

Collection #
M 0419
BV 2154-2158
OM 0368

**INDIANAPOLIS CASKET COMPANY
RECORDS, 1907-1984**

Collection Information	1
Historical Sketch	2
Scope and Content Note	3
Series Contents	6

Processed by

Sally Carr Childs-Helton
January 1985
Reboxed November 1997

Updated 3 January 2002
Updated 20 December 2004
Updated 28 November 2022

Manuscript and Visual Collections Department
William Henry Smith Memorial Library
Indiana Historical Society
450 West Ohio Street
Indianapolis, IN 46202-3269

www.indianahistory.org

*

COLLECTION INFORMATION

VOLUME OF COLLECTION: 59 manuscript boxes, 5 bound volumes, 2 oversize folders, 5 artifacts

COLLECTION DATES: 1907-1984

PROVENANCE: IUPUI Archives, Indianapolis, IN; Bruce Brown and James R. Lee, Indianapolis, IN, February 1985

RESTRICTIONS: Box 12 Employee Records, restricted for 50 years due to personal nature of contents

COPYRIGHT:

REPRODUCTION RIGHTS: Permission to reproduce or publish material in this collection must be obtained from the Indiana Historical Society.

ALTERNATE FORMATS:

RELATED HOLDINGS:

ACCESSION NUMBER: 1985.0215, 1985.0216, 1985.0217

NOTES:

HISTORICAL SKETCH

The Indianapolis Casket Company was incorporated in South Dakota on September 17, 1907 by Carey D. John of Indianapolis, James McLaren of Shelbyville, Indiana, Daniel F. Randolph of Waldron, Indiana, and Eli T. and N.A. Spencer of Gregory, South Dakota. McLaren served as the first president, John as secretary, and Randolph as treasurer. The original plant was to have been in South Dakota, with business offices in Indianapolis.

The company was reorganized on February 4 or 5, 1908. Seven men, all of Shelbyville, filed articles of incorporation with Fred A. Sims, the Secretary of State of Indiana. The reorganizers listed were: William N. Frechtling, B.A. Harding, Oscar E. Lewis, James McLaren, H.E. Schortermeier, Harvey M. Thompson, and Charles Williamson. Officers were James McLaren, president, H.E. Schortermeier, vice president, and Oscar Lewis, secretary-treasurer. The first annual meeting of the stockholders was held on February 16, 1909, at the company offices in Shelbyville.

In June 1909, the company purchased the building at its 521 W. North Street, Indianapolis location and moved its plant and office from Shelbyville to the new site. H.E. Schortermeier served as president from about 1912 until his death in 1938. His son, Frederick E., took over as president after his father's death. Oscar E. Lewis maintained the position of secretary; his son Ralph W. gained the position in 1941.

The Indiana University Foundation bought the company in July 1984 from Amedco, Inc. for \$220,000. The still-functioning business was closed in August of 1984; the building was demolished in the spring of 1985 and was replaced by a parking lot for Indiana University-Purdue University at Indianapolis.

Originally, the company built wooden cloth-covered caskets, with a few hardwood finishes. As the funeral industry changed, the company began producing more hardwood and metal-shelled caskets. The company manufactured its own casket interiors, and most of its casket exteriors as well. A "custom house," it manufactured caskets to the specifications of individual funeral directors, and sold to funeral homes and suppliers in Indiana, Ohio, Illinois, Kentucky, and Michigan.

Sources:

"Casket Company Demolished to Make Way for Parking Lot." *The Sagamore*, February 25, 1985, p. 4.

"Indianapolis Casket Company Has Golden Anniversary." Unidentified news article, 1958.

SCOPE AND CONTENT NOTE

The records of the Indianapolis Casket Company (1907-1984) are contained in 56 manuscript boxes, and 5 bound volumes and include artifacts. The large majority of the materials came from the Indiana University Archives; early minutes, audits, and a casket catalog came from Bruce Brown and James R. Lee, both company directors, officers and employees. The records are far from complete, but do cover the entire history of the company, and all areas of the business are represented.

SERIES 1, Early Papers and Records, 1907-1935, is contained in Box 1, folders 1-5. The early correspondence and articles and certificates of incorporation include information about the founding and reorganization of the company. The annual reports and miscellaneous records contain information about the stock, officers, and finances of the business. The license board applications give information about the building, number of employees, etc.

SERIES 2, of the collection contains Sales and Customer Records, 1930-1969. Business correspondence is in Box 1, folders 6-11 (1954-1969) and includes correspondence with the company's insurance company and with its major supplier.

Boxes 1 (folders 12-20) and 2 (folders 1-23) contain correspondence concerning accounts and collection from individual funeral homes. Box 3, (folders 1-7) has records and correspondence from the Funeral Supply Credit Association, an organization created to help funeral industry suppliers and manufacturers collect their debts from funeral homes. The information in Boxes 1 (folders 12-20) 2, and 3 (folders 1-7) is especially interesting in that it points to the economic problem in the funeral industry of the continued indebtedness of many funeral home directors to their suppliers. The correspondence also reveals the attitudes of those working in the funeral industry about the industry and death in general.

Box 3 (folders 8-12) contains convention information and correspondence, 1948-1959. Included are programs of various funeral directors association conventions, applications for merchant display space, etc. Salesmen's commission statements, correspondence, and sales itineraries (1948-1964) are in Boxes 3 (folders 13-18) and 4 (folders 1-5).

SERIES 3, Stock, Finance and Tax Records (1907-1984), is in Boxes 4 folder 6 through Box 9 folder 7. Box 4 (folders 6-18) contains stockholders records and correspondence, 1907-1961. Early stock records and certificates date from 1907 to 1912; stockholders lists and correspondence are complete from 1950 to 1961. Financial statements, 1967-1982, are complete for these years and are in Box 5. Box 6 holds administrative and sales payroll records from 1937 to 1953.

Boxes 7 and 8 contain check stubs for the business from April, 1948 to October, 1949. Miscellaneous financial records, 1920-1981, contain reports on audits, a company appraisal, union wage records, a union contract, and an estate settlement. Box 9 contains sales reports, 1977-1984. Sales reports by month and day are complete for 1977-1984, as are gross sales by month. Gross total sales for business years 1977-1980 are also complete.

