



Finding Aid for

**BUSINESS AND PERSONAL CORRESPONDENCE SERIES, 1920
AND
BUSINESS AND PERSONAL CORRESPONDENCE ADDENDUM SERIES,
1920**

Accession 284

Finding Aid Published: December 2013



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Benson Ford Research Center, The Henry Ford
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OVERVIEW

REPOSITORY: Benson Ford Research Center
The Henry Ford
20900 Oakwood Blvd
Dearborn, MI 48124-5029
www.thehenryford.org
research.center@thehenryford.org

ACCESSION NUMBER: 284

CREATOR: Ford, Henry, 1863-1947

TITLE: Business and personal correspondence series
Business and personal correspondence addendum series

INCLUSIVE DATES: 1920

QUANTITY: 16 cubic ft.

LANGUAGE: The materials are in English.

ABSTRACT: These series contain correspondence from Henry Ford's office at the Dearborn Engineering Laboratory from 1920. The correspondence covers both business and personal interests and is organized alphabetically.

ADMINISTRATIVE INFORMATION

- ACCESS RESTRICTIONS:** The series is open for research.
- COPYRIGHT:** Copyright has been transferred to The Henry Ford by the donor. Copyright for some items in the collection may still be held by their respective creator(s).
- ACQUISITION:** Ford Motor Company Archives donation, 1964
- RELATED MATERIAL:** Related material held by The Henry Ford:
- Part of the Engineering laboratory office records subgroup along with Accession 285, which includes:
- In-house subject and name filing system series
- Library bureau filing system series
- Amberg filing system series
- In-house name file with subjects filing system series
- PREFERRED CITATION:** Item, folder, box, accession 284, Business and personal correspondence series or Business and personal correspondence addendum series, Benson Ford Research Center, The Henry Ford
- PROCESSING INFORMATION:** Collection processed by Ford Motor Company Archives staff, 1954.
- DESCRIPTION INFORMATION:** Original collection inventory list prepared and published by Ford Motor Company Archives staff, 1954.

Finding aid prepared by Elyssa Bisoski, April 2012, and published in December 2013.

Finding aid prepared using Describing Archives: A Content Standard (DACS) and local guidelines.

HISTORICAL NOTE

Henry Ford resigned as President of Ford Motor Company in 1919, succeeded by his only son, Edsel Ford. In March of 1923 construction began on the Albert Kahn-designed Dearborn Engineering Laboratory. The building was completed at the end of 1924 and although he had offices in other locations, Henry Ford's office there became his most frequently used and the home base for his office staff, including E. G. Liebold and Frank Campsall. The building was built near Ford's Fair Lane estate and next to his beloved Edison Institute. It also housed the offices and publishing facilities of the Dearborn Publishing Company (publisher of the Dearborn Independent and Ford News), the C.E. Johansson Company, Ford radio stations, and engineering and experimental operations. The building was also the site of round table luncheons in the dining room, where Henry Ford and various executives would often dine and discuss company business. Henry Ford's main office remained at the Dearborn Engineering Laboratory until his death in 1947, allowing for the accumulation of the bulk of his office correspondence in this subgroup.

SCOPE AND CONTENT NOTE

The Engineering Laboratory Office records subgroup is comprised of six series which are found in two accessions. This finding aid contains information on Accession 284, which includes the **Business and personal correspondence series**, 1920 (13.2 cubic ft.); and the **Business and personal correspondence addendum series**, 1920 (2.8 cubic ft.). Accession 285, which has its own finding aid, contains the In-house subject and name filing system series, January-June, 1921 (7.6 cubic ft.); Library bureau filing system series, July 1921-1929 (429.6 cubic ft. and 4 oversize boxes); Amberg Filing System series, 1930-1949 (781.6 cubic ft.); In-house name file with subjects filing system series, 1950-1952 (14 cubic ft., 1 oversize box, and 1 oversize folder). Basically, this subgroup contains an unbroken run of Henry Ford Office correspondence from 1920 through 1952. During these years however, filing systems changed, which is reflected in the names of the series into which the subgroup has been broken. The finding aids for the collections contain detailed descriptions of the filing systems and how to access them.

