

Francis Henry Taylor records, 1892-1956 (bulk 1940-1955)

Finding aid prepared by Anna J. Clarkson, Arielle Dorlester, and Jim Moske

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Summary Information

Repository	The Metropolitan Museum of Art Archives
Title	Francis Henry Taylor records, 1892-1956 (bulk 1940-1955)
Dates	1892-1955
Extent	7.63 Linear feet (15 full-size document cases, 1 oversize box, 1 half-size oversize box)
Language	English
Abstract	Francis Henry Taylor was the fifth director of The Metropolitan Museum of Art, serving from 1940 to 1955. Taylor led the Museum through World War II and the beginning of America's involvement in the Cold War, as well as a \$9 million renovation of the Museum's exhibition space and organizational restructuring. During his tenure the Museum tripled membership, doubled its endowment, and attendance figures rose dramatically. Taylor is highly regarded for his efforts to strengthen the Museum's educational programming and public outreach, and led the formation of the Department of Education and Museum Extension. Taylor was committed to expanding audiences through radio, television, and off-site art exhibitions. His oversight of an ambitious program of loan exhibitions enabled thousands of Museum visitors to view masterworks from European collections. The records include correspondence, meeting minutes, reports, memoranda, architectural drawings, and ephemera.

Form of Citation

[Title of item], [date], Box [number], Folder [number], Francis Henry Taylor records, The Metropolitan Museum of Art Archives, New York.

Biographical note

Francis Henry Taylor (1903-1957) was born in Philadelphia, PA, the youngest of five children of Dr. William Johnson Taylor, a surgeon and former president of the College of Physicians, and socialite Emily Buckley Newbold. Taylor graduated from the University of Pennsylvania in 1924 and traveled to France where he taught English at the Lycée de Chartres from 1924 to 1925. The following year he enrolled at the Sorbonne, where he first met the medievalist art historian Henri Focillon, with whom he maintained a lifelong friendship.

Taylor returned to the United States for graduate studies at Princeton University, then traveled to Europe as a Carnegie Fellow during 1926-1927. In 1928 he married Pamela Coyne and left Princeton prior to obtaining his degree to become Assistant Curator of Medieval Art at the Philadelphia Museum of Art under the directorship of Fiske Kimball. There Taylor edited several museum publications, inaugurated school education programs, helped to fill gaps in the collection, served as the first curator of the Philadelphia Museum of Art's Rodin Museum, and coordinated a major installation of medieval art.

In 1931 Taylor was appointed Director of the Worcester Museum of Art, where he emphasized educational outreach as he had in Philadelphia and envisioned the museum as a community center. One of his first accomplishments was to screen foreign films and documentaries at the museum in the evenings. Taylor established an art education program for school children, placed articles, history books, and scholarly materials in galleries, and opened departmental reading rooms where visitors could handle unique objects and consult academic publications. Taylor was an early pioneer of special exhibitions that enticed new patrons into the art museum, and in the nine years of his administration the number of annual visitors increased from one-hundred thousand to one-hundred forty-seven thousand.

On January 8, 1940, the Trustees of The Metropolitan Museum of Art elected Taylor the institution's fifth Director. When he arrived, parts of the Museum building were in need of repair, and attendance and membership numbers were in decline. Among Taylor's first actions were the removal of turnstiles at the Museum entrance and the institution of a free admission policy. In 1941 he consolidated the Museum's various teaching programs into Departments of Education and Museum Extension. Taylor met the challenges presented by America's entry into World War II by coordinating the shipment of over fifteen-thousand of the Museum's most valuable works of art to safe storage at Whitmarsh Hall, near Philadelphia. To attract visitors while operating with limited staff and resources during wartime, Taylor mounted successful temporary exhibitions and a series of concerts of Music Forgotten and Remembered curated by Emmanuel Winternitz, keeper of the Crosby Brown Collection of Musical Instruments. During these events, musicians played restored instruments for which Renaissance and Baroque music had been originally written. The Metropolitan Museum became a place

of relaxation and refuge during the war years. As Taylor stated, "We preserve in our galleries the very things which the Nazis have destroyed and for which we are fighting."

In 1943, plans were announced to construct a new Museum wing to exhibit the collections of American painting and sculpture owned by both The Metropolitan Museum of Art and the Whitney Museum of American Art. New York City Parks Commissioner Robert Moses informed the Museum that the City of New York would pay for no more than fifty percent of new building costs, however, which complicated plans for a coalition. The idea was abandoned in 1948.

During the spring of 1944 Taylor worked with the U.S. State Department to initiate a series of exhibitions in American museums featuring artworks loaned from European institutions and that could not yet return to their home institutions because of difficult post-war conditions. The series included "French Tapestries" (1947), "Paintings from the Berlin Museums" (1948), "Van Gogh: Paintings and Drawings" (1949), and "Art Treasures from the Vienna Collections" (1950). In 1944 the Museum also launched a program of circulating exhibitions that traveled to academic, vocational, and junior high schools of New York City. The exhibitions were comprised of unique objects and included supplementary teaching materials. More than sixty-seven exhibitions to area schools were facilitated under Taylor's directorship.

In its 1954 *Annual Report* the Museum announced "the end of the reconstruction program in the central part of our building. We now have 135 reconstructed galleries in which our collections of European paintings, medieval art, and Western European decorative arts are regularly exhibited." The galleries allowed visitors to view the collection in a more historical sequence of selectively edited objects, and featured new electrical wiring, improved lighting and ventilation, and temperature and humidity control. The new Grace Rainey Rogers Auditorium featured stage facilities that permitted a full symphony orchestra, and projection capabilities for films and educational programs.

Following five years of planning and two years of construction, The Metropolitan Museum of Art unveiled the new Junior Museum in October 1957. Originally established in 1941 by Taylor, the new sixteen-thousand square foot facility was four times larger than its predecessor and marked one of Taylor's last great accomplishments.

The Metropolitan Museum of Art was shocked by Taylor's resignation in 1954. Confessing that his health was the greatest factor in his decision, he announced plans to reprise his role as Director of the Worcester Museum of Art. In June 1955, the Museum regretfully accepted Taylor's resignation and elected him Director Emeritus and Special Consultant to the Board. Taylor died on November 22, 1957, following kidney surgery.

