

The New York Public Library
Stephen A. Schwarzman Building
Manuscripts and Archives Division

Guide to the

New York Times Company records. Robert E. Garst papers

1929-1979 (bulk 1952-1964)

MssCol 17791

Forms part of the New York Times Company records

Compiled by Philip Heslip, May 2013

Summary

Creator: New York Times Company

Title: New York Times Company records. Robert E. Garst papers, 1929-1979 (bulk 1952-1964)

Size: 3.78 linear feet (9 boxes)

Source: New York Times Company, donated 2007.

Abstract: Robert Edward Garst was a longtime editor at *The New York Times*, rising from the position of City Desk copy editor in 1925 to special assistant to the executive editor at his retirement in 1967. This collection contains correspondence, memoranda, reports, typescripts, and photographs documenting the production of *The New York Times* from 1952 to 1964, while Garst was assistant managing editor under Turner Catledge and E. Clifton Daniel.

Access: Apply to Manuscripts and Archives Division for access at <http://www.nypl.org/mssref>.

Copyright information: Copyright for documents created by New York Times Company principals and staff has been transferred to The New York Public Library.

Preferred citation: New York Times Company records. Robert E. Garst papers, Manuscripts and Archives Division, The New York Public Library.

Custodial history: This collection was originally appraised, re-housed, and organized in 1990 by The New York Times archives staff. During this process they weeded out 8.4 linear feet of files and sorted the remaining documents into People and Subjects files.

Processing note: The order and folder titles, which The Times archives staff imposed on the collection, have been maintained.

Creator history

Robert Edward Garst (1900-1980) was a longtime editor at *The New York Times*, rising from the position of copyreader (copy editor) for the City Desk department in 1925 to special assistant to the executive editor at his retirement in 1967.

Born in Rockridge County, Virginia, Garst served as a private in the United States Army during World War I. He graduated from Columbia University's School of Journalism in 1924 and was soon hired as a reporter for the United Press International. In 1925, he joined *The New York Times* as a copy editor. For the next 42 years, Garst moved steadily up the editorial ranks of *The Times*. As night city editor (1938-1946) and assistant night managing editor (1946-1948) he assigned stories to reporters and edited stories for accuracy, spelling, grammar, style, layout, and design from 2pm to the production of the first daily edition early the next morning. Garst became city editor in 1948, a daytime position that gave him authority over story assignments and editorial decisions for reporting on New York City. In 1952, he was promoted to assistant managing editor by Turner Catledge and became more involved with general office management, such as dealing with personnel issues and monitoring staff expenses and office finances. He also managed the weekend staff and, in 1960, organized and oversaw new procedures for disseminating news and stories ("flow of news") from New York to Los Angeles and Paris for the West Coast and international editions of the paper. Garst's final promotion was to special assistant to the executive editor under Clifton Daniel in 1964. Between 1964 and his retirement from *The Times* in 1967, Garst had fewer editorial and newsroom responsibilities and spent more energy on administrative matters.

In addition to his editorial posts, Garst taught copyediting at Columbia University from 1927 to 1948, and co-authored, with Theodore M. Bernstein, the 1933 book *Headlines Deadlines: A Manual for Copy Editors*.

Robert Garst married Iris Kollmorgen in 1925 and he married Edith Evans Asbury in 1971. He died in New York City in 1980.

Sources:

Talese, Gay. *The Kingdom and the Power*. New York: Ivy Books, 1966.

Kihss, Peter. "Robert Garst, Former Editor at The Times, Dies at 79." *The New York Times*, April 21, 1980.

Scope and content note

The Robert E. Garst papers consist of correspondence, internal memoranda, reports, typescripts of articles, speeches, biographical files, photographs, and news clippings compiled from Garst's files as assistant managing editor of *The New York Times* (1952-1964). These records document Garst's close involvement in high-level editorial and administrative decision making and his role as liason between editorial departments. These papers do not, however, make up the entirety of Garst's files but represent a potent selection of documents that reveal Garst's contributions as editor and administrator, and the functioning of the editorial unit at large. Also present is a small amount of Garst's personal correspondence and writings, and some letters from David E. Joseph, his predecessor as assistant managing editor.

