



Finding Aid for

WINTHROP SEARS RECORDS SERIES, 1952-1974
Accession 895

Finding Aid Published: February 2012



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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: 895

CREATOR: Ford Motor Company. Archives.

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).
- ACQUISITION:** Ford Motor Company Archives donation, 1964.
- 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

Box no. **Description**

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
Report on the archives of Ford Motor Company, 1952

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