The Engineering laboratory office records subgroup is a remarkable collection of material that documents a period of more than thirty years of activity of one of the world's great industrialists and his company. The records are arranged by year and then alphabetically according to the filing system used during that year. Typically for each year files can be found for most domestic and foreign Ford Motor Company branches, including Highland Park and the Rouge plant, as well as most company departments such as accounting, advertising, auditing, disbursement, employment, chemical laboratory, chemical and metallurgical, engineering, medical, purchasing, sociological, service, the President's office, general sales, and traffic and for other ventures pursued by Henry Ford, especially those that were managed by his secretary E.G. Liebold, such as Henry Ford Hospital, Dearborn Publishing Company, Dearborn State Bank, Detroit, Toledo and Ironton Railroad and Dearborn Realty and Construction Company. Additional subjects that

have multiple folders through the years include antiques, Dearborn Water Works, Dearborn Inn, Dearborn Country Club, Berry Schools, Edison Institute, Boreham House Estate, Michigan Bell Telephone Company, Michigan Central Railroad Company, Michigan Public Utilities Commission, Henry Ford Flour Mill, Henry Ford and Son, Lincoln Motor Company, Lincoln and Lincoln-Mercury Divisions, Botsford Inn, Wayside Inn, Michigan Iron Land and Lumber Company, Hamilton and Rossville Hydraulic Company, Henry Ford's yacht Sialia, Firestone Tire and Rubber Company and various Village Industries.

Also included in the collection is material about the Edison Botanic Research Corporation, a corporation formed by Henry Ford and Firestone in 1927 to research sources of domestic rubber, based out of Thomas Edison's Fort Myers Laboratory. Accident reports and insurance information from the firms Lucking, Helfman, Lucking and Hanlon; Kelly, Halla, Peacock and Hughes and Johnson and Higgins are found in multiple years as well. Individuals with multiple folders include Henry, Edsel and Clara Ford, newspaper editor Arthur Brisbane, Jens Jensen, Herbert Hoover, Ford real estate agent William T. Gregory, John Burroughs, G.K. Chesterton, Calvin Coolidge, Thomas Edison, Sialia captain Perry T. Stakes, Harvey Firestone, Albert Kahn, and missionary Joseph Bailie. There is one letter from Chinese revolutionary Sun Yat-Sen inviting Henry Ford to expand automobile industry work in China.

The records also include hundreds of thousands of letters from individuals asking Henry Ford for financial assistance, employment, donation of a vehicle, wanting to donate or sell something to him for his museum, providing opinions on Ford products, or opinions on projects and ventures Henry Ford was involved with or supporting; the letters offer insight into the social conditions of the period. While there is no way to access this particular material by subject, as it is filed by the last name of the correspondent, almost any box in the collection contains these types of letters. The records are worth checking if the name of an individual or subject is known as well as a general time period. Office staff and later archivists handling the collection have provided extensive cross-reference sheets in the boxes to aid in subject access.

ARRANGEMENT

Engineering Laboratory Office records subgroup

- Business and Personal Correspondence series, 1920, 13.2 cubic ft. (Accession 284)
- Business and Personal Correspondence addendum series, 1920, 2.8 cubic ft. (Accession 284)
- In-house Subject and Name Filing System series, January - June, 1921, 7.6 cubic ft (Accession 285)
- Library Bureau Filing System series, July 1921-1929, 429.6 cubic ft. and 6 oversize boxes (Accession 285)
- Amberg Filing System series, 1930-1949, 781.6 cubic ft. and 1 oversize box (Accession 285)
- In-house Name File with Subjects Filing System series, 1950-1952, 14 cubic ft. (Accession 285)

