Finding Aid for

WINTHROP SEARS RECORDS SERIES, 1952-1974
Accession 895

Finding Aid Published: February 2012

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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: 895


TITLE: Winthrop Sears records series

INCLUSIVE DATES: 1952-1974

QUANTITY: 1.0 cubic ft.

LANGUAGE: The materials are in English.

ABSTRACT: Winthrop Sears served as archivist at Ford Motor Company and later the Edison Institute (now The Henry Ford) from 1951 to 1981. His papers include correspondence, reports, notes, and planning documents pertaining to the various moves of the Archives.
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).


RELATED MATERIAL: Related material held by The Henry Ford:
Part of the Administrative files subgroup of the Archives (Ford Motor Company) records, which includes:
- A. K. Mills records series and the Henry E. Edmunds records series, Accession 506

PREFERRED CITATION: Item, folder, box, accession 895, Winthrop Sears records series, Benson Ford Research Center, The Henry Ford

PROCESSING INFORMATION: Collection processed by Ford Motor Company Archives staff, May 1964 and reprocessed by Benson Ford Research Center staff, September 2006.

DESCRIPTION INFORMATION: Original collection inventory list prepared by Ford Motor Company Archives staff, May 1964, and updated by Benson Ford Research Center staff, September 2006.

Finding aid prepared by Elyssa Bisoski, February 2012, and published in February 2012.

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

Born in Massachusetts, Winthrop Sears earned an A.B. at Harvard University, a B.S. in Library Science at Columbia University and an M.A. in Library Science at the University of Michigan. Sears became an archivist with the Ford Motor Company Archives in 1951. He joined the staff of the Edison Institute (now The Henry Ford) in 1964 when the company donated the bulk of the archival material to the Institute. Although he retired in 1981, Sears continued his association with the archives at The Henry Ford as a volunteer for another seventeen years.

SCOPE AND CONTENT NOTE

The series is comprised of three subseries: Ford Motor Company Archives (Fair Lane), 1952-1956 (0.2 cubic ft.), Ford Motor Company Archives (Rotunda), 1958-1965 (0.7 cubic ft.), and Ford Motor Company Archives (Edison Institute), 1962-1974 (0.3 cubic ft.). The records include correspondence, reports, notes, and planning documents largely pertaining to the various moves the Archives made during Sears' tenure. Of particular significance are two reports. The first is a 1963 document with some accompanying material entitled "The Ford Motor Company Archives: A Report Outlining Its Continuing Importance and Value to the Ford Motor Company." A second is "Appraisal of the Ford Motor Company Archives, Dearborn, Michigan," September 15, 1964 by the Industrial Appraisal Company. The records also include a 1952 report on the archives, plans for moving operations to the Ford Rotunda in 1956, a guide to records held in the archives created that same year, and plans for moving operations to the Edison Institute in 1965.

SUBJECT TERMS

Names, Personal and Corporate
Sears, Winthrop, 1918-2000
Ford Motor Company. Archives.
Ford Motor Company--History
Ford Rotunda (Dearborn, Mich.)
Henry Ford (Organization). Benson Ford Research Center
Fair Lane (Dearborn, Mich.)

Subjects
Archivists
## CONTAINER LIST

<table>
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<tr>
<th>Box no.</th>
<th>Description</th>
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### WINTHROP SEARS RECORDS SERIES

#### Box 1

**Ford Motor Company Archives (Fair Lane)**
- Archives dedication, 1953
- Fair Lane fact sheet, 1953
- Fair Lane personnel, 1956
- Guide to FMC Archives records, 1955-1956
- Moving plans, 1956

**Ford Motor Company Archives (Rotunda)**
- Accession listing, 1964
- Accessions ready for donation, 1963
- Appraisal of the Ford Motor Company Archives, 1964 (2 folders)
- Archives use by Ford Motor Company, 1963
- Books based on resources of the Ford archives, 1964
- Burns’ memo, 1963
- Correspondence, 1964-1965

#### Box 2

- Corrigan warehouse
  - Receipts, 1962
  - Storage lists, 1963
- Disposition of accessions after Rotunda fire, 1962-1964
- Edison Institute storage, 1963
- Microfilming, 1961-1964 (4 folders)
- Moving plans, 1962
- Nevins outline, 1958
- Non-serial imprint file, 1958
- Oral histories, 1964
- Reports
  - Archives study progress report by J.R. Wrixon to M.L. Farris, 1963
  - Destruction reports and forms, 1963
  - Farris report, 1963
  - The Ford Motor Company Archives: "A Report Outlining Its Continuing Importance and Value to the Ford Motor Company" by Winthrop Sears, 1963
  - Sears report drafts and notes, 1963
Box 3

Shelf-lists, 1962
Work progress, 1963

**Ford Motor Company Archives (Edison Institute)**

Archives annual reports, 1969-1974
Chronology of Ford Archives, 1965
Information about the Archives, 1962-1970
Move to Edison Institute
  Shelving, 1965-1966
  Space allocation, 1965-1966