while on duty (Mark Ellingson), 1965
14 x 10 x 3/4

The American Ordinance Association for National Defense of Our Country
(Mark Ellingson), 1962
14 3/4 x 9 3/4 x 1

The Mark Ellingson Association [Blank award]
14 1/2 x 11 1/2 x 1

Printing Alumni Award (Mark Ellingson), 1987
14 1/2 x 19

Women's Council Award (Marcia Ellingson), 1991
15 1/2 x 19

Founder's Award (Mark Ellingson). Hand painted/calligraphed by Ruth
Gutfrucht, 1972
23 1/2 x 20 x 1 1/4

[Certificate] in Appreciation from the faculty and staff of the Rochester
Athenaeum and Mechanics Institute (Mark Ellingson). Hand
painted/calligraphed by Ruth Gutfrucht, 1941
28 x 17 x 1

Honorary member, (Marcia Ellingson) from the State Manpower Planning
Council (Glass removed)
23 x 20 1/2 x 1 1/4

Citation for Distinguished Service (Mark and Marcia Ellingson), 1976
21 x 14 3/4

Thirty Years as President, signed by Deans of all colleges, 1966
20 1/2 x 18 1/2

Framed Drawings, Prints and Photographs

Portrait of James Gleason, color photograph by Marvin Liberman, July 1942. (Very Deteriorated) RIT #01480

Drawing by Alling Clements, "Happy Birthday" cartoon.
17 x 21

Print by Cecile Johnson, Rochester Skyline
20 1/2 x 16 1/2

Print, Ralph Avery, Downtown Rochester scene
22 1/2 x 19

Portrait of Mark Ellingson by Charles A. Savage, 1957
Photo: 19 x 15
Frame: 23 x 19

1 oil painting signed "Bond" Likely by Margaret Bond, daughter of Milton Bond, who taught at RIT, according to David Bond, grandson of Milton Bond. [moved to Art collection-12/2009]

Mark Ellingson academic cap and gown

**Mark Ellingson, Ph.D., LL.D.
RIT President, 1936 – 1969**

The Ellingson collection is comprised of 39 boxes, 32 boxed scrapbooks, 9 miscellaneous (loose) albums/notebooks, 8 plaques, 20 framed certificates/awards, 5 oversized framed items (drawings, prints/photographs) and 1 academic cap and gown. Contents are as follows:

The collection is located in CS.S. #523-550.

Box 1 *(Rec. 3/19/93)* **Marcia Ellingson alphabetized files – Clubs and organizational involvement, mid 70's – mid 80's.**

Files include:

- Genesee Figure Skating Club
- George Eastman House
- First Presbyterian Church
- League of Women Voters
- Nazareth College – correspondence
- Planned Parenthood, Susan B. Anthony, Republican Club, Women's Council,
- Women's Club
- Foreign Students
- Inventory of items valued at more than \$1000 in the residence of the President Emeritus, 3940 East Avenue

Box 2 *(Rec. 3/19/93)* **Mark Ellingson papers, speeches, diplomas, passports**
[3-ring binder] "Family information" – Names, birthdates, social security numbers, etc.

"Personal Data Book" 1968 – investments, stocks, TIAA CREF
Envelope labeled "Karen Trueheart (My only File!)" containing:
Passports
Vaccine record
Social security documents
Handwritten design for event program – Semi Centennial Celebration 1899 – 1949
Handwritten program notes and scripts for various events (including Walter Clark's birthday celebration) and radio broadcasts, ca. 1940's and 1950's.
Paper clipped typed pages on Bishop David Evans Family Assoc.
Calorie Counter booklet

Idaho State University Alumni Directory, 1989
Small box containing one hand bound book, pages blank except
inscription with watercolor illustration, from Linda Nester, 1983.
3 letter openers
Mark Ellingson University Diplomas (rolled)
Oversize copy of NY Times front page, Sunday June 5, 1904 (rolled)

Box 3

(Rec. 3/19/93) **Randall Genealogy**

Genealogy related folders are labeled:

- John Randall Military
- John Randall, 1968
- Your Fogg Ancestry (line to Esther)
- Your Dingley Ancestry
- Your Plummer Ancestry
- Goddard
- Poole
- Cobb
- Penley

Folder, "Family Records, Blood types for Marcia and Mark", containing:

- List of Ellingson family books
- Copies of the Mayflower Compact
- Marcia Ellingson personal statistics information sheet

Folder, "Mrs. O. Wayne Ellingson" containing:

- Last Will and Testament

Folder, "Shirley Ann Randall Morley" containing:

- B/w snapshots of the wedding reception of Shirley Ann Randall
and John Adams Mahew

Photograph of Alice Gertrude Cooke

Box 4

(Rec. 3/19/94) **Marcia Ellingson personal records**

6 executive planners, Marcia Ellingson. 1970-74, 1992

Signed guestbook from unid. event

Plaque for Marcia Ellingson from the National Association of Colored
Women's Clubs, 1975

Nathaniel Rochester Society event program, 1971

Folder labeled "M.E. 1971" contains clippings, receipts, correspondence,
etc. from the year 1971

Folder labeled "Duplicates" containing newspaper clippings from 1950's –
60's

Folder labeled "1973" contains clippings, correspondence and event
programs

Folder labeled "1969" contains 1969 Executive planner, newspaper
clippings, correspondence and passport (hers).

Folder labeled "1979" contains many clippings, correspondence, postcards, typed speeches including RIT Oral History project interview and some photos

Box 5 (Rec. 3/19/93) **Ellingson Photographs**

Aprox. 50 Kodak envelopes, most labeled and dated ca. 1970's – 1980's.

Primarily family photos, vacations, reunions.

Christmas card photos from friends

Ellingson family photo-Christmas cards

Several photos of Mark and Marcia (1950's)

Small envelope, "N.B very valuable, Grandma Ellingson" contains 2 negatives of grandma Ellingson

Letter-sized envelope addresses to Mrs. Alice Randall from the First Unitarian Church. Contains cut up love letters, writer and recipient unid., ca. 1930's

Several b/w family snapshots, ca 1930's

Marcia Ellingson in her bridal gown, 1934.