Box 9 folder 16 through Box 11 hold income tax materials, 1910-19633. Corporation income tax and excess profits returns are in Box 9 folder 16 through Box 10 folder 8, and date from 1910 to 1960. Tax adjustment correspondence and forms for 1917 to 1937 are

in Box 10 folders 9-14. Miscellaneous tax records, 1921-1963 are in Box 10 folder 15 through Box 11 and include social security, capitol stock, cotton and property tax materials.

SERIES 4, Employee Records, 1936-1984, are in four boxes. The cards in Box 12, folders 1-6, give employee information including date of hiring, department, pay scale, and termination; Box 12, folders 7-10 contains similar information. Material in this box is restricted for 50 years due to the personal and sensitive nature of the contents; materials in these boxes may be used for aggregate research only.

Box 13 (folders 1-5) contains employee safety records, 1948-1984. Much of the material is from the Indiana Division of Labor -- IOSHA, the Indiana Department of Commerce and Industry, the U.S. Department of Labor -- Bureau of Labor Statistics, and OSHA. Work injury forms and reports, along with insurance papers, are also included.

Box 13 (folders 6-17) contains contributing reports and eligibility for benefit forms from the Indiana Unemployment Compensation Division (1936-1944) and the Indiana Employment Security Division (1950-1980). These records represent a sampling of materials between 1936 and 1980.

SERIES 5, Insurance and Property Records, 1924-1965, is in Box 13, folders 18-26. Insurance records (1933-1965) include statements and estimates of value for insurance purposes, and insurance correspondence and policies. Records of the Mae Thompson property, 530-532 N. West Street, contain account books (1924-1939), insurance policies, and mortgage and note records. Property records for various rental properties owned by the Casket Company are samples of rental debit/credit statements for the years from 1941-1955.

SERIES 6, Manufacturer's Records, dating from 1910 to 1984 are in Box 14. Folders 1-18 contain departmental records and statistics, 1941-1984. Included are departmental expenses, payroll records, statistics, and purchase and supply records. Folders 19-26 hold miscellaneous government reports and surveys, 1914-1952. Ceiling Price Regulation #22 materials date from 1949 to 1952. Questionnaires, surveys, and a census of manufacturers date from 1914 to 1939. Annual Domestic Corporation Reports (1929-1924) and War Production Board Plant Report of Operation forms (1942-1943) are also included. Physical plant records are in folders 27-30 and include dry kiln, showroom addition and floor space apportionment materials, 1910-1951, and blueprints.

SERIES 7, (Box 15 folders 1-8), Price Lists, Catalogs and Advertising, dates from 1931 to 1984. An illustrated casket catalog and price list from 1931 are included, along with salesmen's pricing notebooks (1949-1984), a notebook of price lists containing suggested retail prices, wholesale sundry prices, casket mark-up tables, and price increase lists for casket shells.

SERIES 8, Ledgers and Notebooks, is contained in Box 30, folder 9 through Box 46. Box 30 contains small notebooks and ledgers, 1951-1984, listing unit cost, monthly production, cost per unit by job, day-by-day production record by date, model and description, and labor cost per unit.

Ledgers in Boxes 16-46 were removed from their original bindings and kept in their original order. Whenever possible, ledger sections have been placed in separate folders. Many of

these ledgers are difficult to date precisely. Most ledgers give no date range on the original bindings, and in many cases the contents are not consecutively dated. Therefore, some date ranges are approximate, but contain the major range of dates represented in the ledger.

Boxes 16-24, folder 3 contain four transfer ledgers dating from 1927 to 1955; dates given are accurate. Four ledgers of accounts payable and receivable are in Boxes 24, folder 4 through Box 32 folder 3, and date from ca. 1918-ca. 1954. These are arranged alphabetically by business, and the dates are approximate. The accounts receivable sections reflect the chronic indebtedness of many funeral homes to their suppliers.

A storage ledger, 1927-1965, is in Box 32 folder 4 through Box 33 folder 6. Boxes 34-36 contains a summary ledger, ca. 1964-ca. 1977, with numerous categories, and an employee records ledger, 1946-1951. The employee ledger is arranged in the original chronologically reversed order. Boxes 37-46 contain five general ledgers dating from ca. 1955-ca. 1976; some of the dates are approximate.

SERIES 9, Boxes 47 through 59 folder 6, contains shipping orders, 1960 and 1976, and ledger cards, ca. 1955-ca.1970. The shipping orders are arranged by funeral home and are representative of the range of years. Casket descriptions are given in detail. The ledger cards include records of the dry kiln service, inactive accounts, and accounts payable and receivable.

SERIES 10, (Box 59, folder 7 and stored as BV's 2154-2158) Bound Volumes, date from 1908 to 1984. BV 2154 is the secretary's records and stock accounts, 1908-1910. Early board of directors minutes, 1910-1918, are in BV 2155. BV's 2156 and 2157 are ledgers giving job or model number, job or part description, how many done or made, date, and contain a running ledger of parts completed. BV 2158 is a ledger containing a running inventory of incoming materials and supplies. The left-hand pages give the sender name and how shipped; the right-hand page gives the items delivered and how many of each.

SERIES 11, Artifacts, (Box 59 folder 8, and stored as R1073, R1074, R1075, R1076) include samples of casket linings, exterior and wood casket finishes.