The collection is divided into two series: I: People and II: Subjects. The People files consist of records pertaining to individuals, while the Subjects files contain items on specific topics. Items germane to two or more people or subjects are often cross-referenced in the finding aid; documents related to specific issues are generally located in subject files rather than the people folders of those involved. *The Times* archivists imposed this arrangement on Garst's files.

The collection documents Garst's involvement in a wide range of aspects of newsroom operations, largely through letters and memoranda sent between Garst and the other senior editors and with the publishers. Topics discussed in depth include general editorial and style policies, staff administration, office and staff expenses, the assigning and development of daily news stories, methods of

communication between the national and international news bureaus, the planning of special supplements, and the production of year-end review sections. Many of the memoranda include accompanying related materials, such as article clippings and copies of communications. Also present are letters from readers, many with responses from Garst, that discuss specific articles and the coverage of contentious news issues.

Arrangement

The New York Times Company records. Robert E. Garst papers are organized into the following series:

Series I: People, 1948-1968

Series II: Subjects, 1929-1979

Key terms

Subjects

Journalism -- United States -- 20th century

News agencies -- New York (State) -- New York

Occupations

Newspaper editors

Names

Garst, Robert E. (Robert Edward), 1900-1980

New York Times Company

Special formats

Clippings (information artifacts)

Manuscripts for publication

Photographs

Container list

Series I: People, 1948-1968 (3 boxes)

This series is made up of files that contain items to, from, or concerning various individuals, such as *New York Times* staff members, freelance reporters, politicians, and other newsmakers. Many of the memoranda and letters are Garst's copies of items circulated among Frank S. Adams, Julian Ochs Adler, Theodore Bernstein, Richard Burritt, Turner Catledge, Daniel Clifton, Orvil Dryfoos, Emmanuel Freedman, Anthony Lewis, Abraham M. Rosenthal, and other staff members. Along with communications with or about individuals, many files also contain biographical write-ups and photograph portraits. Staff member files often include employment histories and assessments of their work. These files do not necessarily collect every letter, memorandum, or document related to the individual; subject files should also be consulted.

Files are arranged alphabetically by name. Entries without box and folder numbers cross-reference related material in other files.

- b.1 f.1 Abel, Elie, 1956-1958
Of interest: memorandum from Abel on the effect of Yugoslav decree against foreign correspondents on *The Times*' operation in Belgrade (1957)
- b.1 f.2 Alder, Julius Ochs (Maj. Gen.), 1953-1955
Of interest: copy of the advance obituary of General Adler
- b.1 f.3 Appel, Fred, 1965 (Including photographs)
- b.1 f.4 Asbury, Edith Evans (Mrs.) (Biography and photographs)
- b.1 f.5 Atkins, Thomas V., 1959
Correspondence regarding the trial of Atkins in Poland. Translator-assistant in the Warsaw office
- b.1 f.6 Attlee, Clement, 1954
Negotiations regarding the purchase of a series of articles by Clement Attlee on his trip to China
- b.1 f.7 Axelsson, George, 1954-1958
- b.1 f.8 Baker, Richard T., 1953-1960
- b.1 f.9 Baker, Russell, 1958-1960
- b.1 f.10 Baldwin, Hanson W., 1952
- b.1 f.11 Becker, William, 1957-1961
- b.1 f.12 Belair, Felix, Jr., 1955-1961 (Includes photographs)
Berger, Meyer (See: "About New York" Column)
- b.1 f.13 Bloch, Ruth, 1958-1965
- b.1 f.14 Blunk, Frank, 1955-1963 (Includes photographs)
Brady, Thomas (See: Nieman Foundation)
- b.1 f.15 Buckley, William F., Jr., 1954-1962
- b.1 f.16 Callahan, John P., 1953-1956
Primarily correspondence about administrative matters while Callahan was a correspondent in Karachi, Pakistan
- b.1 f.17 Catledge, Turner, 1948-1964
- b.1 f.18 Churchill, Winston (Prime Min., Sir), 1954
Rejection by *The Times* of the serial rights to the biography of Churchill by Alan Moorehead
- b.1 f.19 Cooper, Lee, 1951-1954
Crider, John (See: Nieman Foundation)

Series I: People, 1948-1968 (cont.)