Photograph of RIT Women's Club – committee mtg., 1953

Photograph of "Ole Ellingson, St. Anthony's, Idaho 1922

Box 6 (Rec. 3/19/93) **Marcia Ellingson**

Marcia Ellingson - Visit to Women's Army Corps. Headquarters and Training School -

Carousel of slides in Box labeled WAC, Visit in April '70

Typed narration of presentation

Marcia Ellingson's executive planners 1967, 1978, 1981, 1983, 1989

Marcia Ellingson's copy of *Women in the Military*, 1982

Dacowits appreciation plaque, 1972

Memorial to Lulu May Green (2 typed pages)

Aprox. 10 newspaper clippings of articles related to Marcia Ellingson's various accomplishments.

Box 7 (Rec. 3/19/93) **Ellingson/ Friel and Randall History**

Photographs:

Abigail Evans Ellingson portrait (cabinet card)

Grandmother Friel and Katherine Friel Ellingson, 1865 portrait (Tintype)

Edward Friel and wife, Utah portrait

Wm. Friel portrait

Ole Ellingson portrait

Grandfather Friel portrait (albumen print)

Bank in Lehr – Ole Ellingson, Jr.

Skalet Store, Idaho – Ole Ellingson
Ole Ellingson on Board of Trade, Alberta Canada, 1907
Mary Friel – 2 cartes de visite portraits
Will and Craig Friel
Margaret Davis
Marie Ellingson, born Aug. 1891 – several portraits
Magrath, Canada – Ellingson ranch
Mary Craig Friel
Edward Cornelius Friel
Will Friel
Alice Cosgrove

Enclosed in commercial photograph envelope

Ann Evans portrait (cabinet card)

Margaret Ann Friel portrait

Edward Friel portrait

Box 7, con't

Newspaper clipping – article regarding David Evans

George Ellingson

Marie Ellingson

Wm. Friel

In envelope:

2 full plate tintype portraits of Lizzy Friel (one hand painted)

1 (carte de visite) portrait of Lizzy Friel

Typed term paper by E. Bruce Preece on “David Evans: Pioneer 1804 – 1883”

2 copies of book, *The History of Edward and Margaret Friel* compiled by Charles Camden Friel, 1948

Folder containing:

Mrs. Ellingson Teaching Certificate, 1890

Genealogical Survey report of Katherine Sweeney Friel.

Warranty Deed, 1933

“Sealings for the Dead” Kate Friel Ellingson

Folder containing:

Katherine Friel Ellingson’s copy of the book, *Pearl of Great Price*

Family History Journal – Friel Family, ca. 1930’s including

handwritten notes and related correspondence

Folder containing:

Typed memorial service for Ole Ellingson

Certificate of Marriage – Ole Ellingson and Catherine Friel, Utah

June 12, 1889

Folder containing:

Correspondence from mother and siblings (to Mark Ellingson)

concerning the illness and ultimate death of his father, Ole Ellingson, 1932

Ole Ellingson typed biography
Genealogical notes, various
Clipping regarding the death of Ole Ellingson
Photograph – portrait of Ole Ellingson, 1922
Small enclosed case containing 8 glass plate negatives ca. 1920's
Small leather album (6 x 8 x 1) containing many photographs of Mark
Ellingson and family. Primarily snapshot family photos, ca. 1900.
Mark Ellingson portraits – aprox. 40 portraits, some formal (taken for the
Institute) others casual/private

Ellingson family (Marcia and Mark)

Family vacations – itineraries, photos, souvenir postcards
Christmas cards
Snapshots from various weddings attended
7 small envelopes containing 35 mm negatives – mostly vacations, ca.
1950's
Folder labeled "Karen" containing photos of Karen, school band concert
programs, Marcia's letter to friends describing family trip out west,
1952.
Folder labeled, "Colter Bay, 1983" (Ellingson family reunion) containing
several large group portraits with corresponding pages identifying
participants. *(Box 31 also contains information about this reunion)*
Box 7, con't Large commercial portrait envelope containing portrait of the twins,
Louise and Laura, and 2 small sealed envelopes containing locks of their
hair

Randall Family History

Album, leather w/black pages (7 x 6 x 2) containing many photographs,
primarily related to Marcia's childhood, ca. 1911 – 1920's
Small envelope containing photographs of Marcia as a child
Marcia's Girl Scout Troop, 1923 in a decorative window mat
Several portraits of Marcia, ca. 1930
Marcia Ellingson Doctor of Law degree, rec. 1984 with other Nazareth
College related material (clippings, event programs, etc.)

RIT History Material

Bound notebook, "Franz Remembered" a tribute to Franz Wildenhain,
1980
RIT related clippings, event programs, ca. 1940's – 1980's

Box 8

(Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Speeches – June 1946 – 1968 (Chronological order)
Printed articles

- Box 9** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Speeches, 1936 – May 1946 (rough chronological order)
Miscellaneous undated speeches
- Box 10** (Rec. 4/93) **Mark Ellingson - Administrative Files and Records**
Defense Advisory Committee on Education in the Armed Forces
(DACE), 1960
Summary report on Vocational Education, U.S. President:
Education for a Changing World of Work
2 appendices (1962)
Corporate Report Factbook (1969)
RAMI Finance Committee Report, 1970
Financial Data 1936-1970, Summary Report
Inventory: President's residence @3940 East Ave
Photos
Annual Report, 1968-1969
- Box 11** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Ellingson's Executive Day Planners, 1967-1992
- Box 12** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Miscellaneous books
RIT Staff Handbook & Personnel Policies, 1969
RIT Institutional Advancement Commission Report, 1977
RAMI minutes of board meetings, 1966-1969
Draft & Proposal for establishment of "Mechanics Institute" at RIT, 1977
New York State Board of Regents, Conference on Leadership Role of
Trustees, 1968
Planimetric map of City of Rochester, 1961
DACE meeting, 1959
US Armed Forces Institute: Activity Reports, 1956 – 1958
RIT Access to the Future Foundations Committee Report, 1985
- Box 13** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Ellingson activities (non-RIT, civic & professional)
Ellingson personal financial records
Ellingson expense account
Ellingson Christmas cards
- Box 14** (Rec. 4/93) **Mark Ellingson – Administrative Files and Records**
Ellingson activities (non-RIT, civic & professional)
- Box 15** (Rec. 4/93) **Mark Ellingson's Academic Records**

Bibliographic citations, subject indexed (index card file)
Analysis (index card file)
Course papers
Exams, materials
Abstract of dissertation
PH.D dissertation
Master's Thesis