SERIES CONTENTS

Series 1: Early Papers and Records, 1907-1935

CONTENTS	CONTAINER
Early Correspondence, 1907-1910; ND	Box 1, Folder 1
Articles and Certificates of Incorporation, 1907 By-Laws, 1908?	Box 1, Folder 2
Corporation Annual Reports, 1911-1928	Box 1, Folder 3
Miscellaneous Early Records, 1908-ca. 1919; ND	Box 1, Folder 4
Industrial Board of Indiana - License Board - License Applications, 1930-1935	Box 1, Folder 5

Series 2: Sales and Customer Records, 1930-1969

CONTENTS	CONTAINER
Correspondence, Business Men's Assurance-1958-1969	Box 1, Folder 6
Correspondence, Stanley Supply Company-1954	Box 1, Folder 7
Correspondence, Stanley Supply Company-1955	Box 1, Folder 8
Correspondence, Stanley Supply Company-1956-1957	Box 1, Folder 9
Correspondence, Stanley Supply Company, 1958-1960; ND	Box 1, Folder 10
Miscellaneous Business Correspondence-1957-1964	Box 1, Folder 11
Accounts and Collection Correspondence, A, 1945-1961	Box 1, Folder 12
Accounts and Collection Correspondence, B, 1948-1964	Box 1, Folder 13
Accounts and Collection Correspondence, C, 1952-1963	Box 1, Folder 14
Accounts and Collection Correspondence, D, 1947-1968	Box 1, Folder 15
Accounts and Collection Correspondence, E, 1957	Box 1, Folder 16

Accounts and Collection Correspondence, Faulkner Funeral Home, 1945-1961	Box 1, Folder 17
Accounts and Collection Correspondence, FI to FR, 1952-1963	Box 1, Folder 18
Accounts and Collection Correspondence, G, 1951-1961	Box 1, Folder 19
Accounts and Collection Correspondence, Grandstaff Funeral Home, 1948-1958	Box 1, Folder 20
Accounts and Collection Correspondence, HA, 1948-1958	Box 2, Folder 1
Accounts and Collection Correspondence, HE, 1956-1963	Box 2, Folder 2
Accounts and Collection Correspondence, HI to HZ, 1953-1961	Box 2, Folder 3
Accounts and Collection Correspondence, I, 1959-1965	Box 2, Folder 4
Accounts and Collection Correspondence, J, 1954-1960	Box 2, Folder 5
Accounts and Collection Correspondence, K, 1956-1959	Box 2, Folder 6
Accounts and Collection Correspondence, L, 1946-1962	Box 2, Folder 7
Accounts and Collection Correspondence, MA, 1949-1965	Box 2, Folder 8
Accounts and Collection Correspondence, ME to MZ, 1946-1961	Box 2, Folder 9
Accounts and Collection Correspondence, Harry O. Miller Funeral Home, 1950-1955	Box 2, Folder 10
Accounts and Collection Correspondence, Harry O. Miller Funeral Home, 1956-1961	Box 2, Folder 11
Accounts and Collection Correspondence, N, 1954-1961	Box 2, Folder 12

Accounts and Collection Correspondence, Parpart Funeral Home, 1963-1964	Box 2, Folder 13
Accounts and Collection Correspondence, Patton Funeral Home, 1952-1961	Box 2, Folder 14
Accounts and Collection Correspondence, PA-PZ, 1955-1964	Box 2, Folder 15
Accounts and Collection Correspondence, R, 1949-1963	Box 2, Folder 16
Accounts and Collection Correspondence, S, 1951-1963	Box 2, Folder 17
Accounts and Collection Correspondence, T, 1953-1959	Box 2, Folder 18
Accounts and Collection Correspondence, U, 1954-1960	Box 2, Folder 19
Accounts and Collection Correspondence, V, 1951-1955	Box 2, Folder 20
Accounts and Collection Correspondence, WA, 1930-1960	Box 2, Folder 21
Accounts and Collection Correspondence, WH-WI, 1945-1965	Box 2, Folder 22
Accounts and Collection Correspondence, Y-Z, 1954-1960	Box 2, Folder 23
Funeral Supply Credit Association Records and Correspondence, 1935	Box 3, Folder 1
Funeral Supply Credit Association Records and Correspondence, 1953-1954	Box 3, Folder 2
Funeral Supply Credit Association Records and Correspondence, 1955	Box 3, Folder 3
Funeral Supply Credit Association Records and Correspondence, 1956	Box 3, Folder 4
Funeral Supply Credit Association Records and Correspondence, 1957, January-June	Box 3, Folder 5

Funeral Supply Credit Association Records and Correspondence, 1957, July-December	Box 3, Folder 6
Funeral Supply Credit Association Records and Correspondence, 1958-1959; ND	Box 3, Folder 7
Correspondence, Illinois Funeral Directors Association, 1948-1950; 1952; 1957	Box 3, Folder 8
Correspondence, Indiana Funeral Directors Association, 1948-1954; 1956-1959	Box 3, Folder 9
Correspondence, Funeral Directors Association of Kentucky, 1948	Box 3, Folder 10
Correspondence, National Funeral Directors Association, 1958	Box 3, Folder 11
Correspondence, Ohio Funeral Directors Association, 1948-1950; 1952-1957; 1959	Box 3, Folder 12
Grout, Fred J.-Commission Statements, 1955-1964	Box 3, Folder 13
Hanson, Webster-Commission Statements, 1955-1959	Box 3, Folder 14
Savage, Keith-Commission Statements, 1954-1958; Correspondence, 1954-1958	Box 3, Folder 15
Todd, Byron-Commission Statements, 1955-1959; Correspondence, 1948-1958	Box 3, Folder 16
Trippel, Edward-Commission Statements, 1957-1959; Correspondence, 1957-1959	Box 3, Folder 17
Underwood, Tom-Commission Statements, 1958-1962	Box 3, Folder 18
Grout, Fred J.- Correspondence, 1952-1959	Box 4, Folder 1
Hanson, Webster- Correspondence, 1955-1960	Box 4, Folder 2
Jackson, John- Correspondence, 1959-1960	Box 4, Folder 3
Jackson, John- Sales Itinerary, 1959-1960	Box 4, Folder 4
Underwood, Thomas-Sales Itinerary, 1958-1959	Box 4, Folder 5