Selected Chronology

1903 - Born Philadelphia, PA.

1924 - Graduated from the University of Pennsylvania.

1924-1925 - Taught English at the Lycée de Chartres. Introduced to art historian Henri Focillon.

1925-1927 - Enrolled in the Graduate School of Princeton with the intention of obtaining his doctoral degree.

1926-1927 - Returned to Europe as a Carnegie Fellow.

1927 - Appointed Assistant Curator at the Philadelphia Museum of Art. Left Princeton before completing his degree.

1928 - Married Pamela Coyne.

1931 - Appointed Director of the Worcester Museum of Art.

1940 - Appointed the fifth Director of the Metropolitan Museum of Art at age thirty-seven, the youngest Director up to that time. Commissioned Robert B. O'Connor to draft a report on the architecture of the Museum.

1941 - Established the Department of Education and Museum Extension and the Junior Museum. Explored use of radio and television to forward Museum education. On December 11th, four days after the Japanese attacks on Pearl Harbor, the Museum announced plans to close at dusk, to appoint armed officers to sleep in the building, to implement Red Cross employee training, and to limit telephone usage.

1942 - Museum evacuated fifteen thousand of its most valuable works of art to Whitmarsh Hall, the former estate of Edward T. Stotesbury, located twelve miles northwest of downtown Philadelphia.

1944 - Served overseas as a representative and organizer of the American Commission for the Protection of Artistic and Historic Monuments in War Areas in London and Paris. Museum artworks were recalled from Whitmarsh Hall and Bank of Manhattan Company vaults. Spring opening of the renovated painting galleries attended by Princess Juliana of the Netherlands. The Museum furnished circulating exhibitions to academic, vocational and junior high schools of New York City.

1945 - Published *Babel's Tower: The Dilemma of The Modern Museum*.

1947 - The Metropolitan Museum of Art, The Museum of Modern Art, and the Whitney Museum formed agreement to loan artworks to one another, as well as consult each other regarding acquisitions.

1948 - *The Taste of Angels: A History of Art Collecting from Rameses to Napoleon* published. The Whitney Museum of American Art announced its plans not to move forward with a coalition with The Metropolitan Museum of Art.

1950 - Due to the Korean War, Metropolitan Museum began its second evacuation of art to the Colorado Springs Fine Arts Center and Irving Trust Company. Annual attendance passed two million, more than doubling the 1940 figure when Taylor became Director of the Museum.

1953 - Metropolitan Museum terminated its agreement with Colorado Springs Fine Arts Center and evacuated artworks were returned to the Museum. Loan agreement between

The Metropolitan Museum of Art, The Museum of Modern Art, and Whitney Museum of American was terminated.

1954 - Museum entered into agreement with New York University to create and produce educational programs for television. Museum opened 135 new and reconstructed galleries following a \$9 million renovation. Published *Fifty Centuries of Art*. Resigned from the museum December 13th and announced his re-appointment as Director of the Worcester Museum of Art.

1955 - Named Director Emeritus and Special Consultant to the Board of The Metropolitan Museum of Art; returns to Worcester Museum of Art as Director.

1957 - Published *Pierpont Morgan as Collector and Patron*. Died on November 22nd.

Scope and Content

The records contain correspondence, meeting minutes, reports, architectural drawings, and ephemera documenting Francis Henry Taylor's activities as Director of The Metropolitan Museum of Art from 1940 to 1955. The majority of the correspondence is professional in nature and concerns Taylor's role as liaison between the Museum and other museum directors primarily in the United States, the Museum's staff and trustees, government agencies, educators, and arts and civic organizations. There is significant material related to the renovation and reorganization of the Museum, educational programs, emergency preparedness, as well as Taylor's involvement in the International Council of Museums (ICOM), his role as mentor to smaller American institutions, and engagements with various educational, government, and charitable organizations.

The collection does not contain all records produced by Taylor's office during the period of his Directorship; significant portions of his correspondence -- especially concerning exhibitions, acquisitions, finances, the Board of Trustees and other administrative matters -- were interfiled in the Office of the Secretary Records, also held by the Museum Archives.

Arrangement

The records are arranged in three series: I. Correspondence; II. Emergency Evacuation, Protection and Storage; III. Reports.

Administrative Information

Conditions Governing Access

Collection is open for research. Photographs and oversize documents should be handled with care and may require the use of gloves. Records pertaining to The Metropolitan Museum of Art's Board of Trustees, legal proceedings, donor and object information, and specific employee information are restricted, according to Museum policy.

Conditions Governing Use

Copyright restrictions apply. Consult Archives staff regarding permission to quote or reproduce.

Related Materials

Related Materials

Francis Henry Taylor Correspondence Files, Office of the Secretary Records, The Metropolitan Museum of Art Archives.

Francis Henry Taylor papers, ca. 1920-1958, Houghton Library, Harvard University.

Preston Remington records, Metropolitan Museum of Art Archives.

James J. Rorimer records, Metropolitan Museum of Art Archives.

Indexing Terms

Genres and Forms of Materials

- Administrative records
- Correspondence.
- Reports

Occupation(s)

- Metropolitan Museum of Art (New York, N.Y.) Director

Subjects - People

- James J. Rorimer, (James Joseph), 1905-1966
- Remington, Preston
- Winlock, Herbert E., 1884-1950

Subjects - Topics

- Art museums--Exhibitions
- Metropolitan Museum of Art (New York, N.Y.) -- Administration.
- Metropolitan Museum of Art (New York, N.Y.) -- Exhibitions
- Metropolitan Museum of Art (New York, N.Y.) -- Management.
- Metropolitan Museum of Art (New York, N.Y.) -- Officials and employees.
- Museums -- Educational aspects -- United States

Provenance

The Francis Henry Taylor records were transferred to Museum Archives at an unknown date.

I. Correspondence

Collection Inventory

I. Correspondence 1892-1956

Scope and Content

Taylor's correspondence provides a detailed view of the substantial reorganization and renovation of the Museum that he implemented. Also highlighted are innovative exhibition and educational programs, Taylor's relationship with New York City Parks Commissioner Robert Moses, and his interest in new technology including television and radio. Other prominent topics include war-time preparedness, art evacuations, charitable campaigns, and Taylor's influential role in the greater arts community on a local, national and international level.