- Box 16** *(Rec. 4/93)* **Mark Ellingson – Administrative Files and Records**
RIT 1985 budget
Armed Forces Education Program, 1956 – 1957
DACE 1963 – 1964
DACE orientation papers
- Box 17** *(Rec. 4/93)* **Mark Ellingson – Administrative Files and Records**
Mark Ellingson's business cards
Pocketsize day planners, 1940's – 1990's
- Box 18** *(Rec. 5/93)* **Awards**
Rochestarian Award
Nathaniel Rochester Society Award
- Box 19** *(Rec. 5/93)* **Books about RIT and Rochester – Marcia and Mark Ellingson**
- Hoag, Ralph L. **The Origin & Establishment of the National Technical Institute of the Deaf**, 1989. (3-ring bound publication)
- Lawson, Alexander S. **The School of Printing; Rochester Institute of Technology, the First Half-Century 1937-1987**. 1987.
- Taylor, Gladys M. **Faculty Writings and Achievement**. Wallace Memorial Library, 1976.
- Visions** (2 Hardcover, 1 paperback)
- Newhall, Beaumont. **The History of Photography: From 1839 to the Present Day**. New York: The Museum of Modern Art, 1964
- Dobrovitz, Pete. **Rochestrivia: An Illuminating Look at Rochester**. Rochester: Big Kids Press, Inc., 1984.
- Heart, Eye, Hand: Works by Twelve Deaf Artists**. Exhibition Catalog

The Gleason Works: 1865-1950, 1950

Graph: Historical Milestones and Characteristics.

Mark Ellingson yearbook, **Sagebrush Echo**, 1926

3-page typed paper by Ed Cohen, class of 1939, "Reminiscences of Rochester Athenaeum and Mechanics Institute: the Little School with the Big Name"

Box 20 (Rec. 5/93) **Books**

Steichen, Edward. **A Life in Photography**. Garden City, New York: Doubleday & Company, Inc., published in collaboration with the Museum of Modern Art, 1963

Mckelvey, Blake. **Rochester on the Genesee: The Growth of a City**. Syracuse: Syracuse University Press, 1973. (Signed by the author)

Sigma Kappa Sorority Alumnae Directory, 1985

Sandburg, Carl. **Abraham Lincoln: The Prairie Years and the War Years, one volume edition**. New York: Harcourt, Brace & World, Inc., 1954.

Mannes, David. **Music is my Faith: An Autobiography**. New York: W.W. Norton & Company, Inc., 1938

Carroll, Gladys Hasty. **Next of Kin**. Boston: Little, Brown and Company, 1974.

Cumings, A. J. **This England: An Appreciation**. London: P.R.Gawthorn, Ltd.

Oates, Stephen B. **With Malice Toward None: The Life of Abraham Lincoln**. New York: Harper & Row, Publishers, 1977

Sheperd, Charles. **Centennial and Bicentennial: Nathaniel Rochester, 1752: Thomas Rochester Sheperd, 1852**. Rochester: Charles Sheperd, 1952

The Genesee Country Scrapbook, vol. III, no. 1. Rochester Historical Society, 1952

Gibran, Kahil. **The Prophet**. New York: Alfred A. Knopf, 1962

Lader, Lawrence. **The Margaret Sanger Story: And the Fight For Birth Control**. Garden City, New York: Doubleday & Co., 1955. (Signed by Ms. Sanger)

Rutledge, Lyman V. **Earth Music**. Boston: Branden Press Publishers, 1970 (signed by the author)

Box 21 (Rec. 5/93) **Books and Journals – Mark and Marcia Ellingson**

Eastman, George. **Chronicles of an African Trip**. Rochester, 1927

Schreiner Olive. **Dreams**. Boston: Little, Brown can Company, 1937

Williams, John R., M.D. **Writings: A Collection of Interests, Thoughts and Experiences**. 1936

Masefield, John. **Selected Poems**. New York: The MacMillan Company, 1927 (Marcia Randall Bookplate)

Thomason, Caroline Wasson. **In the Wallows**. New York: Exposition Press, 1954

Lewisohn , Ludwig. **The Answer: The Jew and the World: Past, Present and Future**. New York: Liveright Publishing Corp., 1939 Enclosed is a letter to Marcia from Edna Lewisohn)

Rutledge, Lyman V. **Adam's Crusade: An Autumn Fantasy: As Revealed in the Loveletters and Dialogues of the Late Adam and Eve**. New York: Exposition Press, 1971.

Williston, Arthur L. **Beyond the Horizon of Science**. Boston: W.A. Wilde Company, 1944 (Inscribed by the author to Marcia)

Thomason, Caroline Wasson. **Youth of Color**. New York: The Exposition Press, 1951 (Signed by the author)

Ruthven , Tim. **A Man From Down Under**. Loveland, Colorado: The Gems Publishing House, 1982 (Inscribed to Marcia, Karen and Louise)

Lewisohn , Ludwig and Edna. **Haven**. New York: The Dial Press, 1940

Stephens, James. **The Demi-Gods**. New York: The MacMillan Company, 1925 (Signed by the author)

Williams, T. Harry. **Lincoln and His Generals**. New York: Alfred A. Knopf, 1952

Stephens, James. **The Crock of Gold**. New York: The MacMilland Company, 1937 (Marcia Randall's copy)

Hughes, Janet Rae. **Hues, Rays and Rainbows**. 1973 (Inscribed to the Ellingsons by the author)

In Rochester: One Hundred Years Ago and Now, 1931

Box 22

(*Rec. 5/93*) **Marcia Ellingson – Diaries, Journals, etc.**

Book – *Vanna Speaks* by Vanna White

Yearbook - Ohio State University, 1934

Yearbook – *The Green Lantern*, Proctor Academy, 1929

Ohio State University illustrated guide to the campus

Marcia Randall Book of Notes, 1937-1938 (Scrapbook – clippings, poetry, quotes...)

Marcia Randall Journal, "Thoughts which have seemed worth recording – for my own future reference"

Ohio State University pictorial guide, illustrated with tipped in color collotypes. (Ms. Randall copied poems onto several of the pages opposite the illustrations)

4 paper folders filled with coursework, term papers, poetry and correspondence. 1929-1932

Marcia Randall personal diary 1929-1932

Marcia Ellingson Travel Diary, trip to Europe, 1967.

