

Finding Aid for

IN-HOUSE SUBJECT AND NAME FILING SYSTEM SERIES, JANUARY- JUNE, 1921

Accession 285 (Section 1 of 4)

Finding Aid Published: December 2013



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Benson Ford Research Center, The Henry Ford 20900 Oakwood Boulevard · Dearborn, MI 48124-5029 USA research.center@thehenryford.org · www.thehenryford.org

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: 285

CREATOR: Ford, Henry, 1863-1947

TITLE: In-house Subject and Name Filing System series

INCLUSIVE DATES: January - June, 1921

QUANTITY: 7.6 cubic ft.

LANGUAGE: The materials are in English.

ABSTRACT: This series contains correspondence from Henry Ford's

office at the Dearborn Engineering Laboratory from 1921. 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, which includes:

Accession 284

- Business and Personal Correspondence series

- Business and Personal Correspondence addendum

series

Accession 285

- Library Bureau Filing System series

- Amberg Filing System series

- In-house Name File with Subjects Filing System

series

PREFERRED CITATION: Item, folder, box, accession 285, In-house Subject and

Name Filing System series, Benson Ford Research Center,

The Henry Ford

PROCESSING INFORMATION: Collection processed by Ford Motor Company Archives

staff, date unknown.

DESCRIPTION INFORMATION: Original collection inventory list prepared and published by

Ford Motor Company Archives staff, date unknown.

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 the first series of Accession 285, the In-house subject and name filing system series, January-June, 1921 (7.6 cubic ft.). Accession 285 also includes the Library bureau filing system series, July 1921-1929 (429.6 cubic ft. and 6 oversize boxes); the Amberg Filing System series, 1930-1949 (781.6 cubic ft. and 1 oversize box); and the In-house name file with subjects filing system series, 1950-1952 (14 cubic ft.). Accession 284, which has its own finding aid, contains the Business and personal correspondence series, 1920 (13.2 cubic ft.); and the Business and personal correspondence addendum series, 1920 (2.8 cubic ft.). Essentially, 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 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 typically no way to access this particular material by subject, as it is generally 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. In some cases, office staff and later archivists handling the collection have provided extensive cross-reference sheets in the boxes to aid in subject access.

OTHER NOTES

Description of filing system: The in-house subject and name filing system is very simple. The system was first used by Ford Motor Company in 1914, at which time every folder heading was given either a personal or a corporate name, or a subject. Beginning in 1919, folders with labels such as "A", "B", "C", began to appear. As would be expected, these folders contain correspondence whose subject, or whose sender's last name, or whose company's name began with that letter, but which did not merit its own folder. These generic alphabetic folders were alphabetically interfiled with the subject and name files.

Filing Example: Correspondence to and from John Smith will be filed under "S"; or under "Smith, John"; or under the subject of the correspondence.

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

Henry Ford Office records Engineering Laboratory Office records subgroup In-house Subject and Name Filing System series Accession 285

Names, Personal and Corporate continued:

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

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.)

Henry Ford Office records Engineering Laboratory Office records subgroup In-house Subject and Name Filing System series Accession 285

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

IN-HOUSE SUBJECT AND NAME FILING SYSTEM SERIES

Box 1

Α

Applications

Abstracts

Allis Chalmers Manufacturing Company

American House Wrecking Company

American Committee for Devastated France

AN

The Angle-American Mill Company

B (includes Roger F. Babson, also Baltimore and Ohio Railroad Company, re:

Gasoline Motor Railroad Coach)

Bacon, Irving

Banks

The Canadian Bank of Commerce, Windsor, Ontario

Dearborn State Bank (includes list of stockholders, June 25, 1921; report of Mr.

Ford's holdings; by-laws.)

Bank of Detroit

The Dime Savings Bank

Imperial Bank of Canada

The Merchants Bank of Canada

The National Bank of Commerce

Bank of Montreal

State Savings Bank of Harrison

Traverse City State Bank

Barthel, Oliver E.

BE

BI (includes K. A. Bickel of United Press Association re: *The Dearborn Independent* Jewish Articles; Herman Bernstein, Detroit, Toledo and Ironton Railroad gasoline driven coach; L.E. Billson re: interest rates on loans; F. J. Blose of Delco-Light Company, Dayton, Ohio, re: rifle repairs)

Box 2

BO (includes Joseph A. Bower, Vice President of The Liberty National Bank of New York, re: purchase of books)

Bonus

Bonus adjustment, 1921

BR (includes Arthur Brisbane of *New York Evening Journal*; H.G. Meredith, British Consul in Detroit)

Brown, Mary - Martinsville, Virginia

Brubaker, G.R.