Series 3: Stock, Finance, and Tax Records, 1907-1984

CONTENTS	CONTAINER
Stock Records and Certificates, 1907-1912	Box 4, Folder 6
Stockholders List, 1928	Box 4, Folder 7
Stockholders List, 1950-1951. Includes correspondence 1951	Box 4, Folder 8
Stockholders List, 1951-1952. Includes correspondence 1951-1952	Box 4, Folder 9
Stockholders List, 1952-1953. Includes correspondence 1952-1953	Box 4, Folder 10
Stockholders List, 1953-1954. Includes correspondence 1953	Box 4, Folder 11
Stockholders List, 1954-1955	Box 4, Folder 12
Stockholders List, 1955-1956. Includes correspondence 1955	Box 4, Folder 13
Stockholders List, 1956-1957. Includes correspondence 1956	Box 4, Folder 14
Stockholders List, 1957-1958. Includes correspondence 1958	Box 4, Folder 15
Stockholders List, 1958-1959	Box 4, Folder 16
Stockholders List, 1959-1960. Includes correspondence 1959-1960	Box 4, Folder 17
Stockholders List, 1960-1961. Includes correspondence 1961	Box 4, Folder 18
Financial Statements, 1967-1969	Box 5, Folder 1
Financial Statements, 1969-1971	Box 5, Folder 2
Financial Statements, 1971-1973	Box 5, Folder 3
Financial Statements, 1973-1975	Box 5, Folder 4
Financial Statements, 1975-1977	Box 5, Folder 5

Financial Statements, 1977-1979	Box 5, Folder 6
Financial Statements, 1981-1982	Box 5, Folder 7
Administrative and Sales Payroll Records, 1937-1953	Box 6
Check Stubs, April 1948-March 1949	Box 7
Check Stubs, April 1949-October 1949	Box 8
Report on Audit, 1920	Box 9, Folder 1
Report on Audit, 1921	Box 9, Folder 2
Accounts and Financial Records, 1955	Box 9, Folder 3
Appraisal of the Indianapolis Casket Company, ca. 1971	Box 9, Folder 4
Notes Receivable, 1932-1941	Box 9, Folder 5
Union Wage Records and Union Contract, 1947	Box 9, Folder 6
Oscar Corbin/Carl Mains Estate Settlement, 1953-1957	Box 9, Folder 7
Sales Reports by Month and Day - 1977-1979	Box 9, Folder 8
Sales Reports by Month and Day - 1980-1981	Box 9, Folder 9
Sales Reports by Month and Day – 1982-1984	Box 9, Folder 10
Gross Sales by Month - 1977-1979	Box 9, Folder 11
Gross Sales by Month - 1980-1981	Box 9, Folder 12
Gross Sales by Month - 1982-1984	Box 9, Folder 13
Sales - Gross Total - Business Year July 1977-June 1978	Box 9, Folder 14
Sales - Gross Total - Business Year July 1979-June 1980	Box 9, Folder 15
Corporation Income and Excess Profits Tax Returns, 1910-1918	Box 9, Folder 16

Corporation Income and Excess Profits Tax Returns, 1918-1919	Box 9, Folder 17
Corporation Income and Excess Profits Tax Returns, 1919-1920	Box 9, Folder 18
Corporation Income and Excess Profits Tax Returns, 1920-1925	Box 9, Folder 19
Corporation Income and Excess Profits Tax Returns, 1933-1937	Box 9, Folder 20
Corporation Income and Excess Profits Tax Returns, 1937-1942	Box 9, Folder 21
Corporation Income and Excess Profits Tax Returns, 1942-1945	Box 10, Folder 1
Corporation Income and Excess Profits Tax Returns, 1945-1951	Box 10, Folder 2
Corporation Income Tax Returns, 1922-1925	Box 10, Folder 3
Corporation Income Tax Returns, 1924-1929	Box 10, Folder 4
Corporation Income Tax Returns, 1929-1933	Box 10, Folder 5
Corporation Income Tax Returns, 1950-1953	Box 10, Folder 6
Corporation Income Tax Returns, 1953-1957	Box 10, Folder 7
Corporation Income Tax Returns, 1957-1960	Box 10, Folder 8
I.R.S. Tax Adjustment Correspondence and Forms, 1917-1920	Box 10, Folder 9
I.R.S. Tax Adjustment Correspondence and Forms, 1921	Box 10, Folder 10
I.R.S. Tax Adjustment Correspondence and Forms, 1922	Box 10, Folder 11
I.R.S. Tax Adjustment Correspondence and Forms, 1923	Box 10, Folder 12
I.R.S. Tax Adjustment Correspondence and Forms, 1924-1929	Box 10, Folder 13

I.R.S. Tax Adjustment Correspondence and Forms, 1934-1937	Box 10, Folder 14
Employer's Quarterly Tax Returns, 1951-1955	Box 10, Folder 15
Employer's Quarterly Tax Returns, 1956-1959	Box 10, Folder 16
Employer's Quarterly Tax Returns, 1960-1963	Box 10, Folder 17
Employer's Tax Returns-Social Security, 1938-1945	Box 11, Folder 1
Employer's Excise Tax Returns, 1936-1962	Box 11, Folder 2
Capital Stock Tax, 1921-1945	Box 11, Folder 3
Tax Assessment Records, 1931-1947	Box 11, Folder 4
Cotton Processing and Floor Stock Tax Materials, 1933	Box 11, Folder 5
Miscellaneous Federal Tax Records, 1916-1931	Box 11, Folder 6
Property Taxes-Marion County, 1911-1930	Box 11, Folder 7
Property Taxes-Marion County, 1935-1950	Box 11, Folder 8

Series 4: Employee Records

CONTENTS	CONTAINER
Employment and Pay Scale Records, A-F, 1946-1984 [50 Year Restriction]	Box 12, Folder 1
Employment and Pay Scale Records, F-H, 1946-1984 [50 Year Restriction]	Box 12, Folder 2
Employment and Pay Scale Records, I-L, 1946-1984 [50 Year Restriction]	Box 12, Folder 3
Employment and Pay Scale Records, M-O, 1946-1984 [50 Year Restriction]	Box 12, Folder 4
Employment and Pay Scale Records, P-R, 1946-1984 [50 Year Restriction]	Box 12, Folder 5
Employment and Pay Scale Records, S-Z, 1946-1984 [50 Year Restriction]	Box 12, Folder 6