3-ring binder containing record of finances – stocks, investments, etc. 1970's

Wooden plaque with illustration of Ellingson home by Mary Hoffman

2 copies Current Biography: Who's Who and Why, vol. 18 no. 8 Sept. 1957. Includes Mark Ellingson biography

Letter, general and addresses to friends, 1971

2 Kodak commercial photo envelopes. "Laura and Jackie, 1966"

Marcia Cooke Randall diploma from Cambridge High and Latin School, 1930

Box 23**(Rec. 5/93) Family**

Very fragile album/scrapbook pages (loose) – many b/w photos, newspaper clippings, Christmas cards, postcards, notes, etc. Most photos ca. 1940's, some color snapshots ca. 1950's. Clippings 1950's and 1960's.

Included among the pages are:

- Small envelope containing photos of Marcia as a child 1911, 1915

- Small envelope containing early negatives

- 3-ring bound photo album labeled, "Mark and Marcia Ellingson Children and Grandchildren, Summer 1993"

- Envelope labeled "Pictures of Jon Eric Ellingson" containing aprox. 50 photos, mostly b/w ca. 1948-53.

- Small commercial album labeled "Grandma's Darlings" ca. 1970's

- Small envelope labeled "Georgie + Homcie (?)" 4/46 – s b/w photos

- In plastic bag – 2 formal portraits of Karen Ellingson, ca. 1960

- Photograph of Marcia Ellingson in front of family home.

- Several framed photos of Eric Ellingson

- Torn envelope, "President's Office" containing pictures and clippings

- Groups of photos in small envelopes, labeled as follows:

 - Karen and Eric – Heisler Horseshow 1960, 1968

 - G's Wedding

 - [Karen] 1958-1964

 - Wedding showers and wedding, 1965

 - Harry, 1966

 - [unidentified], 1978

 - Karen Trophy, 1961

 - Truehearts, 1968

- Large envelope from Iva Sage containing

- Photographs:

 - K + H Wedding, 1965

 - School portraits from Karen's classmates

 - Karen's wedding

- Larger photographs:

 - Family reunion, Tetons, 1964

 - Dr. Ellingson with sporty car

 - Mark and Laura Ellingson, "From Laura's Album" 1/1943

 - Large color portrait in commercial print folder of Marcia Ellingson, 1979

- Interoffice envelope labeled "For L + L" containing aprox. 60-70 family photos 1940's – 1950's, primarily of the twins

- Interoffice envelope labeled "For Karen" containing aprox. 40 photos of Karen, ca. 1940's and 1950's

Box 24 (Rec. 5/93) **Signed books and papers from Mark Ellingson's office**

Kiplinger, Austin, ed. **Every Monday Morning for Sixty Years: The Past Sixty Years as Reported in the Kiplinger Washington Letters.** Washington DC: The Kiplinger Washington Editors, Inc., 1983. (Inscribed by the author)

Jarvey, L.L.; Ellingson, Mark. **A Handbook on the Anecdotal Behavior Journal.** Chicago: The University of Chicago Press, 1940

Hoke, George Wilson. **Blazing New Trails: The Biography of a Pioneer in Education.** Rochester, NY: Rochester Athenaeum and Mechanics Institute, 1937 (Inscribed to Dr. Ellingson from the author)

Jones, O. Garfield. **Parliamentary Procedure at a Glance:** Group Leadership Manual For Chairmanship and Floor Leadership. New York: Appleton-Century-Crofts, Inc., 1934.

Cayley's Campus Quips: A Collection of the Campus Newspaper Column From the R IT Reporter, vol. I. Rochester: Rochester Institute of Technology, 1963. (Signed by Cayley)

Thomason, Calvin C. **Human Relations in Action: Problems and Cases in Dealing with People.** New York: Prentice Hall, Inc., 1948 (Signed by the author)

Boys Grown Tall: A Story of American Initiative. Rochester: Democrat and Chronicle, 1946 (Includes section on Mark Ellingson)

Who's Who and Why, vol. 18 no 8, Sept 1957. New York: The H.W. Wildon Co.

Gordon, Dane R. **Rochester Institute of Technology: Industrial Development and Educational Innovation in an American City,** 1983 (Inscribed by the author)

Nasset, Edmund Sigurd. **Food and You.** Springfield, Illinois: Charles C. Thomas, 1952 (Signed by the author)

Hungerford, Edward; Kent, Norman (illustrations). **The Genesee Country.** New York: The Gallery Press, 1946 (Signed by Norman Kent)

Mark Ellingson's small leather address book, ca. 1960's

3 File Folders containing:

Stationary – Mark Ellingson

Stationary - Alice Cooke Randall

Stationary – Marcia Ellingson

Class of 1942 50th Reunion program

6 small photos of man playing tennis mounted on board with handwritten captions

Folded bundle of financial documents

File folders, labeled as follows”

Deposit Slips

Gold – David Hakes

Stocks – 1971

Rochester Community Savings Bank

Stocks – 1972-79

Opals

Inventory of items purchases from the Estate of M. Louise Kelley, 1964

Envelope containing the college and high school grades of Mark Ellingson

Type letter of resignation from Mark Ellingson to the Genesee Valley Club due to their anti-Semitic attitudes

2 letters of gratitude from Eric Lipman, grandson, to Mark Ellingson

Photographs:

Mark Ellingson portrait, 1935

Ellingson mansion, 3940 East Ave, 1958

Letters from Herb Morrow

Copy of the Last Will and Testament of Emil Muller, 1925

Box 25 *(Rec. 5/93)* **Mark Ellingson - Yearbooks**

RIT Alumni Directory, 1987

RIT Techmila, 1956

Class of 1942, 50th Reunion, “Facts About You”

RIT Techmila, 1969

3-ring binder – Album/Scrapbook- “Dedication of the Ellingson Award and Ellingson Trophy Case, 1986”

Box 26 **Mark Ellingson - Yearbooks**

Yearbook, University of Rochester – Interpres, 1926

Alumni Directory, Idaho State University, 1992

Yearbook, Idaho Technical Institute, 1923 – 2 copies

Yearbook, Idaho Technical Institute, 1924– 2 copies

Memento brick from Idaho State University

Box 27**(Rec. 5/93) Marcia Ellingson**

Marcia Ellingson executive planners: 1977, 1975, 1990, 1980, 1982, 1975, 1979, 1976

Stationary – 6 boxes

Mark Ellingson RIT photo identification

“Comments on the 50th Anniversary of the RIT Women’s Club by Marcia Ellingson,” 1987 (2 typed pages).

Certificate – American Association of University Women, 25 year membership” to Marcia Ellingson

Photographs

Ellingson home – 2 color prints and 7 b/w prints on 11 x 14 board.