BU (includes Glen Buck, Chicago, re: The Burroughs Memorial Association; G. Clyde Fisher, New York, re: The Burroughs Memorial Association; Gerald E. Budsley, Detroit, re: recount.)

Burroughs, John

Burton, M. L., President of University of Michigan, Ann Arbor (also includes former President H.B. Hutchins)

 \mathbf{C}

Campsall, Frank

Box 3

CH (includes Joe Mitchell Chapple, editor of *National Magazine*, Boston; *The Christian Science Monitor* re: "Newberry doubts should be cleared," Henry Ford's theory as to loans, "Barring out the Ford Weekly," "Library Censors and the Ford Weekly," "Village Industries" etc.)

Chesterton, Gilbert K.

Churchward, Alexander (of Gray & Davis, Inc. Boston - lamps, dynamos and starting motors for automobiles)

CO (includes William A. Cornstock, re: "No political contributions")

Cody, William S.

Coolidge, Calvin

Communications

COR (includes C.E. Corrigan, President, Au Sable Trout and Game Club)

Box 4

D (includes C.C. Daniels, New York lawyer; Theodore Delavigne, Detroit Journal)

Darnels, Josephus (Secretary of the Navy)

Dearborn Post Office

Dearborn Publishing Company (includes Roger W. Babson, President Babson's Statistical Organization, Inc.; re: sales of *The Dearborn Independent*) Reports

Dearborn Realty & Construction Company

Form letters to sell houses

Box 5

Progress Reports & Cost Data

Dearborn Water Works

Laboratory Reports

De la Fuente, J.

Detroit & Ironton Railroad Company

Detroit, Toledo & Ironton Railroad Company

Adjustment bonds

Application for authority to issue first mortgage bonds

Box 6

Applications

By-laws

Common and preferred stock Right-of-way Right-of-way reports Scrip certificates for adjustment bonds Scrip for adjustment mortgage bonds Stock Stock, bonds and script Stockholders **Detroit Trust Company** DO Dolson, Fred S. JE **Edison Portland Cement Company** Edison, Thomas A. Edison, Thomas A., Jr. F Factory sites Facts (newspaper) Firestone, Harvey S. FO Ford, Edsel B. (includes Moore Drop Forging Company re: Union) Ford, Henry (includes Au Sable Trout & Game Club, re: Hamilton & Rossville Hydraulic Company Stock, re: Gift of solid tin smoking set from Koh Chin Siang, Billiton, China) Extortion case (John Robic alias O.S. Dean) Farm Finance (includes re: Automobile Ford France; Ford Motor Company Spain, Hamilton & Rossville Hydraulic Company; Detroit & Ironton Railroad Company; Detroit, Toledo & Ironton Railroad Company) Finance dividends (includes Henry Ford & Son, Ford Motor Company) Memberships (Loyal Order of Moose) Milk Philanthropy (August Romp) Ford, Henry-politics (Bernard E. Goepfert) Prohibition (Lord Dewar of England) Residence Ford, Mrs. Henry Henry Ford Hospital Reports

Box 8

Box 7

January/June (6 folders) Milk, cream and water analysis Tardy reports

Stills - water works

Box 9

Ford Motor Company

Branch operations

Buffalo, New York

Cambridge, Massachusetts

Chicago, Illinois

Cleveland, Ohio

Dallas, Texas

Dearborn, Michigan

Detroit, Michigan (includes purchase of one coupe and one sedan from Stanley Motor Carriage Company)

Los Angeles, California

Newark, New, Jersey

New York, New York (includes Marguerita Sylva, opera; Madame Aino Malmberg of Finland; H. H. Kohlsaal of the *Chicago Journal*)

Philadelphia, Pennsylvania

River Rouge, Michigan

Salt Lake City, Utah

Canada, Ltd. (includes re: Dominion of Canada water power films also re: production of lead in Canada)

England (includes re: side lamps on "T" Model Fords)

France

Germany

Finance (includes Benjamin Briscoe of Benjamin Briscoe & Stahl Engineering Company, Inc.; J.R. Bartholomew, of Charles D. Barney & Company of New York, recommending Blair & Company)

Glass plant - Edward Danner

Legal

French patent

Selden patent case

Hotel Woodward case

Photographic Department

Reorganization (includes history of the Delaware Corporation and dividend of July 10, 1919)

Research - electric car

Sales - Dealer cancellation (Henry B. Prescott, Franklin, N. H., friend of John Burroughs)

1921 Shutdown - James A. Latta, Vice President, Northwestern National Bank of Minneapolis

Ford News - (includes Dearborn, Canada, and the Ford News, Long Island City, New York)

Box 10

G

Gest, Morris

GO

Green. Island

H (includes William Bayard Hale of New York American)

Hall Scott Motor Car Company re: gas driven street car, also Edsel Ford boat

Hamilton & Rossville Hydraulic Company

HAR (includes Dr. Robert Harper, superintendent of American Baptist Shan Mission, Burma, India)

Harrison Farm

Box 11

Harrison Farm - E.C. Bruce - Cancelled Checks

HE

Henry Ford & Son Inc.