Arrangement note

The correspondence is arranged alphabetically by subject or personal name. At the beginning of each letter run single documents have been grouped together by initial of subject or personal name. Some files contain documents in Italian, French, German and Spanish.

Box	Folder	
1	1	Albion College, America Italy Society Inc., American Australian Association, American Bar Association, American Bell Association, American Broadcasting Company, American Committee for Émigré Scholars, Writers and Artists, American Council of Learned Societies, American Craftsman's Educational Council, American Friends of the Middle East Inc., American Fund for Palestinian Institutions, American Historical Association, American Institute of Graphic Arts, American Watercolor Society, American Women's Association, Antiques, Art Commission of City of New York, Associated American Artists, Atlantic Union Committee. 1946-1954
1	2	Abrams, Harry N. 1950-1954
1	3	Ache, Jean. 1953
1	4	Akron Art Institute. 1945-1953
1	5	Albany Institute of History and Art. 1943-1948, 1953
1	6	Albright Art Gallery. 1946-1954
1	7	Alfred University. 1946
1	8	American Art Research Council. 1942-1944
1	9	American Artists Professional League. 1952-1953
1	10	American Association for Adult Education. 1940-1948
1	11	American Association for Advancement of Science. 1949
1	12	American Embassies. The Hague, London, Madrid, Pakistan, Paris, Rome, Vienna. 1950-1954
1	13	American Federation of Arts. 1953-1954
1	14	American Institute in Europe. 1952

I. Correspondence

See also: International Institute of American Civilization, Inc.

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|---|----|---|
| 1 | 15 | American Museum of Natural History. 1940-1955 |
| 1 | 16 | American Red Cross. 1943-1948 |
| 1 | 17 | American Scandinavian Foundation. 1945-1954 |
| 1 | 18 | Art Association of Indianapolis. 1944-1953 |
| 1 | 19 | Art Education Council. Levy, Florence. c. 1892, 1942-1945 |
| 1 | 20 | Arte Contemporanea. 1954 |
| 1 | 21 | Art Gallery of Toronto. 1942-1954 |
| 1 | 22 | Art Institute of Chicago. 1942-1954 |
| 1 | 23 | Arts Council of Great Britain. 1949-1951 |
| 2 | 1 | Audubon Society. 1949-1954 |
| 2 | 2 | Australian Government. 1953 |
| 2 | 3 | Belgian American Education Foundation, Berne Museum, C.R. Blakelock, Mrs. Wylie Brown, Buffalo Museum of Science. 1947-1954 |
| 2 | 4 | Birmingham Museum of Art. 1952-1953 |
| 2 | 5 | Book of the Month Club. 1946-1954, n.d. |
| 2 | 6 | Booz, Allen and Hamilton. 1948-1949 |
| 2 | 7 | Boston Institute of Contemporary Art. 1946-1955 |
| 2 | 8 | Boston Museum of Fine Arts. 1940-1954 |
| 2 | 9 | Bowdoin College Museum of Fine Arts. 1954 |
| 2 | 10 | Brooklyn Botanic Garden. 1943, 1951-1954 |
| 2 | 11 | Brooklyn Museum. [1935], 1942-1954 |
| 2 | 12 | Brown Lawford and Forbes Architects. 1951-1955
<i>See also:</i> O'Connor, Robert B. |
| 2 | 13 | Byzantine Institute. 1944, 1949-1952 |
| 2 | 14 | Canajoharie Art Gallery, Canton Art Institute, Charleston Museum, Winston Churchill, A.G. Cigognani, Citizens Committee for Government Art Projects, Clay Club, Fannia M. Cohn, Collegiate School, Coty, <i>Cowles Magazine</i> , Doris Duke Cromwell, <i>Cue</i> . 1946-1954 |
| 2 | 15 | Cancer Committee. 1947-1951 |
| 2 | 16 | Carnegie Institute. 1942-1954 |
| 2 | 17 | Catholic Writers Guild. 1949-1954 |
| 2 | 18 | Columbia Broadcasting System (CBS). 1945-1946, 1951-1954 |
| 2 | 19 | Chicago Museum of Science and Industry. 1942-1943, 1951-1952 |
| 2 | 20 | Cincinnati Art Museum. 1945-1954 |
| 2 | 21 | Citizens Committee for the Army and Navy. 1941-1944 |
| 2 | 22 | Citizens Committee on Displaced Persons. 1947-1948 |
| 2 | 23 | City Center of Music and Drama. 1946-1947 |
| 3 | 1 | Cleveland Museum of Art. 1948-1954 |
| 3 | 2 | Colonial Williamsburg. Chorley, Kenneth. 1942-1954 |
| 3 | 3 | Colorado Springs Fine Arts Center. 1945-1953 |
| 3 | 4 | Colorado State College. 1952-1953 |

I. Correspondence

Note: An original Sound Scribe disc from this folder is restricted due to its fragile condition. A digital version created in 2015 is available at [b1855676_19520722_001](#)

3	5	Columbia Bicentennial. 1953
3	6	Columbia University. 1943-1955
3	7	Columbia University Press. 1942-1953
3	8	Columbus Gallery of Fine Arts. 1942-1953
3	9	Congress Dinner. [1952]
3	10	Congress Reception. [1952]
3	11	Cooper Union. Mattingly, Garrett. 1946-1954
3	12	Corcoran Gallery of Art. 1944-1950
3	13	Corning Glass Works. 1954
3	14	Corning Museum of Glass. 1952-1953
3	15	Courtauld Institute. 1951-1953
3	16	Cranbrook Academy of Art. 1942-1952
3	17	Cresap, McCormick and Paget. 1954-1955
3	18	Culler, George D. 1953
3	19	Dessoif Choirs, Dillard University, Duveen Brothers. 1950-1953
3	20	Dallas Museum of Fine Arts. 1945-1951
3	21	Day-Dean, Robert. 1950-1954
3	22	Dayton Art Institute. 1944-1953
3	23	DeCordova and Dana Museum. 1949
3	24	Denver Art Museum. 1945-1952
3	25	Des Moines Art Center. 1947-1952
3	26	Devonshire Collection. 1951-1952

Note: Oversized material has been removed to flat file 18, drawer 1, folder 15.