Employment and Pay Scale Records, A-C, 1977-1983 [50 Year Restriction]	Box 12, Folder 7
Employment and Pay Scale Records, D-J, 1978-1983 [50 Year Restriction]	Box 12, Folder 8
Employment and Pay Scale Records, K-M, 1979-1984 [50 Year Restriction]	Box 12, Folder 9
Employment and Pay Scale Records, P-W, 1981-1983 [50 Year Restriction]	Box 12, Folder 10
Indiana Division of Labor-IOSHA Violation Forms and Correction of Violation Correspondence, 1974- 1984	Box 13, Folder 1
U.S. Department of Labor-Bureau of Labor Statistics and OSHA Work Injury Forms, 1948-1983	Box 13, Folder 2
Indiana Department of Commerce and Industry- Industrial Board Division. Employer's Report to Industrial Board of Injury to Employees-1954-1983	Box 13, Folder 3
Employer's First Report of Injury Form-Hartford Accident and Indemnity Company - 1949-1954; 1972- 1983	Box 13, Folder 4
Correspondence Relating to Employee Injury-1950- 1982	Box 13, Folder 5
Indiana Unemployment Compensation Division- Monthly Contribution Reports-1936	Box 13, Folder 6
Indiana Unemployment Compensation Division- Quarterly Contribution Reports-1937	Box 13, Folder 7
Indiana Unemployment Compensation Division- Quarterly Contribution Reports-1941	Box 13, Folder 8
Indiana Unemployment Compensation Division- Quarterly Contribution Reports-1944	Box 13, Folder 9
Indiana Employment Security Division-Quarterly Contribution Reports-1950	Box 13, Folder 10
Indiana Employment Security Division-Quarterly Contribution Reports-1954	Box 13, Folder 11

Indiana Employment Security Division-Quarterly Contribution Reports-1957	Box 13, Folder 12
Indiana Employment Security Division-Quarterly Contribution Reports-1960	Box 13, Folder 13
Indiana Employment Security Division-Quarterly Contribution Reports-1963	Box 13, Folder 14
Indiana Employment Security Division-Notice of Contribution Rate Determination-1940-1962	Box 13, Folder 15
Indiana Employment Security Division-Determination of Eligibility for Benefit Forms -1951-1963	Box 13, Folder 16
Indiana Employment Security Division-Determination of Eligibility for Benefit Forms -1973-1980	Box 13, Folder 17

Series 5: Insurance and Property Records

CONTENTS	CONTAINER
Statement of Values for Insurance Purposes-Indiana Inspections Bureau-1934-1938	Box 13, Folder 18
Estimates of Value-Building, Machinery and Equipment-Indiana Lumbermans Mutual Insurance Company-1959	Box 13, Folder 19
Insurance Correspondence, 1933-1942; Insurance Policy on Warehouse, Alger, Ohio-1962-1965	Box 13, Folder 20
Records of the Mae Thompson Property-1924-1939	Box 13, Folder 21
519 and 521 N. California St.-1944; 1955-Rental Properties	Box 13, Folder 22
537, 541, 543, 545 N. California St.-1941; 1955-Rental Properties	Box 13, Folder 23
603 and 605 N. California St.-1947; 1955-Rental Properties	Box 13, Folder 24
517 and 519 W. North St -1941; 1955-Rental Properties	Box 13, Folder 25
W. North St. Properties-1941; 1945-Rental Properties	Box 13, Folder 26

Series 6: Manufacturer's Records

CONTENTS	CONTAINER
Statistics for Jobbed Accounts, Supplies, Repairs-1952-1981	Box 14, Folder 1
Statistics by Month for Jobbed Accounts, Factory Supplies, Repairs, Purchases-1980-1982	Box 14, Folder 2
Departmental and Factory Expenses by Month-1980-1981	Box 14, Folder 3
Departmental and Factory Expenses by Month-1982	Box 14, Folder 4
Departmental Productive Labor and Overhead Records, 1980-1984	Box 14, Folder 5
Departmental Payroll Records and Statistics, 1952-1984	Box 14, Folder 6
Departmental Operation Numbers, 1951-1978	Box 14, Folder 7
Unit Payroll Costs, 1958	Box 14, Folder 8
Shipping Department Purchase and Supply Records-1979-1984; ND	Box 14, Folder 9
Finishing Room Purchase and Supply Records-1941-1984	Box 14, Folder 10
Sewing Room Purchase and Supply Records-1970-1982	Box 14, Folder 11
Cloth Room Purchase and Supply Records-1980-1983	Box 14, Folder 12
Cabinet Room Statistics and Supply Records-1964-1984	Box 14, Folder 13
Mill Room Purchase and Supply Records-1954-1983; ND	Box 14, Folder 14
Millroom-Labor and Cost Per Unit Figures, 1954-1966	Box 14, Folder 15
Dry Kiln Operations Handbook and Product Flyer – ND	Box 14, Folder 16

Belt Conveyor Purchase and Supply Records-1950-1951	Box 14, Folder 17
Truck Driver Records, 1983-1984	Box 14, Folder 18
Ceiling Price Regulation #22, Office of Price Stabilization-Manufacturer's Price Adjustment Reports, 1949	Box 14, Folder 19
Ceiling Price Regulation #22, Office of Price Stabilization-Material Cost Adjustment and Cost Summary Forms, 1949-1951	Box 14, Folder 20
Ceiling Price Regulation #22, Office of Price Stabilization-Correspondence and Notices, 1951-1952	Box 14, Folder 21
Ceiling Price Regulation #22, Office of Price Stabilization - Miscellaneous Forms and Papers, 1950-1952	Box 14, Folder 22
Department of Commerce-Census of Manufacturers, 1914-1939	Box 14, Folder 23
Corporate and Industrial Questionnaires and Surveys, ca. 1920; 1928; ca. 1938	Box 14, Folder 24
Annual Domestic Corporation Report for Indiana Corporations, 1929-1939	Box 14, Folder 25
War Production Board Plant Report of Operations, 1942-1943	Box 14, Folder 26
Dry Kiln Materials, 1910; 1931-1933 (See also OM 0368)	Box 14, Folder 27
Showroom Addition Materials, 1935	Box 14, Folder 28
Floor Space Apportionment, 1951	Box 14, Folder 29
Building Specifications and Plans (See also OM 0368, stored in Flat File: FF 20-b, for architectural drawings)	Box 14, Folder 30