SUBJECT TERMS

Names, Personal and Corporate

Ford, Henry, 1863-1947
Ford, Clara Bryant, 1866-1950
Ford, Edsel, 1893-1943
Bailie, Joseph, 1860-1935
Brisbane, Arthur, 1864-1936
Burroughs, John, 1837-1921
Chesterton, G. K. (Gilbert Keith), 1874-1936
Coolidge, Calvin, 1872-1933
Edison, Thomas A. (Thomas Alva), 1837-1931
Firestone, Harvey Samuel, 1868-1938
Hoover, Herbert, 1874-1963
Jensen, Jens, 1860-1951
Kohn, Albert, 1869-1942
Louis Ferdinand, Prince of Prussia, 1907-
Sun, Yat-sen, 1866-1925
Ford Motor Company
Albert Kahn Inc.
Berry Schools
Boreham House Estate
Boston Antique Shop
Botsford Inn
C.E. Johansson, Inc.
Dearborn Country Club (Dearborn, Mich.)
Dearborn Engineering Laboratory (Dearborn, Mich.)
Dearborn Inn (Dearborn, Mich.)
Dearborn Publishing Company
Dearborn Realty & Construction Company
Dearborn State Bank
Dearborn Water Works
Detroit, Toledo and Ironton Railroad
Edison Botanic Research Corp.
Edison Institute Schools
Edison Portland Cement Company
Firestone Tire and Rubber Company
Ford Foundation
Ford Motor Company. Auditing Department
Ford Motor Company-Brazil
Ford Motor Company. Chemical and Metallurgical Department
Ford Motor Company. Disbursement Department
Ford Motor Company. Employment Department
Ford Motor Company. Highland Park Plant
Ford Motor Company. Lincoln Division

Names, Personal and Corporate continued:

Ford Motor Company. Medical Department
Ford Motor Company. Mercury Division
Ford Motor Company. Office of Henry Ford
Ford Motor Company. Rouge River Plant
Ford Motor Company. Sociological Department
Ford Motor Company--Trials, litigation, etc
Ford Naval Training School
Ford Village Industries
Goodspeed's Book Shop
Hamilton & Rossville Hydraulic Company
Henry Ford and Son
Henry Ford & Son, Inc.
Henry Ford Farms
Henry Ford Flour Mill
Henry Ford Hospital
Henry Ford Institute of Agricultural Engineering
Henry Ford (Organization)
Henry Ford Trade School
Johnson & Higgins
Kelly, Halla, Peacock and Hughes
Lincoln Motor Company
Lucking, Helfman, Lucking & Hanlon
Michigan Iron, Land and Lumber Company
Sialia (Ship)
Wayside Inn (Sudbury, Mass.)

Subjects

Automobile industry and trade
Automobile industry and trade--Accidents
Antiques
Branches (Business enterprises)
International business enterprises
Water-power

Geographic

Dearborn (Mich.)
Detroit (Mich.)

Genre or Form

Blueprints (reprographic copies)
Photographs
Telegrams

CONTAINER LIST

Box no. **Description**

BUSINESS AND PERSONAL CORRESPONDENCE SERIES

Box 1

A
Abbot and Beymer's Riverview subdivision, purchase of lands for the Rouge River
bridge approach at Miller Road
Abstracts
Alcohol, industrial
B. Altman and Company, 1915-1920 (Ford family account)
American Committee for Devastated France
American Ship Building Company (proposed freighter purchase)

Box 2

Anglo-American Mill Company, 1918 - 1920 (wheat milling machinery)
An
Applications

Box 3

Banks (separate file on Dearborn State Bank)
Adrian State
Central Savings
Commercial
Corn Exchange
Detroit
Dime Savings
District National
First State of Detroit
First and Old National
Fordson State
Grand Rapids Savings
Highland Park State
Liberty National
Merchants National of Detroit
Merchants of Canada
National Bank of Commerce
National City
National Park of New York
National Shawmut
Peninsular State
Peoples State
Traverse City State
Wayne County and Home Savings