Flat-file

18/1	15	Devonshire Collection. Oversize news clipping. August 26, 1952 <i>Note:</i> Oversize material has been removed from box 3, folder 26.
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Box

4	1	Dumbarton Oaks Visiting Committee. 1940-1954
4	2	Earlham College, Economic Cooperation Administration, Edison Institute, Evansville Public Museum, Excelsior Editor. 1946-1953
4	3	Ecole Libre. 1944-1946 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 15.

Flat-file

18/1	15	Ecole Libre. Oversize flyer. April 1943 <i>Note:</i> Oversized material removed from box 4, folder 3.
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Box

4	4	Exhibitions. Circulating. 1947-1948
4	5	Exhibitions. Circulating. Bach Report. 1945-1948

I. Correspondence

4	6	Exhibitions. "French Tapestries." 1947, 1948
4	7	Exhibitions. "Japanese Painting and Sculpture." 1949-1954 <i>Note:</i> Oversized material has been removed to box 16, folder 1.
16	1	Exhibitions. "Japanese Painting and Sculpture." Oversize letter. October 25, 1949 <i>Note:</i> Oversized material removed from box 4, folder 7.
4	8	Exhibitions. "Paintings from the Berlin Museums." 1945-1948 <i>Note:</i> Oversized material has been removed to box 16, folder 2.
16	2	Exhibitions. "Paintings from the Berlin Museums." Oversize list of works. May 5, 1948 <i>Note:</i> Oversized material removed from box 4, folder 8.
4	9	Exhibitions. Proposed. 1942-1952 <i>Note:</i> Oversized material has been removed to box 16, folder 3.
16	3	Exhibitions. Proposed. Oversize memos. 1946 <i>Note:</i> Oversized material removed from box 4, folder 9.
4	10	Exhibitions. Proposed Chinese exhibition. 1953-1954
4	11	Exhibitions. Proposed German (Bavarian Art Treasures) exhibition. 1952-1953
4	12	Exhibitions. Proposed Irish exhibition. 1948-1950 <i>Note:</i> Oversized material has been removed to box 16, folder 4.
16	4	Exhibitions. Proposed Irish exhibition. Oversize letter. January 4, 1949 <i>Note:</i> Oversized material removed from box 4, folder 12.
4	13	Exhibitions. Proposed Italian exhibition. 1947-1949
4	14	Exhibitions. "Treasures from the Imperial Collections of Iran." 1948-1950
4	15	Exhibitions. "Van Gogh: Paintings and Drawings." 1948-1951
4	16	Export of Works of Art. United Kingdom. 1944, 1949-1952 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 15. <i>Note:</i> Privileged object information has been removed from this folder and is restricted, according to Museum Archives access policy.
Flat-file	Drawer	
18/1	15	Export of Works of Art. United Kingdom. Oversize article. August 26, 1952 <i>Note:</i> Oversized material removed from box 4, folder 16.
Box	Folder	
4	17	Federal Security Agency, Federation de l'Alliance Française, Fine Arts Federation of New York, Flint Institute of Arts, Florida Gulf Coast Art center, Fort Ticonderoga Museum, Friends Central School. 1947-1954
4	18	Federal Civil Defense. 1951
4	19	Fisk University. 1949-1954
4	20	Fitchburg Art Center. 1946
5	1	Franco-American Audio-Visual Distribution Center, Inc. 1947-1954

I. Correspondence

5	2	French Institute. 1948-1952
5	3	Frick Collection. 1941-1943, 1948-1952
5	4	Friends of New York State Soldiers and Sailors. 1940-1941
5	5	Gartner and Bender, General Electric Laboratories, Grand Rapids Art Gallery, Graphic History Society, Greek Government, Grolier Club. 1940, 1945, 1952-1953
5	6	Garden Club of America. 1953-1954
5	7	Greater New York Fund. 1942-1949, 1954
5	8	Gulbenkian, C.S. 1950, 1953 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 15.
Flat-file		
18/1	15	Gulbenkian, C.S. Oversize article. November 27, 1950 <i>Note:</i> Oversized material removed from box 5, folder 8.
Box		
5	9	Handicraft Development Inc., Handy and Harman, University of Hawaii, Hill-Stead Museum, Historic Landmark Society, Houghton Mifflin, Huntington Library. 1945-1954
5	10	International Committee for Assistant to Professionals, Artists and to Scholars, International Federation of Free Journalists, International Graphic Arts Society, International Ladies Garment Workers Union, Consul of Iran, Irvington Children's Museum. 1945-1952
5	11	Illinois State Museum. Museumobile. 1949-1952
5	12	Illinois University. 1952
5	13	International Academy of Ceramics. 1953-1954
5	14	International Council of Museums (ICOM). 1946-1954
5	15	International Council of Museums Meeting (ICOM). 1947, 1954
5	16	International Fine-Arts Council Inc. 1951 <i>Note:</i> Oversized material has been removed to box 16, folder 5.
16	5	International Fine-Arts Council Inc. Oversize letter. Undated <i>Note:</i> Oversized material removed from box 5, folder 16.
5	17	International Institute for Conservation. 1952-1953
5	18	International Institute of American Civilization. 1951 <i>See also:</i> American Institute in Europe
5	19	James Foundation. 1949-1954
5	20	Japan Society. 1952-1953
5	21	Jewish Museum. 1944-1949, 1954
5	22	Jones, John Price. 1945-1946, 1953
5	23	Junior League of New York. 1944-1951
5	24	Kalamazoo Art Center, Kilgore College, Knoedler and Co. 1943-1952
5	25	La Jolla Art Center, Lawrence Art Museum, Lincoln University, Robert N. Linscott, Lord, Day and Lord, Louisiana State Museum, Lyman Allyn Museum, Lyon-Musée Historique des Tissus. 1946-1955
5	26	Laboratoire Central des Musées de Belgique. 1953-1955