Series 7: Price Lists, Catalogs, and Advertising

CONTENTS

Casket Catalog "F", 1931

CONTAINER

Box 15, Folder 1

Price List for Catalog "F", 1931	Box 15, Folder 2
Salesman's Pricing Notebook, 1949	Box 15, Folder 3
Salesman's Pricing Notebook, 1960-1983	Box 15, Folder 4
Salesman's Pricing Notebook, 1978-1984	Box 15, Folder 5
Notebook - pricing lists. Suggested selling prices, prices of sundries to funeral directors 1975 and 1982, mark-up tables 1964, pricing schedule	Box 15, Folder 6
Price lists and correspondence-price increases in casket shells, 1966-1981	Box 15, Folder 7
Advertising and order post card, ND	Box 15, Folder 8

Series 8: Ledgers and Notebooks

CONTENTS	CONTAINER
Notebook-Unit cost, 1951-1980; Recap of monthly production, 1954-1968	Box 15, Folder 9
Notebook-Cost per unit by job, 1976-1983	Box 15, Folder 10
Notebook-Day-by-day production record by date, model and description-1982-1984	Box 15, Folder 11
Ledger-Labor cost per unit, 1984	Box 15, Folder 12
Comparative P & L Statement, 1927-1928 Comparative Monthly Statements, 1926-1928	Box 16, Folder 1
Cash Received, July 1930-Oct. 1931	Box 16, Folder 2
Cash Received, Nov. 1931-Dec. 1932	Box 16, Folder 3
Cash Received, Jan 1933-Dec. 1933	Box 16, Folder 4
Cash Received, Jan. 1934-June 1934	Box 16, Folder 5
Check Record, Mar. 1927-Dec. 1928	Box 16, Folder 6
Check Record, Jan, 1929-April 1930	Box 17, Folder 1
Check Record, May 1930-Jan. 1932	Box 17, Folder 2

Check Record, Feb. 1932-June 1934	Box 17, Folder 3
Bank Statement, July 1927-June 1934	Box 17, Folder 4
Invoices Payable, March 1927-Oct. 1928	Box 17, Folder 5
Invoices Payable, Nov. 1928-June 1930	Box 18, Folder 1
Invoices Payable, July 1930-March 1932	Box 18, Folder 2
Invoices Payable, April 1932-June 1934	Box 18, Folder 3
Journal, March 1927-June 1934	Box 18, Folder 4
Cash Received (Outstate), July 1934-Dec. 1936	Box 19, Folder 1
Cash Received (Outstate), Jan. 1937-Dec. 1939	Box 19, Folder 2
Cash Received (Indiana), July 1934-Dec. 1936	Box 19, Folder 3
Cash Received (Indiana), Jan. 1937-Dec. 1939	Box 19, Folder 4
Petty Cash, June 1934-March 1937	Box 19, Folder 5
Petty Cash, April 1937-Dec. 1939	Box 19, Folder 6
Check Record, July 1934-April 1936	Box 20, Folder 1
Check Record, May 1936-Dec. 1937	Box 20, Folder 2
Check Record, Jan. 1938-Dec. 1939	Box 20, Folder 3
Bank Statement, July 1934-Dec. 1939	Box 20, Folder 4
Journal, July 1934-Dec. 1939	Box 20, Folder 5
Invoices Payable, July 1934-Dec. 1935	Box 20, Folder 6
Invoices Payable, Jan. 1936-Dec. 1937	Box 21, Folder 1
Invoices Payable, Jan. 1938-Dec. 1939	Box 21, Folder 2
Distribution, July 1927-June 1939 (dates ca.)	Box 21, Folder 3
General Ledger, June 1927-June 1936 (dates ca.)	Box 21, Folder 4
General Ledger, July 1927-June 1935	Box 21, Folder 5
General Ledger, July 1927-June 1935	Box 21, Folder 6

Payroll, July 1942-June 1944	Box 21, Folder 7
Cash Received, Jan. 1944-Dec. 1945	Box 22, Folder 1
Check Record, Dec. 1943-Dec. 1945	Box 22, Folder 2
Distribution, Dec. 1928-Jan. 1937	Box 22, Folder 3
Bank Statement, Jan. 1944-Dec. 1945	Box 22, Folder 4
Invoices Payable, Jan. 1944-Dec. 1945	Box 22, Folder 5
Distribution, July 1927-Jan. 1946	Box 22, Folder 6
Journal, Dec. 1943-Dec. 1945	Box 22, Folder 7
Petty Cash, Dec. 1943-Dec. 1945	Box 23, Folder 1
General Ledger, March 1936-June 1945	Box 23, Folder 2
General Ledger, June 1951-June 1954	Box 23, Folder 3
Cash Receipts, June 1952-June 1955	Box 23, Folder 4
Check Record, May 1952-June 1955	Box 23, Folder 5
Distribution, May 1950-June 1954	Box 23, Folder 6
Bank Statement, Jan. 1952-May 1955	Box 24, Folder 1
Invoice Record, May 1952-June 1955	Box 24, Folder 2
Journal, May 1952-May 1954	Box 24, Folder 3
Accounts Payable, A-M-1918-1945	Box 24, Folder 4
Accounts Payable, N-W-1930-1945	Box 24, Folder 5
Accounts Receivable, A-D-1925-1945	Box 24, Folder 6
Accounts Receivable, E-J-1928-1945	Box 25, Folder 1
Accounts Receivable, K-P-1923-1945	Box 25, Folder 2
Accounts Receivable, Q-T-1932-1944	Box 25, Folder 3
Accounts Receivable, U-Z-1933-1945	Box 25, Folder 4

