

INDIANAPOLIS CASKET COMPANY RECORDS, 1907-1984

Collection #
M 0419
BV 2154-2158
OM 0368

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COLLECTION INFORMATION

VOLUME OF COLLECTION:	59 manuscript boxes, 5 Bound Volumes, 2 oversize folders, 5 artifacts.
COLLECTION DATES:	1907-1984
PROVENANCE:	Indiana University Archives, Indianapolis, Indiana, January 1985; Bruce Brown and James R. Lee, Indianapolis, Indiana, February 1985.
RESTRICTIONS:	Box 12 Employee Records, restricted for 50 years due to personal nature of contents.
REPRODUCTION	Permission to reproduce or publish material in this collection

RIGHTS: must be obtained in writing from the Indiana Historical Society.

ALTERNATE FORMATS: None

OTHER FINDING AIDS: None

RELATED HOLDINGS:

ACCESSION NUMBER: 1985.0214, 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.

PART 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.

PART 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).

PART 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, 1910-1963. 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.

PART 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.

PART 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.

PART 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.

PART 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.

PART 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.

PART 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.

PART 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.

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

BOX AND FOLDER LIST

PART 1: EARLY PAPERS AND RECORDS, 1907-1935

Box 1: Early Papers and Records, 1907-1935

FOLDER	CONTENTS
1	Early Correspondence, 1907-1910; ND
2	Articles and Certificates of Incorporation, 1907 By-Laws, 1908?

3	Corporation Annual Reports, 1911-1928
4	Miscellaneous Early Records, 1908-ca. 1919; ND
5	Industrial Board of Indiana - License Board - License Applications, 1930-1935

PART 2: SALES AND CUSTOMER RECORDS, 1930-1969

Business Correspondence, 1954-1969; ND

FOLDER	CONTENTS
6	Business Men's Assurance-1958-1969
7	Stanley Supply Company-1954
8	Stanley Supply Company-1955
9	Stanley Supply Company-1956-1957
10	Stanley Supply Company-1958-1960; ND
11	Miscellaneous Business Correspondence-1957-1964

Accounts and Collection Correspondence by Funeral Home, A-G 1945-1964

FOLDER	CONTENTS
12	A-1945-1961
13	B-1948-1964
14	C-1952-1963
15	D-1947-1968
16	E-1957
17	Faulkner Funeral Home - 1945-1961
18	FI to FR - 1952-1963
19	G - 1951-1961
20	Grandstaff Funeral Home - 1948-1958

Box 2: Accounts and Collection Correspondence by Funeral Home, H-N 1944-1965

FOLDER	CONTENTS
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1	HA-1948-1958
2	HE-1956-1963
3	HI to HZ-1953-1961
4	I-1959-1965
5	J-1954-1960
6	K-1956-1959
7	L-1946-1962
8	MA-1949-1965
9	ME to MZ-1946-1961
10	Harry O. Miller Funeral Home, 1950-1955
11	Harry O. Miller Funeral Home, 1956-1961
12	N-1954-1961

Accounts and Collection Correspondence by Funeral Home, P-Z 1930-1965

FOLDER	CONTENTS
13	Parpart Funeral Home, 1963-1964
14	Patton Funeral Home, 1952-1961
15	PA to PZ, 1955-1964
16	R-1949-1963
17	S-1951-1963
18	T-1953-1959
19	U-1954-1960
20	V-1951-1955
21	WA-1930-1960
22	WH to WI-1945-1965
23	Y to Z-1954-1960

Box 3: Funeral Supply Credit Association Records and Correspondence, 1935-1959; ND

FOLDER	CONTENTS
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1	1935
2	1953-1954
3	1955
4	1956
5	1957, January-June
6	1957, July-December

7*1958-1959; ND

Convention Information and Correspondence, 1948-1959

FOLDER	CONTENTS
8	Illinois Funeral Directors Association-1948-1950; 1952; 1957
9	Indiana Funeral Directors Association-1948-1954; 1956-1959
10	Funeral Directors Association of Kentucky-1948
11	National Funeral Directors Association-1958
12	Ohio Funeral Directors Association-1948-1950; 1952-1957; 1959

