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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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: 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 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

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
<table>
<thead>
<tr>
<th>Box no.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUSINESS AND PERSONAL CORRESPONDENCE SERIES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Box 1</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>Box 2</strong></td>
<td>Anglo-American Mill Company, 1918 - 1920 (wheat milling machinery) An Applications</td>
</tr>
</tbody>
</table>
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
0

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

Deuth, Wandyene - 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)