- b.1 f.20 Crowther, Bosley, 1953-1963
Photographs and reader criticisms of Crowther's movie reviews
- b.1 f.21 Daley, Alice, 1960
Daley, George W.
Times sports writer. See: Daley, Alice
- b.1 f.22 Daniel, E. Clifton, 1954-1958
- b.1 f.23 Davies, Lawrence E., 1951-1958 (Includes photographs)
Davis, Harry M. (See: Nieman Foundation)
- b.1 f.24 De Terra, Helmut (Dr.), 1956
- b.1 f.25 Downes, Olin, 1953-1955
- b.1 f.26 Dryfoos, Orvil E. (Mr. and Mrs.) (Marian Sulzberger Dryfoos), 1953
Durdin, Tillman (See: China; Nieman Foundation)
- b.1 f.27 Fine, Benjamin, 1952-1958
Of interest: reader reactions to Fine articles; criticism of a story on integration in the New York school system
- b.1 f.28 Frankel, Max, 1953-1965
French, Eleanor Clark (See: Women's News)
- b.1 f.29 Furman, Bess, 1951, 1958
Gansberg, Martin (See: Silurians, Society of the)
- b.1 f.30 Gelb, Arthur, 1960 (See also: Nieman Foundation)
- b.1 f.31 Godbout, Oscar, 1958-1964 (Includes photographs)
- b.1 f.32 Goldwater, Barry (Senator), 1955
Complaints by Goldwater about a news story
Gould, Jack (See: Critics and Criticism)
- b.1 f.33 Gruson, Sydney, 1954-1961
- b.1 f.34 Grutzner, Charles, 1955-1959
Includes photographs. See also: Staff: Senate Investigation - Grutzner, Charles
- b.1 f.35 Haitch, Richard W., 1952-1968
Includes photographs, biographical sketch, and other papers
- b.1 f.36 Havens, Gordon, 1957 (Includes photographs)
- b.1 f.37 Herzberg, Joseph G., 1955-1963
- b.1 f.38 Hill, Gladwin, 1951-1966 (Includes photographs and correspondence)
- b.2 f.1 Horowitz, Alan, 1965-1968
Includes photographs and a letter. Chess Editor
Howkins Elizabeth Penrose (See: Women's News)
- b.2 f.2 Huston, Luther, 1953-1954
- b.2 f.3 Ingraham, Joseph C., 1951-1959
- b.2 f.4 James, Michael, 1953-1960
- b.2 f.5 Jones, Gardiner B., 1956-1957

Series I: People, 1948-1968 (cont.)

- b.2 f.6 Jones, Stacy V., 1962-1963 (Includes photographs and letters)
- b.2 f.7 Jorden, William J., 1954-1963
- b.2 f.8 Joseph, David H., 1952-1963
Includes photographs and letters. City Editor (1927-1948) Assistant Managing Editor (1948-1952)
- b.2 f.9 Kalb, Bernard, 1959
Kennedy, John F. (Pres.)
See: Associated Press Managing Editors Association
- b.2 f.10 King, Seth S., 1953-1958
- b.2 f.11 Kluckhohn, Frank L., 1958
- b.2 f.12 Knowles, Clayton, 1955-1964 (Includes photographs)
- b.2 f.13 Krock, Arthur, 1951-1955
Lambert, Eleanor (See: Fashion News)
- b.2 f.34 Laurence, William L., 1956-1957
Of interest: criticism of Bill Laurence's reporting of atomic and hydrogen bomb developments
- b.2 f.14 Leviero, Anthony, 1951-1956
- b.2 f.15 Lewis, Anthony, 1955-1961
Lieberman, Henry R. (See: China; Nieman Foundation)
- b.2 f.16 Lilienthal, Alfred M., 1957
- b.2 f.17 Lincoln, Charles M., 1949-1951
- b.2 f.18 Lissner, Will, 1955-1962 (See also: Communism)
- b.2 f.19 Loftus, Joseph A., 1954-1963
- b.2 f.20 Lukens, Donley, 1952
Stringer for the news coverage of the Las Vegas atomic tests
Matusow, Harvey
See: Staff: Senate Investigation - Matusow, Harvey
McCarthy, Joseph (See: Communism)
Moorehead, Alan
See: Churchill, Winston (Prime Min., Sir)
Morehead, Albert H. (See: Bridge Column)
- b.2 f.21 Middleton, Drew, 1954-1962
- b.2 f.22 Miller, Sherman, 1951-1954
- b.2 f.23 Morgenstern, Joseph N., 1958-1959
- b.2 f.24 Morison, George H., 1945-1960
Financial stringer from Zurich, Switzerland
- b.2 f.25 Moses, Robert (Comr.), 1954-1959
Records regarding the news coverage of the committee on Slum Clearance, chaired by Robert Moses
- b.2 f.26 Ofusa, Junnosuke, 1957-1958
Osmundsen, John (See: Science News)