Salesmen's Commission Statements and Correspondence 1948-1964

FOLDER	CONTENTS
13	Grout, Fred J.-Commission Statements, 1955-1964.
14	Hanson, Webster-Commission Statements, 1955-1959.
15	Savage, Keith-Commission Statements, 1954-1958; Correspondence, 1954-1958
16	Todd, Byron-Commission Statements, 1955-1959; Correspondence, 1948-1958.
17	Trippel, Edward-Commission Statements, 1957-1959; Correspondence, 1957-1959
18	Underwood, Tom-Commission Statements, 1958-1962.

Box 4: Salesmen's Correspondence and Sales Itineraries, 1952-1960

FOLDER	CONTENTS
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1	Grout, Fred J.-Correspondence, 1952-1959
2	Hanson, Webster-Correspondence, 1955-1960
3	Jackson, John-Correspondence, 1959-1960
4	Jackson, John-Sales Itinerary, 1959-1960
5	Underwood, Thomas-Sales Itinerary, 1958-1959

PART 3: STOCK, FINANCE AND TAX RECORDS, 1907-1984

Stock and Stockholders Records and Correspondence, 1907-1961

FOLDER	CONTENTS
6	Stock Records and Certificates, 1907-1912
7	Stockholders List, 1928.
7	Stockholders List, 1950-1951. Includes correspondence 1951
9	Stockholders List, 1951-1952. Includes correspondence 1951-1952
10	Stockholders List, 1952-1953. Includes correspondence 1952-1953
11	Stockholders List, 1953-1954. Includes correspondence 1953
12	Stockholders List, 1954-1955.
13	Stockholders List, 1955-1956. Includes correspondence 1955
14	Stockholders List, 1956-1957. Includes correspondence 1956
15	Stockholders List, 1957-1958. Includes correspondence 1958
16	Stockholders List, 1958-1959.
17	Stockholders List, 1959-1960. Includes correspondence 1959-1960
18	Stockholders List, 1960-1961. Includes correspondence 1961

Box 5: Financial Statements, 1967-1982

FOLDER	CONTENTS
1	1967-1968, 1968-1969
2	1969-1970, 1970-1971
3	1971-1972, 1972-1973
4	1973-1974, 1974-1975, 1974-1975 (includes supplemental data)

5	1975-1976, 1976-1977
6	1977-1978, 1978-1979
7	1981-1982

Box 6: Administrative and Sales Payroll Records, 1937-1953

Box 7: Check Stubs, April 1948-March 1949

Box 8: Check Stubs, April 1949-October 1949

Box 9: Miscellaneous Financial Records, 1920-1981

FOLDER	CONTENTS
1	Report on Audit, 1920
2	Report on Audit, 1921
3	Accounts and Financial Records, 1955
4	Appraisal of the Indianapolis Casket Company, ca. 1971
5	Notes Receivable, 1932-1941
6	Union Wage Records and Union Contract, 1947
7	Oscar Corbin/Carl Mains Estate Settlement, 1953-1957

Sales Reports, 1977-1984

FOLDER	CONTENTS
8	Sales Reports by Month and Day - 1977-1979
9	Sales Reports by Month and Day - 1980-1981
10	Sales Reports by Month and Day - 1982-1984
11	Gross Sales by Month - 1977-1979
12	Gross Sales by Month - 1980-1981
13	Gross Sales by Month - 1982-1984
14	Sales - Gross Total - Business Year July 1977-June 1978
15	Sales - Gross Total - Business Year July 1979-June 1980

Corporation Income and Excess Profits Tax Returns, 1910-1942

FOLDER	CONTENTS
16	1910-1918
17	1918-1919
18	1919-1920
19	1920-1925
20	1933-1937
21	1937-1942

Box 10: Corporation Income and Excess Profits Tax Returns, 1942-1957; Corporation Income Tax Returns, 1922-1960