I. Correspondence

	5	27	Lawford Survey. 1954
	5	28	Liturgical Arts Society. 1948-1949
	5	29	Lord and Taylor. Shaver, Dorothy. 1942-1945, 1950-1953
	6	1	Lowe Gallery. 1951-1952
	6	2	McGraw Hill, Mannes Music School, Medallie Art. Co., Metropolitan Opera Guild, Minneapolis Art Institute, Principality of Monaco, Moore Institute, Musée des Beaux Arts, Museum of International Folk Art, Museum of New Mexico. 1944-1954
	6	3	Marsh & McLennan, Inc. 1954-1956
	6	4	Massachusetts Institute of Technology. 1948-1954
	6	5	Metropolitan Museum. Auditorium. Grace Rainey Rogers. 1953-1954
	6	6	Metropolitan Museum. Architectural rearrangement. Preston Remington's Committee. 1942-1943
	6	7	Metropolitan Museum. Business administrator. 1950-1954
	6	8	Metropolitan Museum. Business administrator building program. 1944-1950 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 15.
Flat-file			
	18/1	15	Metropolitan Museum. Business administrator building program. Oversize blue print, map, and memo. 1947 <i>Note:</i> Oversized material removed from box 6, folder 8.
Box			
	6	9	Metropolitan Museum. Business administrator lighting. 1943-1953 <i>Note:</i> Oversized material has been removed to box 16, folder 6.
	16	6	Metropolitan Museum. Business administrator lighting. Oversized memos. 1946 <i>Note:</i> Oversized material removed from box 6, folder 9.
	6	10	Metropolitan Museum. Conservation Department. 1933-1955
	6	11	Metropolitan Museum. Director of the budget. 1952-1954
	16	7	Metropolitan Museum. Director's Office. Notices to curators, heads of departments (1 of 2). 1938-1944
	16	8	Metropolitan Museum. Director's Office. Notice to curators, heads of departments (2 of 2). 1944-1951
	6	12	Metropolitan Museum. Lehman Collection. 1943
	6	13	Metropolitan Museum. Lighting design. Undated
	6	14	Metropolitan Museum. President. Osborn, William Church. 1940-1951 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 15.
Flat-file			
	18/1	15	Metropolitan Museum. President. Osborn, William Church. Oversize poster, press release. 1949 <i>Note:</i> Oversized material removed from box 6, folder 14.
Box			
	6	15	Metropolitan Museum. President. Redmond, Roland L. (1 of 2). 1948-1951

I. Correspondence

Note: Privileged object information has been removed from this folder and is restricted, according to Museum Archives access policy.

Note: Oversized material has been removed to box 16, folder 9.

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| 16 | 9 | Metropolitan Museum. President. Redmond, Roland L. (1 of 2). Oversize press release. Undated
<i>Note:</i> Oversized material removed from box 6, folder 15. |
| 7 | 1 | Metropolitan Museum. President. Redmond, Roland L. (2 of 2). 1952-1955 |
| 7 | 2 | Metropolitan Museum. Publications. 1927-1930, 1937-1940
<i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 15. |
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Flat-file | | |
| 18/1 | 15 | Metropolitan Museum. Publications. Oversize charts. 1939
<i>Note:</i> Oversized material removed from box 7, folder 2. |
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Box | | |
| 7 | 3 | Metropolitan Museum. Purchases made by the Whitney Museum. 1948 |
| 7 | 4 | Metropolitan Museum. Staff. Travel. 1947-1955 |
| 7 | 5 | Metropolitan Museum. Unsolicited employment letters. Margaret J. Brandenburg, Eleanor Towne Carey, Win. P. Hudson, Robert F. Meader. 1946-1952 |
| 7 | 6 | Metropolitan Milwaukee War Memorial. 1946
<i>Note:</i> Oversized material has been removed to box 16, folder 10. |
| 16 | 10 | Metropolitan Milwaukee War Memorial. Oversize site plan. Undated
<i>Note:</i> Oversized material removed from box 7, folder 6. |
| 7 | 7 | Mexican National Museums: Anthropology, Fine and Decorative Arts. 1953-1954 |
| 7 | 8 | Microfilms. 1947 |
| 7 | 9 | Milwaukee Art Institute. 1943-1944 |
| 7 | 10 | Ministry of State (Cuba). 1952 |
| 7 | 11 | Montreal Museum of Fine Arts. 1945-1954 |
| 7 | 12 | Municipal Art Society. 1943, 1949-1953
<i>Note:</i> Oversized material has been removed to box 16, folder 11. |
| 16 | 11 | Municipal Art Society. Oversize questionnaire and flyer. 1951
<i>Note:</i> Oversized material removed from box 7, folder 12. |
| 7 | 13 | Munson-Proctor Williams Institute. 1946-1954 |
| 7 | 14 | Musée du Louvre. 1952-1953 |
| 7 | 15 | Museum of Modern Art (MoMA). 1940-1954 |
| 7 | 16 | Music Performance Trust. 1949-1954 |
| 7 | 17 | Naples Museum, Emily Nathan, National Gallery of Canada, National Conference of Christians and Jews, National Gallery of Victoria, National Museum of Canada, National Trust, Needle and Bobbin Club, New York City Board of Transportation, New York City Museum Directors' Committee, New York City League for the Hard of Hearing, <i>New York Mirror</i> , New York State, New York State Education Department, New York State Historical |