Series I: People, 1948-1968 (cont.)

- b.2 f.27 Parke, Richard H., 1958-1961
- b.2 f.28 Pauling, Linus (Dr.), 1957-1960
- b.2 f.29 Pepis, Betty, 1953-1954
Pope, Loren (See: Education News)
- b.2 f.30 Prescott, Orville, 1956-1961
Photographs, biographical sketch, and correspondence
- b.2 f.31 Reston, James B., 1953-1954 (See also: Washington Bureau)
Rockefeller, John D. (See: Newspapers (General))
- b.2 f.32 Roosevelt, Eleanor (Mrs. Franklin D. Roosevelt), 1957
- b.2 f.33 Rosenberg, Julius and Ethel, 1953
Correspondence regarding the Department of Justice's refusal to allow *The Times* to cover the execution of the Rosenbergs in Sing Sing Prison
- b.3 f.1 Rosenthal, Abraham, 1954-1960
- b.3 f.2 Salisbury, Harrison E., 1948-1960 (See also: Western Edition)
- b.3 f.3 Schumach, Murray, 1955-1964
Seigel, Kalman
See: Nieman Foundation; Suburban News Coverage
- b.3 f.4 Sullivan, Walter, 1955-1963 (See also: Science News)
- b.3 f.5-6 Sulzberger, Arthur Hays, 1950-1963
Includes short notes from Sulzberger expressing criticism, commendations, suggestions, and inquiries about news stories; responses from the News Department. See also: Critics and Criticism; Obituaries
- b.3 f.7 Sulzberger, Arthur Ochs, 1956-1964
- b.3 f.8 Sulzberger, Iphigene Ochs, 1964-1960
- b.3 f.9 Taubman, Howard, 1952-1960
- b.3 f.10 Thomas, Richard, 1953-1954
- b.3 f.11 Thorning, Joseph F. (Dr.), 1953-1961
- b.3 f.12 Timberman, Albert, 1950-1955
- b.3 f.13 Tolchin, Martin, 1961-1966 (Includes photographs)
- b.3 f.14 Truman, Harry S. (Pres.), 1953-1956
- b.3 f.15 Von Hartz, Ernest and Francesca, 1951 (Includes photographs)
Waggoner, Walter (See: Nieman Foundation)
- b.3 f.16 Warren, Lansing, 1953-1956
- b.3 f.17 Weaver, Warren, Jr., 1948-1956 (Includes photographs)
- b.3 f.18 Wehrwein, Austin C., 1958-1959
- b.3 f.19 Whitman, Alden, 1951-1965
- b.3 f.20 Wicklein, John, 1958-1963
- b.3 f.21 Wright, George Cable, 1953-1960 (Includes photographs)

Series I: People, 1948-1968 (cont.)

b.3 f.22 Zolotow, Sam, 1953-1957 (Includes photographs)

Series II: Subjects, 1929-1979 (6 boxes)

This series is made up of alphabetical subject files that are organized (and titled) by topical keywords, issues, events, projects, geographic locations, or company, organization, institution, department, or newspaper section names. They primarily contain incoming and copies of outgoing letters between Garst and fellow *New York Times* staff members, and with newsmakers and concerned readers. Many of the memoranda and letters are Garst's copies of items circulated among Frank S. Adams, Julian Ochs Adler, Charles Benda, Theodore Bernstein, Richard Burritt, Turner Catledge, Daniel Clifton, Orvil Dryfoos, Emmanuel Freedman, Anthony Lewis, Abraham M. Rosenthal, and other senior staff members. These communications reveal high-level decision making on reporting and editorial matters, and are accompanied by reports on finances and various newspaper administrative matters including subscription levels, deadlines, and the costs of reporting for different sections and divisions.