FOLDER	CONTENTS
1	1942-1945
2	1945-1951

Corporation Income Tax Returns, 1922-1960

FOLDER	CONTENTS
3	1922-1925
4	1924-1929
5	1929-1933
6	1950-1953
7	1953-1957
8	1957-1960

I.R.S. Tax Adjustment Correspondence and Forms, 1917-1937

FOLDER	CONTENTS
9	1917-1920
10	1921
11	1922
12	1923
13	1924-1929

14	1934-1937
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Miscellaneous Tax Records, 1921-1963

FOLDER	CONTENTS
15	Employer's Quarterly Tax Returns, 1951-1955
16	Employer's Quarterly Tax Returns, 1956-1959
17	Employer's Quarterly Tax Returns, 1960-1963

Box 11: Miscellaneous Tax Records, 1921-1963

FOLDER	CONTENTS
1	Employer's Tax Returns-Social Security, 1938-1945
2	Employer's Excise Tax Returns, 1936-1962
3	Capital Stock Tax, 1921-1945
4	Tax Assessment Records, 1931-1947
5	Cotton Processing and Floor Stock Tax Materials, 1933
6	Miscellaneous Federal Tax Records, 1916-1931
7	Property Taxes-Marion County, 1911-1930
8	Property Taxes-Marion County, 1935-1950

PART 4: EMPLOYEE RECORDS, 1936-1984

Box 12: Employment and Pay Scale Records, A-Z, 1946-1984 (50 YEAR RESTRICTION--To Be Used For Aggregate Research Only)

FOLDER	CONTENTS
1	A-F 1946-1984
2	F-H
3	I-L
4	M-O
5	P-R
6	S-Z

7	A-C-1977-1983
8	D-J-1978-1983
9	K-M-1979-1984
10	P-W-1981-1983

Box 13: Employee Safety Records, 1948-1984

FOLDER	CONTENTS
1	Indiana Division of Labor-IOSHA Violation Forms and Correction of Violation Correspondence, 1974-1984
2	U.S. Department of Labor-Bureau of Labor Statistics and OSHA Work Injury Forms, 1948-1983
3	Indiana Department of Commerce and Industry-Industrial Board Division. Employer's Report to Industrial Board of Injury to Employees-1954-1983
4	Employer's First Report of Injury Form-Hartford Accident and Indemnity Company - 1949-1954; 1972-1983
5	Correspondence Relating to Employee Injury-1950-1982

Indiana Unemployment Compensation Division/Indiana Employment Security Division Records, 1936-1980

FOLDER	CONTENTS
6	Indiana Unemployment Compensation Division-Monthly Contribution Reports-1936
7	Indiana Unemployment Compensation Division-Quarterly Contribution Reports-1937
8	Indiana Unemployment Compensation Division-Quarterly Contribution Reports-1941
9	Indiana Unemployment Compensation Division-Quarterly Contribution Reports-1944
10	Indiana Employment Security Division-Quarterly Contribution Reports-1950
11	Indiana Employment Security Division-Quarterly Contribution Reports-1954
12	Indiana Employment Security Division-Quarterly Contribution Reports-1957
13	Indiana Employment Security Division-Quarterly Contribution Reports-1960
14	Indiana Employment Security Division-Quarterly Contribution Reports-1963
15	Indiana Employment Security Division-Notice of Contribution Rate

Determination-1940-1462

- | | |
|----|--|
| 16 | Indiana Employment Security Division-Determination of Eligibility for Benefit Forms -1951-1963 |
| 17 | Indiana Employment Security Division-Determination of Eligibility for Benefit Forms -1973-1980 |