Photos by Don Smith, 1966.

Envelope “ x-mas table” 2200 East Ave. contains 4 8 x 10 color prints

Envelope containing 3 cassette tapes “Memorial Service of M. Regina Alexander” 1981

Envelope “MRE Biographical List” contains: biographical information collected for 80th birthday celebration

File folder containing paperwork related to Christian Relief Services.

**Box 28
Ellingson****(Rec. 5/93) Family Correspondence regarding the death of Mark**

Democrat and Chronicle Friday March 5, 1993, includes article announcing the death of Mark Ellingson

Aprox. 300 Greeting cards – Birthday, Christmas, Get Well, Sympathy - early 1990’s

Guests book and registers for events/services related to Mark Ellingson’s death.

Folder, “Visiting Nurse Service” includes health care proxy information for Marcia Ellingson

Folder – Mark Ellingson, Monroe Community Hospital 1992

Box 29**(Rec. 5/93) Files and papers from Mark Ellingson’s Office**

Loose stack of clippings and notations containing jokes, fables and other pithy remnants.

File folders, labeled as follows:

Mark Ellingson, personal (genealogy info and some finances)

Insurance (1970’s)

Jack Potter (empty)

Mortgage and Bills – House (2200 East Ave)

ME, personal (1970’s)

Medical Bills (1977)

Fables from the Farm
Obesity, Ltd.
Automobile (1969)
Mark Ellingson, personal)
Genealogical Chart
Ellingson – certification of birth material
Mark Ellingson – Personal (Biographical info.- 1960's)
Automobile
Financial – personal (1960's)
Dulgity
1965-66 Mark Ellingson/personal
Blythe Property
Blue Cross Blue Shield
Trips 1970-71
AmEx card

Box 30 (Rec. 5/93) **Financial Records from the office of Mark Ellingson**
Income tax and bank statements. 1970's- early 90's

Box 31 (Rec. 5/93) **Ellingson and Randall photos and documents**
File folder, contains material related to family reunions especially trip to Grand Tetons, 1983 (Although the group portrait is not included in this material, the diagram and list of identified participants is. Photo is in box 7)
Folder (red), contains many clippings related to the sale of the Pittsford mansion (3940 East Avenue) to developers, 1980-81.
Folder, "Observations – English 536 – Marcia C. Randall" contains writing, mostly poetry as well as the writings of others.
Publication, *Cape Cod: A State of Mind*, 1974 (poetry book)
Photographs:
Enlarged (11 x 14) photograph (albumen print) – Alice Gertrude Cooke (2 years old) Harry Cooke, Charles W. Cooke, St. Augustine FL, 1886
File folder, "Karen – some large photos from Laura's album."
Contains 8 x 10 print of Marcia with the four children 1948.
Photo by Leon Freres.
12 Kodak envelopes – subjects include:
Jon's graduation, San Francisco, 1974
Palm Springs, 1971
Eric Trueheart, 1969
3940 East Ave.
Shirley, 1957

Aprox. 12 formal portraits of Mark Ellingson including one as a wrestler, 1934

Portrait of Marcia Ellingson by Mock Studios

Ellingson family portrait, x-mas 1949, 10 Clebourne Dr. (8 x 10)

8 x 10 photos:

Mark Ellingson, Lyons Club Chair, 1935

Mark Ellingson, Rochester Civic Museum Convocation, 1960 (2 photos)

Mark Ellingson, Alumni Banquet, 1942

Mark Ellingson with John Randall, Dr. Ralph Tyler, Carl Lomb

Ole Ellingson, ca. 1920, St. Anthony (2 photos)

Ellingson Ranch, Threshing machine, ca. 1912

Ole Ellingson, Sr. (cabinet card)

Loose photos – aprox. 100 family, friends, etc primarily 1940's – 1970's

Framed photos:

Ole Ellingson as a child, ca. 1869 (Handpainted photograph)

Katherine Sweeney Friel Ellingson as a child, ca. 1870 (Handpainted photograph)

Jennie Anderson Cooke (Mrs. Charles) – Mother of Alice Gertrude Cooke

(Marcia Ellingson's parents) – 2 oval frames

2 large b/w photos of Mark Ellingson – rolled

Letters:

Typed letter from Marcia Randall to her father from university, 1930

Five typed letters from John Randall to his daughter Marcia while at university, ca. 1931

Large rolled stats – Ellingson genealogy back from Ole Ellingson

Box 32 (Rec. 5/93) **Marcia Ellingson Personal Folders**

File Folders, dated as follows:

“1911” Aprox 25 photos of Marcia as a child
Letters written to her mother, 1930's
Diary, 1926-27
Report cards – Ohio State University, 1934
Diploma from Ohio State University, BS in
Education, 1935

“1934” Photos, clippings, cards related to wedding, 1934

- “1938” 2 photos taken at sister Jeans
typed letter from unid. woman describing trip to
Canada, July 1938
- “1941” Some information related to the Rochester
Museum and Science Center
The Shoals Songbook, Boston 1941. Includes a song
written by Marcia Ellingson.
Aprox. 10 clippings of articles related to Rochester
- “1945”- Announcement of birth of Karen
Family photo Christmas card
- “1946”- Photo of Mark and twins
Family photo Christmas card
- “1947”- Clipping, “Meet the Wife”
- “1949”- Clipping, “Tea to Honor Three Notables”
Family photo Christmas card
- “1950”- Letters to Mark and Marcia from Dr, Rackeman in
Boston re. Marcia’s health.
Letter from Mrs. Gleason, following her husband’s
death
Clippings and church programs
- “1951”- clippings
Family photo Christmas card with negative
- “1953”- General letter to friends from Marcia
Family photo Christmas card
- “1954”- General “bulletin” style letter to friends from
Marcia
- “1955”- Family photo Christmas card
- “1956”- Family photo Christmas card
clippings – twins ice-skating
- “1957”- General letter to friends from Marcia
Who’s Who featuring Mark Ellingson biography

Clipping – Louise ice-skating

“1961” General letter from Marcia including
itinerary of trip to Europe

“1962”- Twins wedding – some photos, clippings
General letter from Marcia

Very large scrapbook stuffed with:

Many photos of “Marcia Cooke Randall Ellingson” 1911-1960’s.