The series includes large files on the following topics: Communism and congressional investigations into *New York Times* reporters with ties to the Communist Party (see: Communism and Staff: Senate Investigations), civil rights and the representation of African Americans in the paper (see: Negroes), editorial and style policies and guidelines, and the running of the international edition. Also of note are files on the organization and management of the Women's News and Education News departments. Additionally the Style folder contains Garst's 1955 report on the "Better Writing Project," a twenty-year effort within the news department to make *The Times* easier to read.

Files are arranged alphabetically by file title. Entries without box and folder numbers cross-reference related material in other files.

- b.4 f.1 "About New York" Column, 1953-1960
 - Includes material relating to Meyer Berger's death
 - Advertisers' Influence on Newspaper Policy (See: Editorial Policy (General))
 - Air-conditioning Sections (See: Special Sections)
- b.4 f.2 Albany Bureau, 1954-1958
- b.4 f.3 American Press Institute, 1946-1957
 - List of staff members who have attended American Press Institute seminars
 - American Council for Judaism (See: Jews and Judaism)
- b.4 f.4 American Society of Planning Officials, 1960
- b.4 f.5 Art News and Criticism, 1954-1955
- b.4 f.6 Asahi Shimbun (*Times of Asahi*), 1965
- b.4 f.7 *Associated Press*, 1953-1967 (See also: Science News)
- b.4 f.8 Associated Press Managing Editors Association, 1964
 - Questionnaire concerning *The Times*' coverage of John F. Kennedy's assassination
- b.4 f.9 Atomic Weapons, 1952-1959 (See also: Lukens, Donley)
- b.4 f.10-13 Awards, 1950-1966
 - To *The New York Times* and staff members

Series II: Subjects, 1929-1979 (cont.)

- Barnard College (See: Contests and Prizes (General))
- Belgrade Bureau (See: Abel, Elie)
- b.4 f.14 Biography (General) (Biographical Sketches of Garst)
- Blacks (See: Negroes)
- b.4 f.15 Bridge Column, 1957-1961
- b.4 f.16 Broadcast Desk, 1953-1960
See also: Labor Relations: Strikes - Photo Engravers
- Building Section (See: Special Sections)
- b.4 f.17 Censorship, 1948
Letter on *The Times*' position regarding voluntary censorship on matters pertaining to National defense
- b.4 f.18 Central Intelligence Agency, 1954
- b.4 f.19 Charity Appeal Box, 1949-1955
- b.4 f.20 *Chattanooga Times*, 1955-1959
- Chess Editor (See: Horowitz, Alan)
- Chicago Bureau (See: Offices of *The Times*)
- b.4 f.21 *Chicago Tribune*, 1959
Memorandum on joint operation of a syndicate news service by *The Times* and *Chicago Tribune*
- b.4 f.22 China, 1957
Materials concerning *The Times*' efforts to send correspondents to China, including Tillman Durdin and Henry Lieberman. See also: Attlee, Clement
- b.4 f.23 Citizens Budget Commission, 1954-1964
- City Desk (See: Metropolitan Desk)
- Civil Rights (See: Negroes)
- b.4 f.24 Columbia University, 1955-1959
- b.4 f.25 Comic Strips, 1958-1960
Reader's correspondence regarding *The Times*' policy not to publish comic strips
- b.4 f.26 Communications (General), 1958-1966
Memos and reports on communication matters in London and Paris, on the operation of the wire room in the London Bureau, and on a meeting concerning *The New York Times News Service*
- b.4 f.27 Communism, 1953-1962 (See also: Staff: Senate Investigation)
- b.5 f.1 Contests and Prizes (General), 1961-1966
- Copy Flow (See: Edition Times)
- Copyreaders (See: Staff (General))
- b.5 f.2 Corporate Records Library, 1963
- b.5 f.3 Court Coverage, 1957-1958
- Couture Group, Inc. (See: Fashion News)
- Crime News (See: Editorial Policy (General))

Series II: Subjects, 1929-1979 (cont.)