I. Correspondence

		Association, New York State Museum, New York Zoological Society, <i>The New Yorker</i> , Newspaper Guild of New York, NRM Rotogravure, Norfolk Museum, Northern Museum Conference. 1942-1954
8	1	National Academy of Design. 1941, 1949-1951
8	2	National Academy of Sciences. 1949
8	3	National Citizens Commission for Public Schools. 1949
8	4	National Gallery of Art. 1942-1954
8	5	National Home Fashions League. 1954
8	6	National Museum (Cuba). 1948-1953
8	7	National Sculpture Society. 1943-1952 <i>Note:</i> Oversized material has been removed to box 16, folder 12.
16	12	National Sculpture Society. Oversize circular regarding war memorials in schools. October 17, 1946 <i>Note:</i> Oversized material removed from box 8, folder 7.
8	8	Netherlands, The. Netherlands Information Bureau, Netherland Consulate General, The Netherland-America Foundation. 1943-1944
8	9	New Britain Institute Art Museum. 1950-1954
8	10	New Jersey State Museum. 1950, 1953 <i>Note:</i> Oversized material has been removed to box 16, folder 13.
16	13	New Jersey State Museum. Oversize memo. February 1950 <i>Note:</i> Oversized material removed from box 8, folder 10.
8	11	New School for Social Research. 1945-1950
8	12	New York Adult Education Council. 1943, 1948
8	13	New York City. Board of Education. 1945-1954
8	14	New York City. Department of Parks. 1946-1954
8	15	New York City. Gracie Mansion. 1941-1942, 1949
8	16	New York City. Mayor's Office. 1941-1954 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 15.
Flat-file		
18/1	15	New York City. Mayor's Office. Oversize memos and map. 1950 <i>Note:</i> Oversized material removed from box 8, folder 16.
Box		
8	17	New York City. Post War City Planning. 1943
8	18	New York City. War Memorial Board. 1946-1948
8	19	New York, New Haven, and Hartford Railroad. Electric Device. 1954-1955
8	20	New York Public Library. 1942-1952
8	21	New York State Dept. of Commerce. 1947
8	22	New York University. 1940-1954
9	1	New York University. Television. 1954

I. Correspondence

	9	2	<i>New York World Telegram</i> . 1942-1950
	9	3	Newark Museum. 1946-1948 <i>Note</i> : Oversized material has been removed to flat file 18, drawer 1, folder 16.
Flat-file			
	18/1	16	Newark Museum. Oversize exhibition poster. Undated <i>Note</i> : Oversized material removed from box 9, folder 3.
Box			
	9	4	Newark Public Library. 1951-1952
	9	5	North Carolina University. 1948, 1954
	9	6	Nowland and Schladermundt. 1950-1954 <i>Note</i> : Oversized material has been removed to box 16, folder 14.
	16	14	Nowland and Schladermundt. Oversize notes and flyer. 1951 <i>Note</i> : Oversized material removed from box 9, folder 6.
	9	7	Office of Civil Defense, Ohio State University. 1952-1954
	9	8	O'Connor, Robert B. 1940-1955 <i>Note</i> : Oversized material has been removed to flat file 18, drawer 1, folder 16.
Flat-file			
	18/1	16	O'Connor, Robert B. Oversize blueprints, advertisement. 1940, 1945, 1949 <i>Note</i> : Oversized material removed from box 9, folder 8.
Box			
	9	9	Parke Bernet Galleries, Philip B. Perlman. 1950, 1953
	9	10	Pacific Iron Products. 1953
	9	11	Painting Rental Projects. 1948, 1953
	9	12	Paramount Pictures Corp. 1950
	9	13	Peabody Museum. 1953
	9	14	Philadelphia Museum of Art. 1943-1954 <i>Note</i> : Sensitive object information has been removed from this file, according to Museum Archives access policy.
	9	15	Phillips Gallery. 1945-1946, 1954
	9	16	Pinacoteca Di Brera. 1954
	9	17	Portland Museum of Art. 1941, 1947-1954
	9	18	Rensselaer Polytechnic Institute, Rochester Institute of Technology, Roosevelt Library, Rotterdam-Boymans Museum, Royal Ontario Museum. 1949-1954
	9	19	Rhode Island School of Design. 1943-1944, 1946, 1948-1949
	9	20	Rochester Museum. 1946-1949
	9	21	Scandanavian Art Center, School of Industrial Art, Sioux City Art Center Association, Southern Rhodesia, Southwestern College, Spink and Son, Ltd., Spokane Art Board, State University of Iowa Extension Bulletin, Sir Campbell Stuart, Swedish Museum of National Antiquities, Swiss National Museum, Swope Art Gallery. 1942-1947, 1952-1961

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9	22	School Art League. 1943-1944
9	23	Sculptors Guild. 1942-1944, 1952
9	24	Seattle Art Museum. 1945-1954
9	25	Smithsonian Institution. 1948-1955
9	26	Society of the Four Arts. Palm Beach. 1952-1953
9	27	Society of Industrial Designers. 1949-1954
9	28	Society for Preservation of Long Island Antiquities. 1949-1953
9	29	Springfield Museum. 1945-1950
9	30	State University of New York. 1951-1954
9	31	Steuben Glass. 1949-1952, 1954
10	1	Syracuse Museum. 1940-1941, 1946-1954 <i>Note:</i> Oversized material has been removed to box 16, folder 15.
16	15	Syracuse Museum. Oversize meeting minutes. March 11, 1946 <i>Note:</i> Oversized material removed from box 10, folder 1.
10	2	Terry Art Institute, A.D. Trendall, Trinity Church. 1949, 1952-1954 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 16.
Flat-file	Drawer	
18/1	16	Terry Art Institute, A.D. Trendall, Trinity Church. Oversize advertisement. December 11, 1949 <i>Note:</i> Oversized material removed from box 10, folder 2.
Box	Folder	
10	3	Television negotiations. 1954
10	4	Texas Fine Arts Association. 1952-1954
10	5	Town Hall. 1950
10	6	Treasury Department. Mint. 1950-1951 <i>Note:</i> Oversized material has been removed to box 16, folder 16.
16	16	Treasury Department. Mint. Oversize agreement. November 2, 1950 <i>Note:</i> Oversized material removed from box 10, folder 6.
10	7	Turkish Information Center. 1954
10	8	Universities of: Buffalo, Hawaii, Vermont, Virginia. 1942, 1949, 1954
10	9	Union Française des Arts du Costume. 1954
10	10	United China Relief. 1943-1944
10	11	United Hospital Fund. 1948-1954
10	12	United Nations. 1946-1954
10	13	UNESCO. 1946-1954 <i>Note:</i> Oversized material has been removed to box 16, folder 17.
16	17	UNESCO. Oversize reports, press release. 1951-1952 <i>Note:</i> Oversized material removed from box 10, folder 13.