Many of the childhood photos have handwritten descriptive
captions

Loose clippings, event programs and postcards

Box 33

(Re. 5/93) **Marcia Ellingson**

Aprox. 20 file folders, most empty. One labeled “Mary Regina Alexander”
contains several related clippings.

Large (1 1/2” thick) notebook, “RIT Coast to Coast Run, 1979” (inscribed
to Mark Ellingson from Peter Todd)

3-ring binder scrapbook, contains:

envelope – 2- 8 x 10 color photographs, portraits of Mark and
Marcia, 1983

Several photographs, portraits of John Randall

Clippings announcing John Randall’s death, 1968

Several photos and clippings re. Alice Cooke Randall

Photos (8 x 10) of Mark and Marcia)

Many pages of clippings, 1930’s – 1940’s. Subjects include Mark
Ellingson, Rochester Community, Mechanics Institute, RIT.

Small lettersize envelope contains: 2 negs – Ellingson wedding, 1934

6 glass plate negs. (slightly small than 4 x 5) Marcia as a child

Misc. blank greeting cards and envelopes

Brochure, “Scholarships at RIT”, 1974

Box 34

(Rec. 5/93) **Cooke Family Photos and Records**

Large envelope, “Alice Gertrude Cooke Randall 90th and 91st Birthday”
containing:

Listing of gifts received

Birthday cards, aprox. 60

Photos “Mother at Rose’s, Newark, 1958”

Clippings announcing her birthday celebrations

Times Union article “From the Mayflower,” Sat. Nov. 21, 1981

File Folder, "Cooke genealogy data" contains aprox 70 loose pages,
mostly handwritten, data, notes and related correspondence
Several postcards of Rochester and Cape Cod

Small blue box top contains:

Photographs

Gravestone of Charles Wesley Cooke, St. Augustine
Alice Cooke at Ellingson home - 3940 East Ave.
Alice Randall 14 years old in her father's store,
Middletown Conn. (2 photos – 1 is a cyanotype)
Postcard of Staples High School" with handwritten
notation, "My first teaching job was here 1906-07 \$600
a yr.!"

Alice Cooke Randall with grandchildren – Eric and twins,
1949

H.H. Cooke, 1928

Portrait of Henry Herbert Cooke "who adopted his niece,
Alice G. Cooke"

Love letter to Alice Cooke Randall from John Randall, 1906?

Certificate of marriage 1877 (Cooke) with photo Elizabeth Lord
Cooke

Envelope labeled, "Miss Jennie Anderson, Newtonville Mass
(Mother of Alice Cooke)" contains:

Decorative handmade paper crafts (very Victorian looking)
2 gem tintype portraits of an unid. Man

Envelope containing photographs, labeled:

"1860-1886 Jennie Anderson Cooke, my mother"

"1858-1888 Charles Wesley Cooke, my father"

"1884- Alice Gertrude Cooke, 4 1/2 months old"

Letter concerning the death of Charles Wesley Cooke, 1888

Certified copy of Record of birth of Alice Gertrude Cooke

Photograph of Henry Herbert Cooke winding the town clock

Photographs of "The house where I was born" (ACR) with surrounding
areas

Envelope addresses to Mrs. William Simpson, labeled, "precious"
containing: 4 letters written by Jennie Anderson Cooke 1884-1886

Photograph of Alice Cooke Randall 17 years old, June 1901

Photograph of Herbert Cooke ca 1906

Photographs -several later prints (of Alice Cooke) originally taken 1899

Photograph of Cousin Austin and Amies home, Cape Cod, ca. 1924

Photograph - formal studio portrait of Alice Cooke, 1902, Middletown
Conn. High School graduation.

Folder containing several items related to the Mayflower Compact
Ivorytype (Photograph) portrait of Maria Poland Anderson with blue
velvet mat and very damaged frame in fragile condition

Transcript of grades in all subjects (1935) from Wesleyan University
attended 1902-1904

Photographs – card mounted

Group portrait – Henry Atkins Cooke, Ellis Fisher, Aunt Emma,
Cousin Aimee,
Cousin Harold, Grandmother Mary Cooke, Charles Wesley Cooke.
Ca. 1981

Alice G. Cooke – graduation

Alice G. Cooke – 12 years old

Alice G. Cooke 5 years old

Class portrait – Middletown High School, 1902

Herbert Cooke

Photograph of James Anderson – framed portrait

Box 35

(Rec. 5/93) **Ellingson Family Books**

Peterson, Roger Tory. **A Field Guide to the Birds: Giving Field Marks of
All Species Found.** Boston: Houghton Mifflin Company, 1963.
Hardcover

Winn, Godfrey. **The Young Queen: The Life Story of Her Majesty Queen
Elizabeth II.** London: Hutchinson, 1952. Hardcover

Brown, Beatrice Curtis; Arbuthnot, Helen. **The Story of England.** New
York: Random House, 1943. Hardcover

Quiller-Couch, Arthur. **The Oxford Book of English Verse: 1250-1900.**
London: Oxford University Press, 1924. (Jean Randall '30)

Leacock, Stephen. **Sunshine Sketches of a Little Town.** Montreal: Reprint
Society of Canada, 1947.

Pease, Dorothy Wells. **Inspiration Under the Sky: Poems, Prayers,
Scriptures** New York: Abingson Press, 1963 (From Shirley to her
mother)

Schafer, Edith. **Affliction: A Compassionate Christian Look at
Understanding the Reality of Pain and Suffering in Our Lives.** Old
Tappan, NJ: Fleming H. Revel Company, 1978

The Physicians' and Pharmacists' Guide to Your Medicines. New York:
Ballantyne Books, 1981

Bourke-White, Margaret. **Portrait of Myself**. New York: Simon and Schuster, 1963

The Victor Book of the Opera. Camden, NJ: RCA Manufacturing Co., 1929

Alcott, Louisa May. **Little Women**. New York: Grossel & Dunlop, Inc., 1947

Buck, Pearl S.; Romulo, Carlos P. **Friend to Friend: A Candid Exchange Between an American Friend of Asia and an Asian Friend of America**. New York: The John Day Company,

Scott, Sir Walter. **The Talisman : Chronicles of the Canongate**. Boston: C.C. Brainard Pub. Co.,

Ubell, Alvin; Merlis, George. **Al Ubell's Energy Saving Guide for Homeowners**. New York: Warner Books, Inc.,1980.

Moffett, Frank W. **Fun Without Money**. New York: Pageant Press, Inc., 1964

The Holy Bible: Containing the Old and New Testaments. London: Oxford University Press, 1901.