Box 4

B
Be
Bl
Blast furnace patents, Williams and Ahlen
Bo
Boats, January - June
Bookkeeping
Br
Briggs Engineering Company
Brubaker, G. R., January - June
Bryant
Burroughs, John, January - June
Bw

Box 5

C
Cafe May, New Jersey, 1917-1920
Campsall, Frank, January - June
Cartoons, January - June
Ch
Chronometers

Box 6

Co
Coke ovens, January - June
Community store, January - June
Communications
Cor
Daniels, Josephus, January - June
Drivers' call cards, January - June

Box 7

Dearborn State Bank
 General
 Daily reports
 Bank statements, section a-c

Box 8

Henry Ford - "Muscle Shoals and Money Question"
 A-Z, 1921-1922 (letters in response to public utterances)
 M-Z, 1921-1922
Henry Ford Estate - service buildings
Henry Ford grain elevator - agreements

Box 9

Henry Ford and Son, Incorporated
Dearborn
New York
Cork, Ireland

Box 10

Ford Motor Company
Accidents (monthly reports)
Accounting and disbursement
Advertising (G. A. Brownell)
Educational (S. S. Marquis)
Employment
Engineering (W. B. Mayo, R. Walker)
Experimental (J. Galamb)
Investment certificates
Legal
Photographic
President (Edsel B. Ford)
Purchasing
Purchase orders
Remittance advice and statements
Research laboratories
Safety and factory hygiene
Sales

Box 11

Secretary's office (B. J. Craig)
Service department
Superintendent's Office (C. W. Avery, P. E. Martin)
Telephone and telegraph
Traffic (W. C. Cowling)
Treasurer's Office (F. L. Klingensmith)

Box 12

Branches, domestic
Cambridge, Massachusetts
Cincinnati, Ohio
Columbus, Ohio
Chicago, Illinois
Fargo, North Dakota
Kansas City, Missouri
Los Angeles, California
Newark (Kearney), New Jersey
New York City, New York

Northville, Michigan
Oklahoma City, Oklahoma
Philadelphia, Pennsylvania
Pittsburgh, Pennsylvania
St. Louis, Missouri
San Francisco, California
Seattle, Washington

Box 13

Branches, foreign
Canada
 Stock sales, November, 1919
 Stock sales, December, 1919
 Stock sales, January-February, 1920
 Stock sales, March, 1920
 Stock sales, April-May, 1920
 Stock sales, August-October, 1920
Denmark
England

Box 14

Ford price reductions
Ford publications
Fort Myers, Florida
France Slag Company
Freighter "Juvigney"
G
Gas engines, four-cylinder marine
Edward Gordon (extortion case)
Great Lakes Boat Building Corporation
Green Island, New York
C. L. Herring
Property

Box 15

H
Hall Scott Motor Company
Hamilton and Rossville Hydraulic Company
 January - February, 1920
 March - April, 1920
 May - June, 1920

Box 16

July - December 1920
Agreements and contracts (1919-1920)

Construction department orders
Utilities (Wheeler-Crocker)
Harrison Farm
Holley Brothers
Sidney Houghton
House Finance Corporation

Box 17

I
Independent News Bureau
Inter-Racial Council
Iron Mountain, Michigan
J
Lars Jacobson
Jens Jensen
K
Ki

Box 18

L
Lakeside Foundry
Reports
D.P. Lapham Bank
Le

Box 19

Liberty Loan (fourth)
Liberty Starter Company
License applications
Lo
Locomotives
Logs
Lucking, Murphy, Helfman, Lucking and Hanlon
McA

Box 20

McNamara Sign Company
McDougal sea-going canal boat
Maps
Marion Island, Michigan
Arthur J. Mason (coal mining)
Me
Mexico
Brubaker
Water power

Box 21

Mi
Michigan Iron, Land and Lumber Company
Microscopes
Michigan State Telephone Company
Michigan Agricultural College
Michigan State Fair
Miami Conservancy District
Mo
C. Stanley Morgan
Mt. Clemens, Michigan
Mw
N
O

