

Finding Aid

James Jackson Putnam Children's Center Collection 1941-1990

Call No.: MS-N031

Repository: Boston Psychoanalytic Society and Institute

Created by Sarah Wharton Smith 2004-2005

Scope and Content

The collection consists of 8 Series.

Series I: Financial Records. This series consists of 8 sub-series: "Bankruptcy and Sale," "Billing," "Budgets," "Contributions," "General," "Grants," "Monies Owed," and "United Way/Putnam Campaign". Containing 25 folders, these records begin in 1965 and end in 1991 with the final negotiations relating to the bankruptcy and sale of the Putnam Center, and monies owed to members of the Board of Trustees.

Series II: History. This series consists of 4 folders including the Center's founding documents, an early history of the Center written in 1948, and a 1973 account of the Center's switch of focus to assist mainly the Black community living in the surrounding area of Roxbury, where the Center was located. These documents span from circa 1942 to 1973.

Series III: Organizational Records. The largest series within the written records, this series consists of 71 folders and spanning 1949-1979, representing almost the entire history of the Center. Records include "Community Relations," "Incomplete and Miscellaneous Documents," "Library," "Nursery School," and "Stationary" along with six sub-series: "Board of Trustees," "Correspondence," "Legislation and Regulations," "Meetings and Reports," "Presentations," and "Research and Studies." A study of note, contained in the "Research and Studies" sub-series, entitled "Intensive Study and Treatment of Young Children with Atypical Development with Parallel Study and Treatment of their Parents", spans eighteen folders and fourteen years, 1949-1963. This study gives insight into the important research conducted at the Center.

Series IV: Personnel. This series consists of thirty-nine folders and is divided into 3 Sub-Series: "Staff Files," "Jobs" and "Training." The contents of this series date from 1949 to 1981.

Series V: Publications. This series consists of six sub-series, "Annual Reports," "Bibliographies," "Book Reviews," "Brochures," "Newsletters," and "Poems." The series is contained in two boxes in forty-one folders with documents ranging from 1943 to 1978. These items were published for both internal and external reading. For example, "Bibliographies" contains lists of published papers by staff members and "Poems" contains farcical, witty poems by Harriet Robey written in honor of special occasions

such as Christmas. The annual reports and brochures are four-color documents, printed on heavy paper and featuring photographs of staff and children.

Series VI: Systems. The “Systems” series consists of six sub-series, “Diagnostic Systems,” “Forms,” “Operations and Structure,” “Outreach,” “Policy Discussion” and “Policy Statements.” These documents lend insight into the Center’s infrastructure and daily operations. These materials are housed in twenty-three folders, 1958 to circa 1977.

Box List

Box 1

SERIES I: FINANCIAL RECORDS

Folders 1- 25, 1965-1991

Box 2

SERIES II: HISTORY

Folders 26-29, 1942-1973

Box 3

SERIES III: ORG. RECORDS

Folders 30-75, 1958-1979

Box 4

SERIES III: ORG. RECORDS

Folders 76-101, 1949-1978

Box 5

SERIES IV: PERSONNEL

Folders 102-140, 1949-1981

Box 6

SERIES V: PUBLICATIONS

Folders 141-172, 1943-1978

Box 7

SERIES V: PUBLICATIONS

Folders 173-181, 1943-1973

Box 8

SERIES VI: SYSTEMS

Folders 182-204, 1958-1978

SERIES DESCRIPTION

Series I: Financial

Sub-Series I: Bankruptcy and Sale
Folders 1 & 2, 1981-1991

Sub-Series II: Billing
Folder 3, 1978

Sub-Series III: Budgets
Folders 4-12, 1965-1978

Sub-Series IV: Contributions
Folder 13, 1978

Sub-Series V: General
Folders 14-20, 1973-1978

Sub-Series VI: Grants
Folder 21, 1977-1978

Sub-Series VII: Monies Owed
Folders 22-24, 1974-1981

Sub-Series VIII: United Way/Putnam Campaign
Folder 25, 1972-1977

Series II: History

Folder 26: circa 1942, 1943
Folder 27: circa 1947, 1948
Folder 28: 1948-1973 (Margaret Davidson's paper of 1971 added in 2011)
Folder 29: 1973

Series III: Organizational Records

Community Relations, Folder 30: circa 1977
Incomplete/Miscellaneous Documents, Folder 31: circa 1974-1977
Library, Folder 32: 1960s
Nursery School, Folder 33, 1958-1959
Stationary, Folders 34-36, Undated

Sub-Series I: Board of Trustees
By-Laws, Folder 37: 1971

Meeting Minutes
Folder 38: 1974
Folder 39: 1975
Folder 40: 1975
Folder 41: 1976

Folder 42: 1977
Folder 43: 1977-1978
Folder 44: 1978

Members

Folder 45: 1967-1973
Folder 46: 1975-1977

Related Documents

Folder 47: 1968-1977

Sub-Series II: Correspondence

General

Folder 48, 1967-1979

Memos

Folder 49: 1967
Folder 50: 1967-1972
Folder 51: 1973-1974
Folder 52: 1975
Folder 53: 1976
Folder 54: 1977-1978

Sub-Series III: Legislation and Regulations

Medicaid

Folder 55: 1967-1974
Folder 56: 1974
Folder 57: 1974-1975
Folder 58: 1975
Folder 59: 1975
Folder 60: 1975
Folder 61: 1975-1976
Folder 62: 1976