Fernald, James C. Funk & Wagnall's Standard Handbook of Synonyms, Antonyms and Prepositions. New York: Funk and Wagnalls, a Division of Readers Digest, Inc., 1942

Swiggett, Howard. **The Durable Fire**. Kingsport, TN: Kingsport Press, Inc., 1957

Merrill, Arch. **The White Woman in the Valley**. New York: American Book – Stratford Press, Inc. (Signed by the author)

Miller, Alice Duer. **The White Cliff**. New York: Coward-McCann, Inc., 1940

Tagore, Rabindranath. **Fireflies**. New York: The Macmillan Company, 1930

Carlson, Esther. **Moon Over the Back Fence**. Garden City: Doubleday & C.,1947

Crosby, Katherine. **Blue Water Men and Other Cape Codders**. New York: The Macmillan Co. 1947

Schreiner, Olive. **The Story of an African Farm**. New York: The Modern Library, 1927

Byrne, Donn. **Messer Marco Polo**. New York: The Century Co., 1921

Chrystie, Frances. **Riddle Me This**. New York: Oxford University Press, 1940

Leighton. **Songs and Sonnets** (Signed by the author)

Doty, William Kananaugh. **Anchors Aweigh: Verses by Midshipmen of the United States Navy**. Baltimore: The Norman Remington Company, 1928

Carroll, Gladys Hasty. **As the Earth Turns**. New York: Macmillan Company, 1935

The Travels of Marco Polo. New York: Orion Press

Kenemy, John G. **Man and the Computer**. New York: Charles Scribner's Sons, 1972

Millay, Edna St. Vincent. **Second April**. New York: Harper & Brothers, 1921

Box 36

(Rec. 5/93) **Mark Ellingson – photos and papers**

Aprox 100 loose small, snapshot photos. Subjects primarily family, friends and children, ca. 1930-1960's

Several larger portraits/photos (8 x 10) subjects:

Carl Day

Mark Ellingson, ca 1950's

Jon Eric Ellingson in cowboy gear, 1953

5 photographs of Marcia's birthday party, 1980

Ellingson family annual photo Christmas cards 40's – 50's

Snapshots in labeled envelopes:

Palm Springs, 1970

Eric Trueheart learns to walk

Palm Springs, Louise's family

Eric Ellingson as a baby

Eric Ellingson learning to walk, 1949

Palm Springs, 1970 Mark and Jon

Xmas, 1972
Bear Lake, 1969
Tetons, 1970
Randall and Ann
Kathryn's visit, 1974
Xmas, 1974
Letter to Marcia from Edna Manley
Envelopes filled with souvenir postcards "Spain – Barcelona + Madrid"
and France – Nice and Avignon"
2 small commercial photo albums ca. 1960's
Large envelope in WXXI envelope addressed to Mark Ellingson containing
aprox. 25 small family photos and Xmas cards
Envelope labeled "Jean" containing:
several photos of Jean
clipping announcing her death, 1968
essay, "Memories of Childhood in Cape Cod" by Jean Randall
Small framed photo of Jean (?) in cap and gown
Book, *Him, Her, Self: Sex Roles in Modern America*
Aprox. 7 typed general bulletin style letters to friends from Marcia,
1950's-60's.
Folder full of clippings, 1980's
Loose clippings, 40's-70's
Large envelope labeled "Mark" containing aprox 250-300 photographs of
family and friends with Mark Ellingson, primarily 1940's-70's

Box 37

(Rec. 5/93) **Marcia Ellingson**

Marcia Ellingson's "Student's Notebook" - Book of Quotations
Envelope of photos – Karen's horses June 1982
Several loose pages of Ellingson genealogy information
Large envelope containing genealogy information
Envelope containing photographs:
3- Marie Ellingson (cabinet card)
2-Wayne Ellingson
2- Ole Ellingson
Jon Eric Ellingson, 1961
House on creek, McGrath, 1904 (modern copy print)
Kate Ellingson (modern copy print)
Myles Sinnoth
Harold Ellingson
Marcia Ellingson, 1961
Several years of Ellingson family Christmas card
Book – *The Story of Edward and Margaret Friel*. Inside cover: many loose
handwritten pages of genealogy notes.

Yearbook – the Tattler, St. Anthony’s High School, 1922 (Mark Ellingson, Editor)

Book: Boys Grown Tall: A Story of American Initiative, 1946

Framed photos:

Karen Ellingson, ca. 1960’s

Marcia and Jean Randall as children

Marcia Ellingson, ca. 1970’d

Box 38 (Rec. 5/93) **Mark Ellingson Office - Travel**

Plastic bag containing travel information from trip to Europe including souvenir postcards, travel guides, etc.

3-ring notebook – Marcia Ellingson Finances

Box of office miscellaneous supplies

Small tabletop pewter horse

Mark Ellingson 1992 pocket calendar

Box 39 (Rec. 5/93) **Books “To send back to Karen”**

Reynard, Grant. **Rattling Home for Christmas**. New York: American Artists Group, Inc., 1941 Hardcover

Gollanacz I. **The Winter’s Tale**. New York: Duffield and Company, 1908 Hardcover

Untermeyer, Louis, ed. **American Poetry: From the Beginning to Whitman**. New York: Harcourt, Brace and Company, 1931. Hardcover

Mason, Jerry. **The Family of Woman**. New York: Grosset & Dunlap, 1979. Hardcover

Parkinson, C. Northcote. **Parkinson’s Law or the Pursuit of Progress**. London: John Murray, 1958. Hardcover

Jarvie, L.L. **A Handbook on the Anecdotal Behavior Journal**. Chicago, IL: University of Chicago Press, 1940. Hardcover

Toporcer, William. **Gleanings of Stardust**. William Toporcer, 1981. Hardcover

Peddiwell, J. Abner. **The Saber-Tooth Curriculum**. New York: McGraw-Hill Book Company, Inc. 1939. Hardcover

Thomason, Caroline Wasson. **Plays for Children in French and English.** Philadelphia: The Penn Publishing Company, 1923. Hardcover

Woods, Ralph L. **A Treasury of the Familiar.** New York: The MacMillan Company, 1943. Hardcover

Lincoln's Devotional. Great Neck, New York: Channel Press, Inc. 1957. Hardcover

Sandburg, Carl. **Abraham Lincoln: The Prairie Years.** New York: Blue Ribbon Books, 1926. Hardcover

Shapiro, Larry ed. **Abraham Lincoln: Mystic Chords of Memory.** New York: Book-of-the-Month Club Inc., 1984. Softcover with quilted cover

Whither and Why: Excerpts From a Growing Awareness. 1964. Spiral Notebook

Hoke, George Wilson. **Blazing New Trails.** Rochester, New York: Rochester Athenaeum and Mechanics Institute, 1937. Hardcover

Jones, John Wiley. **Some Fun.** New York: Vantage Press, 1980. Hardcover

Frostic, Gwen. **Wisps of Mist.** Benzonia, Michigan: Presscraft Papers, 1969. Hardcover

Cerf, Bennet, ed. **An Encyclopedia of Modern American Humor.** New York: Doubleday & Co. Inc., 1954. Hardcover.