Accounts Payable, A-I-1922-1941	Box 26, Folder 1
Accounts Payable, J-P-1925-1941	Box 26, Folder 2
Accounts Payable, R-Y-1926-1941	Box 26, Folder 3
Accounts Receivable, A-B-1926-1941	Box 26, Folder 4
Accounts Receivable, C-D-1929-1940	Box 26, Folder 5
Accounts Receivable, E-G-1919-1941	Box 26, Folder 6
Accounts Receivable, H-I-1920-1940	Box 27, Folder 1
Accounts Receivable, J-L-1923-1937	Box 27, Folder 2
Accounts Receivable, Mc-O-1925-1940	Box 27, Folder 3
Accounts Receivable, P-R-1929-1940	Box 27, Folder 4
Accounts Receivable, S-U-1931-1941	Box 27, Folder 5
Accounts Receivable, V-Z - 1923-1939	Box 27, Folder 6
Accounts Payable, A-C-ca. 1935-ca. 1950	Box 28, Folder 1
Accounts Payable, D-K-ca. 1937-1950	Box 28, Folder 2
Accounts Payable, L-O-ca. 1940-1950	Box 28, Folder 3
Accounts Payable, P-Y-ca. 1937-ca. 1950	Box 28, Folder 4
Accounts Receivable, A-ca. 1941-ca. 1951	Box 28, Folder 5
Accounts Receivable, B-ca. 1941-ca. 1952	Box 28, Folder 6
Accounts Receivable, C-ca. 1938-ca. 1952	Box 28, Folder 7
Accounts Receivable, D-ca. 1939-ca. 1951	Box 28, Folder 8
Accounts Receivable, E-ca. 1946-ca. 1951	Box 29, Folder 1
Accounts Receivable, F-ca. 1944-ca. 1951	Box 29, Folder 2
Accounts Receivable, G-ca. 1934-ca. 1952	Box 29, Folder 3
Accounts Receivable, H-ca. 1940-ca. 1952	Box 29, Folder 4
Accounts Receivable, I-ca. 1941-ca. 1951	Box 29, Folder 5

Accounts Receivable, J-ca. 1939-ca. 1951	Box 29, Folder 6
Accounts Receivable, K-ca. 1944-ca. 1952	Box 29, Folder 7
Accounts Receivable, L-ca. 1942-ca. 1950	Box 29, Folder 8
Accounts Receivable, M-ca. 1931-ca. 1951	Box 30, Folder 1
Accounts Receivable, Mc-ca. 1944-ca. 1952	Box 30, Folder 2
Accounts Receivable, N-ca. 1944-ca. 1952	Box 30, Folder 3
Accounts Receivable, O-ca. 1940-ca. 1951	Box 30, Folder 4
Accounts Receivable, P-ca. 1939-ca. 1951	Box 30, Folder 5
Accounts Receivable, Q-1947	Box 30, Folder 6
Accounts Receivable, R-ca. 1943-ca. 1950	Box 30, Folder 7
Accounts Receivable, S-ca. 1941-ca. 1950	Box 30, Folder 8
Accounts Receivable, T - ca. 1934-ca. 1951	Box 30, Folder 9
Accounts Receivable, U - ca. 1944-ca. 1952	Box 30, Folder 10
Accounts Receivable, V - ca. 1943-ca. 1952	Box 31, Folder 1
Accounts Receivable, W - ca. 1930-ca. 1950	Box 31, Folder 2
Accounts Receivable, Y - ca. 1925-ca. 1950	Box 31, Folder 3
Accounts Receivable, Z - ca. 1944-ca. 1950	Box 31, Folder 4
Notes Receivable-ca. 1952-ca. 1954	Box 31, Folder 5
Accounts Receivable, A-M-ca. 1942-ca. 1952	Box 31, Folder 6
Accounts Receivable, Mc-Z-ca. 1944-ca. 1953	Box 31, Folder 7
Accounts Receivable, A-G-ca. 1945-ca. 1954	Box 32, Folder 1
Accounts Receivable, H-O-ca. 1948-ca. 1954	Box 32, Folder 2
Accounts Receivable, P-Z-ca. 1946-ca. 1954	Box 32, Folder 3
Assets, Sept. 1944-June 1964	Box 32, Folder 4

Liabilities, June 1927-June 1964; Revenues, June 1954-June 1964	Box 32, Folder 5
Expenses, April 1951-June 1964	Box 33, Folder 1
Outstate Cash Receipts, June 1963-June 1965; Indiana Cash Receipts, June 1963-June 1965	Box 33, Folder 2
Cash Disbursements, July 1963-June 1965	Box 33, Folder 3
Bank Statements, July 1963-June 1965	Box 33, Folder 4
Invoice Record, July 1963-June 1965	Box 33, Folder 5
Journal, May 1963-May 1965	Box 33, Folder 6
Summary Ledger, ca. 1964-ca. 1977 (1 of 4)	Box 34, Folder 1
Summary Ledger, ca. 1964-ca. 1977 (2 of 4)	Box 34, Folder 2
Summary Ledger, ca. 1964-ca. 1977 (3 of 4)	Box 34, Folder 3
Summary Ledger, ca. 1964-ca. 1977 (4 of 4)	Box 34, Folder 4
Employee Records, 1951 A-L	Box 34, Folder 5
Employee Records, 1951 A-L	Box 34, Folder 6
Employee Records, 1950 A-L	Box 35, Folder 1
Employee Records, 1950 M-Z	Box 35, Folder 2
Employee Records, 1949 A-Z	Box 35, Folder 3
Employee Records, 1948 A-Z	Box 35, Folder 4
Employee Records, 1947 A-L	Box 35, Folder 5
Employee Records, 1947 M-Z	Box 35, Folder 6
Employee Records, 1946 A-L	Box 35, Folder 7
Employee Records, 1946-A-Z	Box 36, Folder 1
Employee Records, 1945-A-G	Box 36, Folder 2
Employee Records, 1945-H-O	Box 36, Folder 3
Employee Records, 1945-P-Z	Box 36, Folder 4