I. Correspondence

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| 10 | 14 | United Seaman's Service. 1943-1946 |
| 10 | 15 | United States Lines. 1953-1954
<i>Note:</i> Oversized material has been removed to box 16, folder 18. |
| 16 | 18 | United States Lines. Oversize press list. Undated
<i>Note:</i> Oversized material removed from box 10, folder 15. |
| 10 | 16 | United States Treasury Dept. 1942-1945 |
| 10 | 17 | University of Pennsylvania Museum. 1950-1954 |
| 10 | 18 | Van Der Haagen, J.K., Veterans Administration Hospital. 1949-1951 |
| 10 | 19 | Venturi, Lauro. 1951-1954 |
| 10 | 20 | Verlet, Pierre. 1947-1954 |
| 10 | 21 | Vertova, Luisa. 1953-1954 |
| 10 | 22 | Victoria and Albert Museum. 1943-1954 |
| 10 | 23 | Vienna Museum. 1947-1953 |
| 10 | 24 | Virginia Museum of Fine Arts. 1942-1954
<i>Note:</i> Oversized material has been removed to box 16, folder 19. |
| 16 | 19 | Virginia Museum of Fine Arts. Oversize press release. Undated
<i>Note:</i> Oversized material removed from box 10, folder 24. |
| 10 | 25 | Webster, Margaret, Dr. Martin Weinberger, Wells College, Canon Edward W. West, Mrs. Herman Whitehal, Otto Witman Jr., Dorothy Willard, Beatty Williams, Wilmington Society of Fine Arts, Stella B. Winnia. 1946-1953 |
| 10 | 26 | Wadsworth Atheneum. 1954 |
| 10 | 27 | Walker Art Center. 1954 |
| 10 | 28 | Warburg, Edward M.M. 1941-1942 |
| 10 | 29 | Webster, Benjamin L. 1952, 1954 |
| 10 | 30 | Weinberg, Hyman N. 1948, 1950 |
| 10 | 31 | Weng, Siegfried. 1950 |
| 10 | 32 | Wentworth, Mrs. E.S. 1947-1954 |
| 10 | 33 | West Point Museum. 1950-1952 |
| 11 | 1 | Whitehall, Mrs. Morton. 1941-1942 |
| 11 | 2 | Whitney Museum. 1942-1951
<i>Note:</i> Oversized material has been removed to box 16, folder 20. |
| 16 | 20 | Whitney Museum. Oversize agreement, resolution. Undated
<i>Note:</i> Oversized material removed from box 11, folder 2. |
| 11 | 3 | Winnipeg Art Gallery Association. 1949-1954 |
| 11 | 4 | Winterbotham, Jos. 1947 |
| 11 | 5 | Winternitz, Emanuel (1 of 2). 1939-1950 |
| 11 | 6 | Winternitz, Emanuel (2 of 2). 1939-1950 |
| 11 | 7 | Woman's National Farm and Garden Association. 1954 |
| 11 | 8 | Worsley, Sir William. 1949-1954 |

II. Emergency Evacuation, Protection and Storage

11	9	WQXR. 1952-1953
11	10	Wright, Loyd. 1948
11	11	YEAR, Mahonri Young, Y.W.C.A., August Zamoysky, William Zorach. 1944, 1950-1954
11	12	Yale University Art Gallery. 1941-1954 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 16.
Flat-file		
18/1	16	Yale University Art Gallery. Oversize <i>Yale Daily News</i> issue. November 6, 1953 <i>Note:</i> Oversized material removed from box 11, folder 12.

II. Emergency Evacuation, Protection and Storage 1941-1963

Scope and Contents note

The series documents the Museum's preparedness and evacuations during World War II, the Korean War, and the Cold War era. The majority document the Korean War, and include reports, correspondence, and photographs relating to the logistics of evacuation including the care and management of artwork once stored off-site.

Arrangement note

The series is arranged alphabetically by subject.

Box	Folder	
11	13	American Museum of Natural History. 1950-1951, 1956-1957
11	14	Brooklyn Museum of Art. 1950-1951, 1956-1957
11	15	Conference on Emergency Protection of works of art. March 9, 1942-March 21, 1942 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 16.
Flat-file		
18/1	16	Conference on Emergency Protection of works of art. Oversize chemical warfare agents chart. Undated <i>Note:</i> Oversized material removed from box 11, folder 15.
Box		
11	16	Cooper Union Museum. 1950-1951, 1956-1957
11	17	Evacuation. 1950-1951, 1956
11	18	Frick Collection. 1951, 1956-1957
11	19	The Morgan Library and Museum. 1950-1951, 1956-1957
11	20	Museum of the City of New York. 1950-1951, 1956-1957
11	21	Museum of Modern Art. 1950-1951, 1956-1957
11	22	New-York Historical Society. 1950-1951, 1956-1957
11	23	New York Public Library. 1950, 1956-1957
12	1	Protection and storage of the collections. Report. January, 19, 1942
12	2	Protection. The Metropolitan Museum of Art. 1948-1952

II. Emergency Evacuation, Protection and Storage

Access note: Sensitive object information has been removed from this file, according to Museum Archives access policy.

	12	3	Protection. Personnel. 1950-1955
	12	4	Protection. Report by Director regarding emergency war protection. August 8, 1950
	12	5	Storage. "A" Lists 1956-1957
	12	6	Storage. "A" Lists. Paintings 1941, 1948-1951
	12	7	Storage. "AA" Lists. 1956
	12	8	Storage. Air-Pack Corporation. 1954
	12	9	Storage. Emergency Storage Committee. 1950-1951, 1956
	12	10	Storage. Correspondence with authorities. 1950-1951 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 16.
Flat-file			
	18/1	16	Storage. Correspondence with authorities. Oversize map. Undated <i>Note:</i> Oversized material removed from box 12, folder 10.
Box			
	12	11	Storage. Correspondence with other institutions. Miscellaneous. 1950-1952
	12	12	Storage. Departmental lists. 1946-1953
	12	13	Storage. General correspondence. 1948-1950, 1957
	12	14	Storage. Packing. 1948-1956
	12	15	Storage. Staff lists. 1956
	16	21	Storage repositories. Agreement with U.S. Department of Treasury (the Mint) re: silver depository at West point. 1950
	13	1	Storage repositories. Annandale Mine. 1950 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 16.
Flat-file			
	18/1	16	Storage repositories. Annandale Mine. Oversize maps. Undated <i>Note:</i> Oversized material removed from box 13, folder 1.
Box			
	13	2	Storage repositories. Miscellaneous. 1942, 1950-1952 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 17.
Flat-file			
	18/1	17	Storage repositories. Miscellaneous. Oversize blue print, maps, article. 1952 <i>Note:</i> Oversized material removed from box 13, folder 2.
Box			
	13	3	Storage repositories. Retsof Salt Mine. 1961-1963
	13	4	Storage repositories. Various locations. 1951-1952
Flat-file			
	18/1	17	Storage repositories. West Point (1 of 2). 1949-1950
Box			