Scrapbooks

32 black clamshell boxes (11 1/2 x 15 x 2)

Mark Ellingson 25 1936-1971

Marcia Ellingson 7 1968-75

Scrapbooks contain newspaper clippings, photographs, event announcements and programs, letters written to Mark and Marcia Ellingson, RIT Publications including issues of Reporter Magazine.

Miscellaneous Albums and Notebooks

Photo album documenting the unveiling of the portrait of Dr. Ellingson given to him by George Agusta, 1966.

Guestbook from the retirement reception for Dr. and Mrs. Ellingson, September 28, 1969

Photo album documenting Marcia Ellingson's visit with the Defense Advisory Committee to the Naval District in Great Lakes Illinois, 1971

Bound manuscript for proposed book re: Mechanics Institute written by Mark Ellingson, 1936-37.

Mark Ellingson's Dissertation from Ohio State University, 1936.
"Determining the Professional Courses in a Technical Institutes Curricula"
(3-ring binder)

Notebook containing 9 letters to Mark Ellingson in recognition of 25 years as President of the Institute, 1961.

Notebook containing oversize (15 x 18) "Get Well" card signed by many.

Scrapbook/3-ring binder, labeled "Mark Ellingson 1979-1986"

Scrapbook/3-ring binder, labeled "1986-1989" (contains only 6 pages)

Plaques and Framed Awards/Certificates

Plaques

Rotary International, for Service as President of the Club, 1940-41
15 1/4 x 12 x 1

Phi Sigma Kappa, for 42 years of dedicated service to the Students of RIT,
1968
10 x 8 x 3/4

Rotary Club, for Leadership and Community Contribution, 1965
9 1/2 x 7 x 3/4

Kiwanis Club of Rochester, Citizen of the Year, 1969
15 x 12 x 3/4

Letter from Richard Nixon, Mark Ellingson retirement, 1969
12 x 9 x 1

Letter from Nelson Rockefeller, Ellingson Retirement, 1969
13 1/4 x 11 x 3/4

Department of Military Science, RIT, for bringing ROTC to Rochester
Community, 1961
11 1/2 x 8 3/4 x 1

Lester P. Slade Award, The Real Estate Board of Rochester, 1968
12 3/4 x 9 x 3/4

Framed Awards/Certificates

Nathaniel Rochester Society, (Mark Ellingson)
10 1/4 x 13 1/2 x 1 1/4

The Kiwanis Club, Honorary Membership (Mark Ellingson), 1969
10 1/2 x 8 1/4 x 3/4

RIT Alumni Association, Honorary Life Membership (Mark Ellingson), 1969
9 3/4 x 8 1/4 x 1

Printing Industry Association of Rochester, (Mark Ellingson) Honorary
Membership
14 x 10 1/2 x 1

Printing Industries of New Jersey and The Newark Club of Printing House
Craftsmen, Honorary Membership (Mark Ellingson), 1967
14 1/2 x 11 1/2 x 2

Rochester Sales Executives Club, Rochester Distinguished Salesman of the
Year (Mark Ellingson), 1965
13 x 10 1/2 x 1

The Nathaniel Rochester Society, Honorary Life Memberships (Dr. and
Mrs. Ellingson), 1976
14 x 10 1/2 x 1

International Graphic Arts Education Association, Certificate of
Appreciation (Mark Ellingson), 1967
15 x 10 3/4 x 3/4

[Encased Medal] American Society of Tool Engineers, Education Award
(Mark Ellingson), 1959
11 1/4 x 8 1/4 x 2

University of the State of New York, In Appreciation (Mark Ellingson),
1955
13 1/4 x 9 3/4 x 1

Police Locust Club, For Assistance Rendered to a Rochester Policeman
while on duty (Mark Ellingson), 1965
14 x 10 x 3/4

The American Ordinance Association for National Defense of Our Country
(Mark Ellingson), 1962
14 3/4 x 9 3/4 x 1

The Mark Ellingson Association [Blank award]
14 1/2 x 11 1/2 x 1

Printing Alumni Award (Mark Ellingson), 1987
14 1/2 x 19

Women's Council Award (Marcia Ellingson), 1991
15 1/2 x 19

Founder's Award (Mark Ellingson). Hand painted/calligraphed by Ruth
Gutfrucht, 1972
23 1/2 x 20 x 1 1/4

[Certificate] in Appreciation from the faculty and staff of the Rochester
Athenaeum and Mechanics Institute (Mark Ellingson). Hand
painted/calligraphed by Ruth Gutfrucht, 1941
28 x 17 x 1

Honorary member, (Marcia Ellingson) from the State Manpower Planning
Council (Glass removed)
23 x 20 1/2 x 1 1/4

Citation for Distinguished Service (Mark and Marcia Ellingson), 1976
21 x 14 3/4

Thirty Years as President, signed by Deans of all colleges, 1966
20 1/2 x 18 1/2

Framed Drawings, Prints and Photographs

Portrait of James Gleason, color photograph by Marvin Liberman, July 1942. (Very Deteriorated) RIT #01480

Drawing by Alling Clements, "Happy Birthday" cartoon.
17 x 21

Print by Cecile Johnson, Rochester Skyline
20 1/2 x 16 1/2

Print, Ralph Avery, Downtown Rochester scene
22 1/2 x 19

Portrait of Mark Ellingson by Charles A. Savage, 1957
Photo: 19 x 15
Frame: 23 x 19

1 oil painting signed "Bond" Likely by Margaret Bond, daughter of Milton Bond, who taught at RIT, according to David Bond, grandson of Milton Bond. [moved to Art collection-12/2009]

Mark Ellingson academic cap and gown