

## BUSINESS ARCHIVES NEWSLETTER

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### Business Archives Section

The Business Archives Section of the Society of American Archivists is concerned with the preservation and use of business records in both profit-making and non-profit organizations in the United States and Canada. The Section meets each year at the annual meeting of the Society of American Archivists, held next in Austin, Texas, October 28 - November 1, 1985. The Section's Newsletter appears twice a year on a flexible schedule.

The Business Archives Section has nearly 250 members, all of whom are members of the Society of American Archivists. Any one wishing to join the Section should contact the Society of American Archivists at 600 S. Federal, Suite 504, Chicago, Illinois 60605, phone 312/922-0140. Information may also be obtained from the Section's chair: Edward M. Rider, Procter & Gamble Co., Box 599, Cincinnati, Ohio 45201, phone 513/562-5443.

Among the active Section members are those who serve in official capacities: Chair - Ed Rider; Vice-Chair - Karen Benedict, Newsletter Editor - Anne Millbrooke, 1985 Program Committee Representative - Andy Anderson, Section Goals and Mission Statement - Linda Edgerly, Gary Saretzky, Karen Benedict, and Sally Brazil, Bibliography - Karen Benedict, Certification of Archivists - Ed Rider, Business Archives Manual Update - Linda Edgerly and Edie Hedlin. Anyone interested in participating in the Section's activities is encouraged to contact one of the officers--by mail or at the annual meeting.

### From the Chair

As October approaches, plans are being finalized for the Section's annual meeting in Austin. In addition to the regular (but important) business, this year's meeting will include a presentation by the Hagley Museum on its collection of business records. Also we are hoping to arrange for a Section hospitality suite one evening. This will provide an opportunity for business archivists to get together socially and exchange ideas and information. If you have any other suggestions for the Section meeting, let me know.

As a reminder, over the year many Section members get involved in a variety of "outreach" programs, such as informally advising other corporations on starting an archives program, making presentations to ARMA groups, etc. If you are doing any work of this kind, let me know because that information may be useful in preparing our annual report to the SAA and in planning future meetings.

Hope to see you in Austin!

Ed Rider

## Canada

Bell Canada was incorporated in 1880 as the Bell Telephone Company of Canada, and it presently serves the provinces of Ontario and Quebec and the Eastern Arctic. Bell Canada has one of the oldest corporate historical collections in Canada. Since the 1920s, the Historical Collection department has been responsible for acquiring, organizing, and preserving materials pertaining to Bell Canada, its affiliates, and the history of telecommunications in Canada. The resources and services of the department are aimed at supporting the activities of corporate clients, but the Historical Collection is open to the public on request. During 1984 the department started a videodisc program for historical photographs, and it finished installing permanent exhibits in the lobbies of five company buildings in London, Ontario, Toronto, Ottawa, and Montreal. For information, contact Stephanie Sykes, Historian, Bell Canada, Room 820, 1050 Beaver Hall Hill, Montreal, Quebec, H2Z 1S4, Canada, phone 514/870-7088.

At the Royal Bank of Canada the Archives Department assembled and coordinated a traveling exhibit commemorating the Bank's 115th anniversary. The exhibit reached every major city of Canada during 1984 and received notice in Bank publications. Archivist Bill Curran has given his slide presentation outlining the Archives Department's services to the Bank president, senior executive officers, training groups, pensioners, and others. Recently, the Department acquired more than 800 architectural drawings of Bank buildings, domestic and foreign, dating from the Bank's incorporation in 1869. The acquisition of these drawings received full-page coverage in the Bank's magazine and necessitated expanding the space of the Archives. The Archivist sits on the Bank's Video Network Steering Committee and receives all master copies of video productions. An "Archives" brochure is available. For more information, write William M. Curran, Archivist, The Royal Bank of Canada, Head Office, Box 6001, Montreal, Quebec, H3C 3A9 Canada.

The Bank of Nova Scotia featured its Archives in the March 1985 issue of the "Scotiabanker." Organized in 1964, the Archives currently has a staff of four. Under the direction of Corporate Archivist Jane Nokes, the Archives recently installed automatic mobile shelving in its environmentally controlled Main Stack Area. Microfilming 19th-century records and displays for Bank lobbies are on-going activities at the Archives, which is also indexing and reporting with the help of an IBM personal computer and dBase III software. In addition to historical Bank records, the Corporate Archivist coordinates a Fine Art Collection of significant works by Canadian artists. Information may be obtained from Jane Nokes, Corporate Archivist, Archives Department, The Bank of Nova Scotia, 44 King Street West, Toronto, Ontario, Canada.