- b.5 f.4 Critics and Criticism, 1953-1964
Of interest: records regarding critical coverage of Broadway openings; Arthur Hays Sulzberger criticism of *The Times* critics; readers correspondence. See also: Crowther, Bosley; Restaurant Critics; Art News and Criticism
- b.5 f.5 Crossword Puzzle, 1958-1962
Cultural News (See: Critics and Criticism)
Deadlines (See: Edition Times)
Deliverers
See: Labor Relations: Strikes - Deliverers
Des Moines Office (See: Offices of The Times)
Do-It-Yourself (See: Women's News)
Drama Critics (See: Critics and Criticism)
- b.5 f.6 Edition Times, 1957-1966
Series of memoranda and reports regarding problems of closing times, copy flow, overset, deadlines, etc.
- b.5 f.7 Editorial Policy (General), 1948-1964
Primarily correspondence with readers about various news reporting policies including identification by race or religion and the publication of the names of rape victims, and related to sensitive topics, such as crime, juvenile offenders, and presidential elections. See also: Censorship; Central Intelligence Agency; Charity Appeal Box; Critics and Criticism; Negroes; Sigma Delta Chi
- b.5 f.8 Editorial Policy (Elections), 1952-1964
Education Editor (See: Fine, Benjamin)
- b.5 f.9 Education News, 1958-1966
Includes memoranda concerning the organization of the Education Department with Loren Pope as editor
Errors, Complaints, and Corrections (See: Corporate Records Library)
Far Eastern Weekly
See: Review of the Week: Far East Edition
- b.5 f.10 Fashion News, 1959-1960 (See also: Women's News)
- b.5 f.11 Federal Court Reporters Association, 1949
- b.5 f.12 Financial News, 1950-1962
See also: United Press International; Year End Reviews
Food News (See: Women's News)
- b.5 f.13 Franklin, Benjamin, Anniversary Celebration, 1955-1956
Front Page Awards (See: Newspaper Women' Club of New York)
- b.5 f.14 Fronting Messages, 1965
Memoranda on the procedure for sending summary reports on the major news stories of the day to the foreign staff; samples of fronting messages
Gossip Column (See: Society News)
Guild
See: Labor Relations: Guild; Labor Relations: Strikes - Guild

Series II: Subjects, 1929-1979 (cont.)

- b.5 f.15 *Hartford Courant*, 1957-1958
 - Headliners Club of Austin (See: Contests and Prizes)
 - Henry, Patrick League (The) (See: Communism)
 - Hollywood Bureau (See: Offices of *The Times*)
 - Home Leave (See: Staff: Foreign Correspondents)
 - Honolulu, Hawaii, Stringers (See: Jones, Gardiner B.)
 - Housing News (See: Real Estate News)
- b.5 f.16 Index and News Summary, 1955-1958
- b.5 f.17 Indonesia, 1948
- b.5 f.18 International Edition, 1953-1966
- b.6 f.1 Jews and Judaism, 1948-1963
 - Junkets (See: Transportation News)
 - Juvenile Crime (See: Editorial Policy (General))
 - Karachi, Pakistan Bureau (See: Callahan, John P.)
 - Ku Klux Klan (See: Negroes)
- b.6 f.2 Labor Relations: Guild, 1958-1966
- b.6 f.3 Labor Relations: Strikes - Deliverers, 1956-1959
- b.6 f.4 Labor Relations: Strikes - Guild, 1958
- b.6 f.5 Labor Relations: Strikes - ITU, 1962-1963
- b.6 f.6 Labor Relations: Strikes - Photo Engravers, 1953-1954
 - Legal Matters
 - See: Court Coverage; Rosenberg, Julius and Ethel
- b.6 f.7 Litigation: Libel and Slander - Alabama Case, 1960-1962
 - Records regarding a libel suit by officials of Montgomery, Alabama over an advertisement in *The Times*
 - London Bureau (See: Communications (General))
 - Los Angeles Bureau (See: Offices of *The Times*)
- b.6 f.8 Metropolitan Desk (City Desk), 1953-1963
 - Memoranda and letters concerning the operations and management of the division. In 1963, the City Desk was renamed the Metropolitan Desk
- b.6 f.9 Morgue, 1953-1965
 - Of interest: memoranda concerning the reorganization of the morgue and policies on letting outsiders (police, FBI, etc.) use morgue files.
 - Movie Critics (See: Crowther, Bosley)
 - Music Critics (See: Critics and Criticism)
- b.6 f.10 National Education Association Awards, 1960
 - National Security (See: Censorship)