III. Reports

13	5	Storage repositories. West Point (2 of 2). 1949-1950
13	6	Storage repositories. West Point. Assay Office estimates agreement. 1950-1957 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 17.
13	7	Storage repositories. West Point. Purchase orders specifications. 1950-1954, 1956-1957
13	8	Storage repositories. West Point. Relative humidity. 1951-1957
16	22	Storage repositories. Whitmarsh Hall. Agreements 1942-1944 <i>Note:</i> Oversized material has been removed to flat file 18, drawer 1, folder 17.
Flat-file		
18/1	17	Storage repositories. Whitmarsh Hall. Agreements. Oversize blueprint. January 4, 1942

III. Reports 1939-1954**Scope and Contents note**

The series includes special reports and some related correspondence and memoranda prepared by or for Taylor during his tenure as Director. Most were written by Museum staff, although studies commissioned from outside consultants are also included. Prominent themes in the reports are the administrative organization of the Museum, evaluations of physical space and planning for renovation and new construction, educational services, implementation of technology, membership, and attendance.

Arrangement note

The series is arranged alphabetically by subject.

Box	Folder	
14	1	N. W. Ayer & Son, Inc. "A study for The Metropolitan Museum of Art." May 1940
14	2	Committee on architectural rearrangement. Miscellaneous department reports (1 of 2). 1941
14	3	Committee on architectural rearrangement. Miscellaneous department reports (2 of 2). 1941
14	4	Committee of the Society of Industrial Designers. "The Museum and Its Relationship to Contemporary Applied Arts." September, 1954
14	5	Dunham, Donald C. "Museum Administration"; "A Study in Reorganization at The Metropolitan Museum of Art." [1939]
14	6	Hadley, Josephine. "Theory of Organization of Far Eastern Educational Work, with Special Consideration of a Far Eastern Study Room." June 26, 1941
14	7	Harrison, Laurence S. "Engineering Report on 998 Fifth Avenue." March 25, 1949
14	8	Harrison, Laurence S. "Outline for Discussion Mechanical and Electrical Requirements Master Plan of Reconstruction The Metropolitan Museum of Art." April 20, 1948
14	9	Harrison, Laurence S. "Problems of Museum operation." September 1941 <i>Note:</i> Documents with sensitive personnel information have been redacted or removed from this folder. Restricted documents may be accessed on or after January 1, 2035 at the discretion of Archives staff

III. Reports

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| 14 | 10 | Harrison, Laurence S. "Rearrangement and Renovation Program." March 31, 1941 |
| 14 | 11 | Harrison, Laurence S. "Retirement Policies of The Metropolitan Museum of Art." December 31, 1940 |
| 14 | 12 | Harrison, Laurence S. "Reorganization of Accounting Procedure, Cost Keeping and Expense Control." March 31, 1941 |
| 14 | 13 | Harrison, Laurence S. "Reorganization of Building Services." February 7, 1941 |
| 14 | 14 | Harrison, Laurence S. "Report on the Deteriorating Effects of Modern Light Sources." 1953 |
| 14 | 15 | Lukens, Savage & Washburn. "Report On Preliminary Study in re: various Forms of Group Insurance." June 20, 1946 |
| 15 | 1 | Marsh & McLennan Inc. "Insurance Engineering Report." January, 1953 |
| 15 | 2 | "Memorandum Specifications Reconstruction of Lecture Hall in Wing 'E'." [1949] |
| 15 | 3 | O'Connor, Robert B. "Architectural Studies." August-December, 1940 |
| 15 | 4 | O'Connor, Robert B., and Embury, Aymar, II. "Descriptive Report on Reconstruction, Rehabilitation and General Improvements at The Metropolitan Museum of Art." July 24, 1944 |
| 15 | 5 | New York City Division of The New York Fire Insurance Rating Organization, [Fire Risks for MMA]. 1949 |
| 17 | 1 | Nowland & Schladermundt, "Caravan of Art: Field Study and Design Analysis." June, 1951 |
| 15 | 6 | Powel, Lydia Bond. "Television and The Metropolitan Museum of Art." December, 1945 |
| 15 | 7 | Randall, Richard H., Jr. "The Metropolitan Museum Clinic." November-December, 1952 |
| 15 | 8 | "Report to the Trustees from the Dean of Education Re Student Fellowships." November 17, 1952 |
| 15 | 9 | Slatkin, Charles E. "Museum-High School Program Summary Report 1944-1948." April 13, 1948 |
| 15 | 10 | Taylor, Francis Henry, and Dudley T. Easby Jr. "Memorandum to the Board of Trustees on the Subject of Industrial Design." 1952 |
| 15 | 11 | Taylor, Francis Henry. "Proposed Architectural Rearrangement." April 5, 1942 |
| 15 | 12 | Taylor, Francis Henry. "Preliminary Studies of Post War Architectural Rearrangement for Reorganizing the Collection, Additional Space, Rehabilitating and Modernization of the Museum Buildings." September 28, 1942 |
| 15 | 13 | Taylor, Francis Henry. "Reorganization and Consolidation of the Museum's Educational and Extension Services." June 23, 1941 |
| 15 | 14 | Taylor, Francis Henry. "A Report to the Trustees of The Metropolitan Museum of Art on Television." September 15, 1952 |
| 15 | 15 | Taylor, Francis Henry. "Where is the Metropolitan Museum going?" January, 1943 |
| 15 | 16 | Webster, Benjamin L. "Interim Report on Industrial Design Survey for Metropolitan Museum of Art." July 8, 1953 |
| 15 | 17 | Ivans, William M., Jr. "Memorandum on Cost of Museum Administration." March 25, 1940 |