(How many business archives are there in Canada? This Newsletter editor found published figures ranging from 14 to 60.)

## Program News

The Hagley Museum and Library recently opened two collections for research: (1) Records of the Bank of Delaware, 1812-1960, 117 linear feet, and (2) Records of the Philadelphia Quartz Company, manufacturer of soap, candles, detergents, and industrial silicates, 1831-1960, 40 linear feet. For further information, contact the Research and Reference Department, Hagley Museum and Library, P.O. Box 3630, Wilmington, Delaware 19807, phone 302/658-2400.

Kohler Co. has recently embarked on a program to professionalize its archival activities and to make publicly available all its historical holdings. As part of the program, the company is hiring a professional archivist who will work through the Special Projects Coordinator to organize the records into a corporate archives. As a part of this effort, Kohler is renovating an old building to include a 5,000 square-foot archives and 10,000 square-foot museum. Information may be obtained from Claire H. Milbourne, Special Projects Coordinator and Historian, Kohler Co., Kohler, Wisconsin 53044.

For the first time in its 134-year history, The Arrow Company placed materials from its archives on public display. The exhibition included advertisements, catalogs, detachable collars, photographs, early collar manufacturing equipment, original paintings of J. C. Leyendecker (the American illustrator who created the "Arrow Collar Man"), and other memorabilia from the 1850s to 1985. The exhibition was mounted in the Newhouse Gallery at the Fashion Institute of Technology in New York City, April 4 - May 4. For information, write James Morske, Archives Manager, The Arrow Company, 433 River Street, Troy, New York 12180.

The Knights of Columbus received a request from the archivist of the city of Metz, France, for pictorial documentation of an equestrian statue of Lafayette by American sculptor Paul W. Bartlett. The Knights of Columbus had given the statue to Metz in 1920, and in 1984 the organization sent a selection of photographs for use in a display called "De Lafayette a Patton," commemorating the 150th anniversary of Lafayette's death and the liberation of Metz by American forces during World War I and World War II. Information is available from Mary Lou Cummings, Curator, Museum & Photographs, Knights of Columbus, Supreme Office, Columbus Plaza, New Haven, Connecticut 06507.

McLean Hospital announced the availability of its "Guide to the Archives of the McLean Hospital Corporation" (1984). Funded in part by a grant from the National Historical Publications and Records Commission, the "Guide" includes a statement of archival policy, a brief history of the hospital and its nursing school, a listing of its archival records, and a list of its fine arts holdings. To purchase a copy of the "Guide," send \$6.50 plus 75 cents for shipping and handling, to Terry A. Bragg, Archivist, McLean Hospital, 115 Mill Street, Belmont, Massachusetts 02178.

## Meetings - Past, Present, and Future

At the February 1985 meeting of the Chicago Chapter of the Association of Records Managers and Administrators, two business archivists--Linda Hanrath of the Wrigley Company and Patricia Farrell of the National Dairy Council--conducted a workshop on "Developing a Business Archive." More information may be obtained by writing Linda at Wm. Wrigley Jr. Co., 410 N. Michigan Avenue, Chicago, Illinois 60611, or Patricia at National Dairy Council, 6300 N. River Road, Rosemont, Illinois 60018.

Gregory S. Hunter, Manager of Corporate Records and Micrographics at ITT Corporation, delivered a paper at the annual meeting of the Business History Conference, March 14-16, 1985, in New York City. His topic was "The Development of Bankers: Career Patterns and Corporate Form at the Manhattan Company, 1799-1842." For additional information, contact Greg at ITT Corporation, World Headquarters, 320 Park Avenue, New York, New York 10022.

The Society of American Archivists again sponsored its popular Business Archives Workshop, May 20-23, 1985, in Dallas, Texas. Philip F. Mooney of the Coca-Cola Company and Anne Van Camp of Chase Manhattan Bank are the principal instructors. For information about workshops and the SAA, write Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

The Fashion Institute of Technology offered a seminar called "Business Archives: Putting History to Work" on five consecutive Thursday evenings in April and May, 1985. The focus was on establishing and maintaining a business archive as a marketing tool. The series featured executives from The Arrow Company and archivists from Chase Manhattan Bank, J. C. Penney, Inc., and J. Walter Thompson, as well as specialists in commercial art, advertising, and preservation. For more information, contact Seminar Department, Fashion Institute of Technology, 227 West 27th Street, New York, New York 10001.

Representatives from more than ten companies attended the spring meeting of the New England Archivists, May 3-4, 1985, in Williamstown, Massachusetts. The New England Archivists is one of several regional archival organizations in the nation. For the name of the regional organization in your area, contact the Society of American Archivists (address above).