Series II: Subjects, 1929-1979 (cont.)

- b.6 f.11-12 Negroes, 1958-1963
Reader's correspondence regarding coverage of race relations, Brown v. Board of Education, stories and pictures of African Americans in the Society pages, and the use of the word Negro in *The Times*
- b.6 f.13 *New York Herald Tribune*, 1959
New York Times News Service
See: *Chicago Tribune*, Communications (General)
News Bureaus (See: Offices of *The Times*)
- b.6 f.14 News Content, 1948-1964
Notes and reports regarding daily amount of news quotas, news columns, and texts published. Of interest: reports on columns devoted yearly to fixed features (1964)
- b.7 f.1 News Department, 1953-1962
Of interest: reports on yearly achievements of the news department. See: Sulzberger, Arthur Ochs
- b.7 f.2 Newspaper Reporters Association of New York City, Inc., 1959-1966
- b.7 f.3 Newspaperwomen's Club of New York, 1957-1966
Records of awards given to *The Times* staff members
- b.7 f.4 Newspapers (General), 1949-1964
Readers' correspondence regarding journalism and the careers of staff members. Of interest are letters concerning women in journalism, questions of objectivity in American newspapers, and education requirements for careers in newspapers
- b.7 f.5 Nieman Foundation, 1948-1949
Correspondence about staff members who took the Nieman Fellowship course
- b.7 f.6 North American Newspaper Alliance, 1957-1962
Nuclear Weapons (See: Science News)
- b.7 f.7-8 Obituaries, 1948-1962
Of interest: memoranda concerning Arthur Hays Sulzberger's advance obituary. See also: Adler, Julius Ochs
Objectivity (See: Newspapers (General))
- b.7 f.9 Offices of the Times, 1954-1961
- b.7 f.10 Omnibus (TV Program), 1954
Memoranda regarding preparations for a television show featuring *The Times* and the telecast room
Overset Control (See: Edition Times)
Pakistan (See: Callahan, John P.)
- b.7 f.11 Personal and Private Papers (Garst), 1929-1979
Photocomposition (See: Text Publications)
- b.7 f.12 Picture Desk (Photo Department), 1954-1957
- b.7 f.13 Pictures of Robert E. Garst, 1950, 1966
Public Relations (See: Newspapers (General))
- b.7 f.14 Pulitzer Prizes, 1952-1966
- b.7 f.15 Radio and Television Program Listing, 1953-1957

Series II: Subjects, 1929-1979 (cont.)

Radio and Television Programs (See: Staff: Outside Activities)

RCA (See: World's Fair)