Sub-Series IV: Meetings and Reports

Annual Meetings

Folder 63: 1967- circa 1974

Director's Reports

Folder 64: 1971-1972
Folder 65: 1974-1977

Miscellaneous Documents

Folder 66, 1976-1978

Monthly Reports

Folder 67: 1972
Folder 68: 1972
Folder 69: 1973

Folder 70: 1974
Folder 71: 1974
Folder 72: 1975
Folder 73: 1975
Folder 74: 1976

President's Reports
Folder 75: 1972-1974

Sub-Series V: Presentations

General
Folder 76: 1958-1960
Folder 77: 1961-1970
Folder 78: 1972
Folder 79: circa 1973
Folder 80: 1975

Sub-Series VI: Research and Studies

General
Folder 81: 1962-1972
Folder 82: 1973-1975

“Intensive Study and Treatment of Young Children with Atypical Development with Parallel Study and Treatment of their Parents”, Folders 83-99, 1949-1963

Related Material
Folder 100: 1954
Folder 101: 1978

Series IV: Personnel

Sub-Series I: Staff Files

Folder 102: 1960-1976
Clippings
Folder 103: 1949-1981
General,
Folder 104: 1951-circa 1977
Resignations and Terminations
Folder 105: 1971-1978
Staff Biographies
Folder 106: 1954
Folder 107: 1955
Folder 108: 1972
Staff Lists
Folder 109: 1965-1975
Folder 110: 1977-1978

Staff Meetings

Folder 111: 1965-1978

Staff Resumes

Folders 112-114: circa late 1960s to late 1970s

Sub-Series II: Jobs

Applications and Job Offers, Dr. Janet L. Brown

Folder 115: 1952-1957

Folder 116: 1957

Folder 117: 1957-1962

Folder 118: 1965

Folder 119: 1978

Applications and Resumes, Consultants

Folders 120-121: 1976-1978

Applications and Resumes, General

Folders 122-125: 1973 to circa 1978

Harvard/Clinical Psychology Students

Folders 126-128: 1967-1970

Interns

Folders 129-131: 1974-1978

Job Descriptions

Folders 132-134: 1971 to circa 1976

Sub-Series III Training

Funds

Folder 135: 1976

General

Folder 136: 1971-1974

Psychology Department

Folder 137: 1962-1970

Folder 138: 1970-1979

Folder 139: undated

Simmons College of Social Work Field Manual

Folder 140: 1978

Series V: Publications

Folder 141: "Report of the First Six Months," 1943

Folder 142: "Friend's Guide to the James Jackson Putnam Children's Center," 1962

Folder 143: Various, 1971-1977

Folder 144: Open House Brochures, 1977

Folder 145, Permissions, 1964-1968

Sub-Series I: Annual Reports

Folder 146: 1944

Folder 147: 1944

Folder 148: 1945

Folder 149: 1945, 1946
Folder 150: 1951
Folder 151: 1956
Folder 152: 1960-1961
Folder 153: 1962-1963
Folder 154: 1966
Folder 155: 1967
Folder 156: 1973-1974
Folder 157: 1973-1974
Folder 158: 1974-1975

Sub-Series II: Bibliographies
Folders 159-160: 1977

Sub-Series III: Book Reviews
Folder 161: 1964-1965
Folder 162: 1969-1972
Folder 163: 1973-1974

Sub-Series IV: Brochures
Folder 164: "The Children's Center," circa 1942-1943
Folder 165: "The James Jackson Putnam Children's Center," circa 1956
Folder 166: "A Special Kind of Place," circa 1960s
Folder 167: Untitled Brochure, circa 1960s
Folder 168: "James Jackson Putnam Children's Center," circa 1960s

Folder 169: "The Young Child – Here and Now," circa 1969-1971
Folder 170: "The Friends of the Putnam Center," 1971
Folder 171 "Can We Help?" circa 1977-1978
Folder 172: Related Material, 1960s-1970

Sub-Series V: Newsletters
Folder 173: "The Putnam Primer," vol. 1, no. 1, vol. 1, no. 2, vol. 1, no. 4, 1966
Folder 174: "The Putnam Primer," vol. 1, nos. 5 & 6, 1973
Folder 175: "The Putnam Children's Center Newsletters" issues 1, 3, 5, 6, 8-10, 1972
Folder 176: "The Putnam Children's Center Newsletter," issues 11-13, 1973
Folder 177: "The Putnam Children's Center Newsletter," issues 14-16, 1973

Sub-Series VI: Poems (written on various occasions by Harriet Robey)
Folder 178: 1943
Folder 179: 1946 to circa 1947
Folder 180: circa 1948
Folder 181: circa 1951

Series VI: Systems

Sub-Series I: Diagnostic Systems
Folder 182: 1965-1968
Folder 183: 1969-circa 1975
Folder 184: undated

Folder 185: undated
Folder 186: undated

Sub-Series II: Forms
Folder 187: 1958-1978
Folder 188: undated
Folder 189: undated

Sub-Series III: Operations and Structure
Folder 190: 1970-1972
Folder 191: 1972
Folder 192: 1972-1974
Folder 193: 1974-1977
Folder 194: circa late 1970s

Sub-Series IV: Outreach
Folder 195: 1968-1977

Sub-Series V: Policy Discussion
Folder 196: 1967-1968
Folder 197: 1970-1971
Folder 198: 1972
Folder 199: 1972-1974
Folder 200: 1974-1975
Folder 201: 1975 to late 1970s

Sub-Series VI: Policy Statements
Folder 202: 1968-1973
Folder 203: 1973-1975
Folder 204: 1975-circa 1976