"The R&D Pioneers: A Critical Look at General Electric, Du Pont, AT&T Bell Laboratories, and Eastman Kodak, 1900-1985" is the title of a unique conference to be held October 7, 1985. Speakers include David Hounshell and John Smith of the Hagley, George Wise of General Electric, Neil Wasserman of the Harvard Business School, and Jeffrey Sturchio of the Center for History of Chemistry. The conference is supported by a grant to the Hagley Museum from E. I. du Pont de Nemours & Co. For information, write Hagley R&D Pioneers Conference, Hagley Museum & Library, P.O. Box 3630, Wilmington, Delaware 19807.

## Publications

The U.S. Government Printing Office offers a free bimonthly listing of all new and revised government books and periodicals for sale by the GPO. Entries include government research reports, census data, law and regulations, economic and labor statistics, reference works, historical narratives, posters, photographs, and more. To be placed on the mailing list, write to New Books, U.S. Government Printing Office, Stop MK, Washington, DC 20401.

Canadian Archives is a report to the Social Sciences and Humanities Research Council of Canada by the Consultative Group on Canadian Archives (1980). It reported on 172 Canadian archives, of which 14 or 8 percent were business archives. For information, write The Information Division of The Social Science and Humanities Research Council of Canada, 255 Albert Street, Box 1610, Ottawa K1P 6G4, Canada.

Automation in archives is the subject of the SUN Newsletter, published quarterly by the Spindex Users Network (SUN). Subscription and membership is \$10. Write the SUN Treasurer, Brent Thompson, Church of Jesus Christ of the Latter Day Saints, Historical Department, 50 E. North Temple Street, Salt Lake City, Utah 84150.

"Corporate History and the Chemical Industry" was the lead story in the spring 1985 issue of CHOC News, an occasional publication of the Center for History of Chemistry. Address inquiries to the Editor, Jeffrey L. Sturchio, Center for History of Chemistry, E. F. Smith Hall/D6, 215 South 34th Street, Philadelphia, Pennsylvania 19104.

The Newsletter of the IEEE Center for the History of Electrical Engineering regularly prints items related to business history. The spring 1985 issue, for example, contains articles on Thomas Edison's "Invention Factory," history and United Technologies, and computer museums in the US and Canada. For information, write Center for the History of Electrical Engineering, Institute of Electrical and Electronics Engineers, 345 East 47th Street, New York, New York 10017.

Professor Thomas P. Hughes entertainingly reviewed The Visual Display of Quantitative Information (by Edward R. Tufte) about statistical graphics (including what should be kept and what should be rejected) in the American Heritage of Invention and Technology, a new magazine sponsored by General Motors and published three times a year. Address correspondence to the magazine at 10 Rockefeller Plaza, New York, New York 10020.

The Canadian Business Review published Duncan McDowall's "Minding Your Own Business: The Value of Corporate History" (pages 34-36 of volume 11, autumn 1984). McDowall offers six guidelines for good historical work. The first is "organize the company archives"!

### NHPRC Grant

The National Historical Publications and Records Commission awarded a \$28,000 grant to the Manchester Historic Association in New Hampshire to process and describe the records of the Amoskeag Manufacturing Company and Amoskeag Industries. Established in the 1830s, Amoskeag Manufacturing was one of the world's larger textile companies until its demise in 1935. Amoskeag Industries was formed by local citizens as a community response to the loss of the major employer. For information, write Alan M. Schwartz, Project Archivist, Manchester Historic Association, 129 Amherst Street, Manchester, New Hampshire 03104.

### Information Please

A study of corporate museums is being conducted by Dr. Victor J. Danilov, president and director of Chicago's Museum of Science and Industry. He would like to receive information about the founding, nature, and purpose of corporate museums. Information (and photographs, if available) should be sent to him in care of the Museum of Science and Industry, 57th Street and Lake Shore Drive, Chicago, Illinois 60637.

In her new position as curator of the Historical Collection of Hallmark cards, Sharron G. Uhler would appreciate receiving statements of purpose, outreach materials, guidelines, and sample forms from established corporate archives. Of particular interest is the question of artifacts. Do corporate archives have random samplings of products or one of everything? In either case, how do archivists handle artifacts? The address is Collections and Archives #284, Hallmark Cards Inc., Box 580, Kansas City, Missouri 64141.

### Business Archives Newsletter

Published twice a year, the Business Archives Newsletter is sent to each member of the Business Archives Section of the Society of American Archivists. The preparation and distribution of the Newsletter is courtesy of United Technologies Corporation. Business archivists are invited to send or phone news items, personnel announcements, exhibit notices, inquiries, and suggestions to the editor:

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