- b.7 f.16 Reader's Mail, 1957
Survey of letters received in one week by the news department
- b.7 f.17 Real Estate News, 1955-1963
- b.7 f.18 Religious News, 1951-1962
Of interest: discussion about the reporting of religious issues during the presidential campaign of John F. Kennedy, readers' complaints about the amount of Catholic news published in *The Times*.
See also: Wicklein, John; Editorial Policy (General)
- b.7 f.19 Reserve News Department, 1954-1957
- b.7 f.20 Restaurant Critics, 1958
- b.7 f.21 Reuters Ltd., 1959-1966
- b.7 f.22 Review of the Week: Far East Edition, 1963-1965
The Far East Weekly Review was a newspaper printed in Manila, Tokyo, and Melbourne from mats provided by *The New York Times*
Schaefer, "Gold Typewriter" Award
See: Newspaper Reporters Association of New York City, Inc.
- b.7 f.23 Science News, 1958-1960
Of interest: proposal from John Osmundsen for a five-part series on thermonuclear war (1960);
Garst's comparative report on science coverage by the *Associated Press* and *United Press International*
- b.7 f.24 Sigma Delta Chi, 1953-1968
Of interest: copy of a speech that Garst gave before the Atlanta Professional Chapter entitled "The News Behind the Facts" (1953)
- b.7 f.25 Silurians, Society of the, 1948-1966
- b.7 f.26 Society News (Gossip), 1954-1962
- b.7 f.27 Special Section, 1953-1954
- b.8 f.1 Sports News, 1955-1958
- b.8 f.2 Staff: General, 1950-1958
Of interest: list of news specialists (1952), staff lists (1966), memoranda concerning recruiting policies of the news department (1959), number of college graduates among staff members (1965). See also: Transportation News
- b.8 f.3 Staff: Foreign Correspondents, 1953-1964
- b.8 f.4 Staff: Miscellaneous, 1953-1960
Correspondence with or about individual staff members, arranged alphabetically by last name
- b.8 f.5 Staff: Outside Activities, 1954-1958
Of interest: Suggestions from Garst and Clifton Daniel about the basic principles for the ruling on outside activities; policies regarding the appearance of staff members on radio and television programs
- b.8 f.6 Staff: Senate Investigation - Grutzner, Charles, 1955
Memoranda and news clippings about *Times* reporter Charles Grutzner's case before the Senate subcommittee investigating Communist infiltration of newspapers

Series II: Subjects, 1929-1979 (cont.)

- b.8 f.7 Staff: Senate Investigation - Matusow, Harvey, 1953-1955
Records regarding the alleged statement by Harvey Matusow, and FBI informer, concerning a number of Communists on *The Times* staff
- b.8 f.8 Staff: Stringers (Foreign and Domestic), 1957, 1965
- b.8 f.9 Staff: Travel, 1953-1964
- b.8 f.10 Style, 1949-1964
Report by Garst on the "Better Writing Project" (1955); memoranda on rulings about style
- b.8 f.11 Suburban News Coverage, 1957-1962
Of interest: memoranda from Kal Seigal on *The Times*' suburban operations
- b.8 f.12 Surveys and Series of Articles, 1952-1959
- b.9 f.1 Television News, 1951
Copies of a series of articles about the effects of television on American life along with a memorandum from Garst on how the information for the series was assembled. See also: Radio and Television Program Listing; World's Fair
Television Critics (See: Critics and Criticism)
- b.9 f.2 Text Publications, 1957-1958
Memoranda about the photographic reproduction of certain texts in *The Times*
Theta Sigma chi (See: Contests and Prizes (General))
Transit Strike (See: Staff (General))
- b.9 f.3 Transportation News, 1952-1961
Twin Counties Press Club (See: Contests and Prizes (General))
Typographical Union (See: Labor Relations: Strikes - ITU)
- b.9 f.4 *United Press International*, 1950-1958 (See also: Science News)
Wall Street Journal (See: Financial News)
- b.9 f.5 Washington Bureau, 1950-1963
- b.9 f.6 Weather News, 1955-1964
- b.9 f.7 Western Edition, 1955-1964
- b.9 f.8-12 Women's News, 1951-1964
These files primarily concern the operation of the women's news department. Of interest: readership survey among women readers of *The Times* (1951, 1953); survey of readers' attitudes toward the women's page (1954)
- b.9 f.13 World's Fair (New York), 1962-1965
Of interest: planning for news coverage of the Fair; memoranda about a proposition by RCA to give *The Times* live television spots
- b.9 f.14 WQXR, 1955-1964 (See also: Broadcast Desk)
- b.9 f.15 Year-End Reviews, 1948-1964
Records about the planning of the Annual Business and Financial Reviews published by *The Times*
Yugoslavia (See: Abel, Elie)