Employee Records, 1944-A-Z	Box 36, Folder 5
Account Balances, 1951-1959	Box 37, Folder 1
Cash Received-1955-1960	Box 37, Folder 2
Cash Received-1956-1959	Box 37, Folder 3
Cash Received-1959-1960	Box 37, Folder 4
Check Record-1955-1956	Box 37, Folder 5
Check Record-1956-1958	Box 37, Folder 6
Check Record - 1958-1959	Box 38, Folder 1
Check Record - 1959-1960	Box 38, Folder 2
Bank Statement - 1955-1960	Box 38, Folder 3
Invoice Record - 1955-1957	Box 38, Folder 4
Invoice Record - 1957-1960	Box 38, Folder 5
Distribution - 1941-1956	Box 38, Folder 6
Journal - 1954-1958	Box 39, Folder 1
Petty Cash - 1951-1956	Box 39, Folder 2
Journal, June 1958-May 1963	Box 39, Folder 3
General Ledger, Nov. 1958-March 1962	Box 39, Folder 4
Checks Drawn, July 1960-Dec. 1961	Box 39, Folder 5
Checks Drawn, Jan. 1962-June 1963	Box 39, Folder 6
Bank Reconciliation, July 1960-June 1963	Box 39, Folder 7
Invoices Payable, July 1960-June 1963	Box 40, Folder 1
Cash Journal, June 1960-June 1963	Box 40, Folder 2
Indiana (accounts), June 1960-June 1963	Box 40, Folder 3
Petty Cash, Dec. 1956-June 1962	Box 40, Folder 4
Cash Receipts, 1965-1967	Box 40, Folder 5

Petty Cash, 1962-1967	Box 40, Folder 6
Invoices Payable, 1965-1967	Box 40, Folder 7
Distribution, 1938-1961	Box 41, Folder 1
Distribution, 1965-1967	Box 41, Folder 2
Cash Disbursements, 1965-1967	Box 41, Folder 3
Bank Reconciliation, 1965-1967	Box 41, Folder 4
Cash Received, June 1967-Dec. 1969	Box 41, Folder 5
Indiana Accounts, June 1967-Dec. 1969	Box 41, Folder 6
Petty Cash, March 1967-May 1969	Box 41, Folder 7
Checks Drawn, July 1967-Sept. 1968	Box 41, Folder 8
Checks Drawn, Oct. 1968-Dec. 1969	Box 42, Folder 1
Distribution, Dec. 1928-July 1968	Box 42, Folder 2
Distribution, Aug. 1927-June 1969	Box 42, Folder 3
Bank Reconcilement, July 1967-June 1970	Box 42, Folder 4
Invoices Payable, July 1967-Sept. 1968	Box 42, Folder 5
Invoices Payable, Oct. 1968-Dec. 1969	Box 42, Folder 6
Distribution, July 1930-Feb. 1969	Box 42, Folder 7
Journal, May 1967-May 1970	Box 42, Folder 8
Accounts Payable, Jan. 1970-Dec.1971	Box 43, Folder 1
Accounts Payable, Jan. 1972-June 1973	Box 43, Folder 2
Journal, June 1970-June 1972	Box 43, Folder 3
Disbursements, Jan. 1970-Dec. 1970	Box 43, Folder 4
Disbursements, Jan. 1971-Dec. 1971	Box 43, Folder 5
Disbursements, Jan. 1972-Dec. 1972	Box 43, Folder 6

Disbursements, Jan. 1973-June 1973; Distribution, 1969-1971 (donations)	Box 44, Folder 1
Bank Statement, July 1970-Dec. 1971	Box 44, Folder 2
Bank Statement, Jan. 1972-June 1973	Box 44, Folder 3
Cash Received, Dec. 1969-June 1973	Box 44, Folder 4
Indiana Accounts, Jan. 1970-Dec. 1971	Box 44, Folder 5
Indiana Accounts, Jan. 1972-June 1973; Petty Cash, June 1969-April 1972	Box 44, Folder 6
Outstate Receipts, July 1973-June 1976	Box 45, Folder 1
Indiana Receipts, July 1973-Oct. 1974	Box 45, Folder 2
Indiana Receipts, Nov. 1974-June 1976; Petty Cash, May 1972-May 1976	Box 45, Folder 3
Accounts Payable, July 1973-July 1974	Box 45, Folder 4
Accounts Payable, Aug. 1974-June 1976	Box 45, Folder 5
Journal, July 1972-April 1976	Box 46, Folder 1
Disbursements, July 1973-July 1974	Box 46, Folder 2
Disbursements, Aug. 1974-July 1975	Box 46, Folder 3
Disbursements, Aug. 1975-June 1976	Box 46, Folder 4
Bank Statement, July 1973-June 1975	Box 46, Folder 5
Bank Statement, July 1975-June 1976	Box 46, Folder 6

Series 9: Shipping Orders and Ledger Cards

CONTENTS	CONTAINER
Shipping Orders, 1960 A-L	Boxes 47-49
Shipping Orders, 1960 M-Z	Boxes 50, 51
Shipping Orders, 1976 A-L	Box 52
Shipping Orders, 1976 M-Z	Boxes 53, 54

Ledger Cards, ca. 1955-1970	Box 55
Dry Kiln Service, ca. 1956-1963; Inactive Accounts, ca. 1968-1970	Box 56
Accounts Payable, ca. 1955-1975	Box 57
Accounts Receivable, ca. 1955-1965	Box 58, 59

Series 10: Bound Volumes

CONTENTS	CONTAINER
Secretary's Record and Stock Accounts-1908-1910	BV 2154
Minutes, Board of Directors, 1910-1918	BV 2155
Ledger, April 1948-July 1962	BV 2156
Ledger, July 1962-May 1984; Continuation of the ledger above. Ca. 2/3 empty.	BV 2157
Ledger, May 1972-February 1975	BV 2158

Series 11: Artifacts

CONTENTS	CONTAINER
3 sample books of casket linings	R1073; R1074; R1075
1 packet of 3 sample of casket interior finishes	R1072
1 sample book of wood casket finishes	R1076