Box 22

P
Passes
Patents
Pecans
Pennsylvania Railroad Locomotive
Phoenix, Michigan
 Mill
 Agreements
 Waterpower
Plymouth, Michigan
 William Alexander
 Alsbro
 Claude Baird
 Bert Brindles
 George Britcher
 Delbert Bulman
 Harold N. Carpenter
 William A. Cassidy
 Donaldson Craig (cemetery)
 Fisher Estate
 Charles Gentz
 Herman Mack
 Thomas Maxwell
 N. I. Moore
 Notawanski
 Albert Smith
 Albert Steaver
 Julius Steaver

Box 23

"Pipps' Weekly"
Power of attorney
Presidential
 Clippings
R
Railroads
Raymond Bag Company

Box 24

Real Estate
Reports (H. F. Contracts let)
Ri
John and Charles Ridley
River Rouge (Pere Marquette Railroad)

Box 25

O
Roosevelt, Theodore
Rumely, Edward W. - 1914-1920
S
Saturday Evening Post
Saw Mill
Sohn
Security Trust Company
Senate investigations (Newberry trial)

Box 26

Sh
Sialia (yacht)
 Agreement (deck house)
 Correspondence
Sm
Sn
Special
Sperry Gyroscope Company
St

Box 27

Stamps
Stationery
Stevens, E. Webster (fuel substitute)
Stone and Webster (Green Island)
Street railway
 Map

Box 28

Survey

Adrian, Michigan
Bellingham, Washington
Dearborn, Michigan
 Maloney subdivision
 Porter Street grade separation
Green Island, New York
Jackson County, Missouri
Keeweenaw County, Michigan
Livonia Township, Michigan
Mount Clemens, Michigan
Nankin Mills, Michigan

Box 29

Newburg, Michigan
Phoenix Mill
Plymouth and Northville, Michigan
River Rouge
Saginaw River
Southfield and Bloomfield
Waterford, Michigan

Box 30

T
Thompson, E. W. (employee rehabilitation)
Timber land
Tinstman, B. E. (Fort Myers, Florida)
Traveling
Turner, Angus (employee)
U
U. S. Naval Training Camp

Box 31

V
Vaughn Building Company (Hamilton Plant)
W
Washington
Water power
Waterways

Box 32

We
Werschansky, S. (Enrich and Graetz)
Wi

Widgeon (yacht)
Wilhelm, E. B.
Wo
World War I (production summary, 1918)

Box 33

XYZ
Yacht engines
Ziess, Carl
Cross index guide

BUSINESS AND PERSONAL CORRESPONDENCE ADDENDUM SERIES

Box 1

Dearborn Publishing Company
Notes
Reports
Circulation
January - June
Tardy and absent

Box 2

Dearborn Realty and Construction Company
General file
Notes
Dearborn Township, January - June

Box 3

Dearborn Village
Sewage Disposal Plant
Dearborn Water Works
Laboratory report
Detroit, Toledo and Ironton Railroad
January - June
Employment applications
Detroit Trust Company
Detroit United Railway, January - June

Box 4

Death, Wandylene - Bahai Assembly, January - June
Dividend notices
Edison Portland Cement Company
Electric power rates
Express receipts
F A Engineering and Manufacturing Company
Factory sites, January - June

Stanley W. Finch, January - June

Box 5

Edsel Ford
Henry Ford
 OK'd bills
 Correspondence
 E
 F

Box 6

Mrs. Henry Ford
Henry Ford Farms, January-June
Henry Ford Hospital
 Inventories and stores
 Milk, cream and water analysis
 Reports
 Statements
 December
 Annual
 Tardy reports
 Telephone

Box 7

Henry Ford residence
 January - June
 Contractor's vouchers
 Services house
 Special furniture
Thomas A. Edison, January - June (moved to accession 104)