Henry Ford & Son Ltd., Cork, Ireland (includes report on Ireland by Edward Graces; re: articles on Ireland written by Harry F. Guest and appearing in New York

Globe & Commercial Advertiser.)
Henry Ford & Son Ltd., minutes of directors' meetings

Henry Ford & Son Inc., New York

Henry Ford Filter Plant

HO (includes Frits Holm - author, explorer, etc.; report on China by Dr. Tehyi Hsieh)

Hoover, Herbert

Houghton, Sidney - decoration and furniture

Box 12

HU (includes W.H. Humphrey & Company, Detroit re: financing)

I

Income tax, 1914-1921

Box 13

Income tax - Dominion of Canada

Insurance

Iron Mountain, 1921

J

Jacobson, Lars (Ehrich & Gractz, Berlin, Germany)

Jensen, Jens

Joy, Richard P. (President, National Bank of Commerce, Detroit)

K (includes J., Warren Keifer, lawyer, of Springfield, Ohio; Edward F. Keeley of American Mica Company, Chicago)

KI (includes George F. Kunz of New York; Frank E. Kirby re: Eagle Boats; Albert Krell, President Central Inland Waterways Association, Cincinnati, Ohio)

L

Lakeside Foundry Company

Lanchester Car

Lanz Locomobile

LE (includes I. Levin, Kaffee Klatsch, Springfield, Illinois)

Liberty Bonds

Liberty Starter Company

LO

Lucking, Helfman, Lucking & Hanlon

Box 14

M

McA

ME

Memphis, Michigan property

Mexican Water Power

Mexico

MI (includes B.D. Bronner, Vice President of Michigan Central Railroad, Detroit re: passes)

Miami Farms Company

Michigan Iron Land & Lumber Company

Michigan State Telephone Company

Mississippi River

MO

Morgan, J. Pierpont (Charles Blumenthal)

MU (includes re: Honorable G.H. Murray, Premier of Nova Scotia.)

Muscle Shoals

N

Nankin Water Power

Box 15

Newburg Water Power

Newberry, Truman H. - investigation

Neisler, George H. - postmasters, Dearborn

Nordyke & Marmoa Company (flour mill machinery and equipment)

Northville, Michigan

 \mathbf{O}

Old Timers Club

P (includes T. Sharper Knowlson of the Pelman, Institute, England)

Passes

Pecans

Pennsylvania Railroad

Phoenix Water Power

PI (includes Pyke Motor & Yacht Company Ltd., Montreal; Harford Powel, editor, *Colliers National Weekly*, New York)

Pinckney

Plymouth Village

Potter - editor of facts

Pullman private car

Box 16

R (includes The Reading Stove Works re: No. 16 Firelight Stove)

Real estate

RI

Ridley - Charles and John

RO (includes Lamont Rowlands of Christian Science Monitor; C.H. Robertson,

Y.M.C.A. Shanghai, China)

Rockwood, Michigan - property

Rumely, Dr. Edward A.

Ryan, S. A.

S

SCHN

Senate investigation

Box 17

SH (includes Jouett Shouse, Assistant Secretary of the Treasury)

Shuey, Captain M. A.

Sialia - steam yacht

SM (includes J. Russell Smith, professor of economic geography of Columbia University)

SN (includes personal letter from employees of Ford Motor Company, Spain)

Special investigation

The Sperry Gyroscope Company

Springwells, Michigan

Stationery

ST (includes Reverend William, L. Stidger, pastor of Saint Mark's Church, Detroit; F.L. Stevenson of International Harvester Company, Chicago)

Stone & Webster - Green Island Plant

Street railway - gasoline driven railroad car

Box 18

T

TI (includes re: gift of Ford sedan to Joseph P. Tumulty, Secretary to the President, also H. H. Timken of Timken Roller Bearing Company, Canton,, Ohio; B. E. Tinstman re: Fort Myers, Florida residence)

Fire valves

Trenton, Michigan - property

U (includes United Press Associations - K. A. Bickel, Vice President)

V

F.K. Vaughn Building Company

W

Watling, Lerchen & Company

Box 19

Water power (including Muscle Shoals, see also box 81-2)
Water power opinions
WE (includes A. R. Webber, attorney, letter of commendation)
WI (includes John S. Williams, Comptroller of the Currency)
WO (June-September Worthington - see box 81-2)
Woodward Hotel case
Zanger - G. W. Realty Company re: River Rouge Property