PART 5: INSURANCE AND PROPERTY RECORDS, 1924-1965

Insurance Records, 1933-1965; Mae Thompson Property Records, 1924-1939

FOLDER	CONTENTS
18	Statement of Values for Insurance Purposes-Indiana Inspections Bureau-1934-1938
19	Estimates of Value-Building, Machinery and Equipment-Indiana Lumbermans Mutual Insurance Company-1959
20	Insurance Correspondence, 1933-1942; Insurance Policy on Warehouse, Alger, Ohio-1962-1965
21	Records of the Mae Thompson Property-1924-1939 -Account book, 1924-ca. 1929 -Account book, 1933-1935 -Account book, 1936-1939 -Fire and Windstorm Policies Issued to Mae S. Thompson for Properties at 530-532 N. West St, 1930-1939 -Mortgage and Note Correspondence, Figures, Certificates-1932-1933; 1939 -Miscellaneous Insurance Correspondence
22	519 and 521 N. California St.-1944; 1955-Rental Properties
23	537, 541, 543, 545 N. California St.-1941; 1955-Rental Properties
24	603 and 605 N. California St.-1947; 1955-Rental Properties
25	517 and 519 W. North St -1941; 1955-Rental Properties
26	W. North St. Properties-1941; 1945-Rental Properties

PART 6: MANUFACTURER'S RECORDS, 1910-1984

Box 14: Departmental Records and Statistics, 1941-1984

FOLDER	CONTENTS
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1	Statistics for Jobbed Accounts, Supplies, Repairs-1952-1981
2	Statistics by Month for Jobbed Accounts, Factory Supplies, Repairs, Purchases-1980-1982
3	Departmental and Factory Expenses by Month-1980-1981
4	Departmental and Factory Expenses by Month-1982
5	Departmental Productive Labor and Overhead Records, 1980-1984
6	Departmental Payroll Records and Statistics, 1952-1984
7	Departmental Operation Numbers, 1951-1978
8	Unit Payroll Costs, 1958
9	Shipping Department Purchase and Supply Records-1979-1984; ND
10	Finishing Room Purchase and Supply Records-1941-1984
11	Sewing Room Purchase and Supply Records-1970-1982
12	Cloth Room Purchase and Supply Records-1980-1983
13	Cabinet Room Statistics and Supply Records-1964-1984
14	Mill Room Purchase and Supply Records-1954-1983; ND
15	Millroom-Labor and Cost Per Unit Figures, 1954-1966
16	Dry Kiln Operations Handbook and Product Flyer - ND
17	Belt Conveyor Purchase and Supply Records-1950-1951
18	Truck Driver Records, 1983-1984

Miscellaneous Government Reports and Surveys, 1914-1952

FOLDER	CONTENTS
19	Ceiling Price Regulation #22, Office of Price Stabilization-Manufacturer's Price Adjustment Reports, 1949
20	Ceiling Price Regulation #22, Office of Price Stabilization-Material Cost Adjustment and Cost Summary Forms, 1949-1951
21	Ceiling Price Regulation #22, Office of Price Stabilization-Correspondence and Notices, 1951-1952
22	Ceiling Price Regulation #22, Office of Price Stabilization - Miscellaneous Forms and Papers, 1950-1952
23	Department of Commerce-Census of Manufacturers, 1914-1939
24	Corporate and Industrial Questionnaires and Surveys, ca. 1920; 1928; ca. 1938

25	Annual Domestic Corporation Report for Indiana Corporations, 1929-1939
26	War Production Board Plant Report of Operations, 1942-1943

Physical Plant Records, 1910-1951

FOLDER	CONTENTS
27	Dry Kiln Materials, 1910; 1931-1933 (See also OM 0368)
28	Showroom Addition Materials, 1935
29	Floor Space Apportionment, 1951
30	Building Specifications and Plans (See also OM 0368, stored in Flat File: FF 20-b, for architectural drawings)

PART 7: PRICE LISTS, CATALOGS AND ADVERTISING, 1931-1984; ND

Box 15: Price Lists, Catalogs and Advertising, 1931-1984; ND

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

PART 8: LEDGERS AND NOTEBOOKS, ca. 1918-1984

Miscellaneous Small Notebooks and Ledgers, 1951-1984

FOLDER	CONTENTS
9	Notebook-Unit cost, 1951-1980; Recap of monthly production, 1954-1968.
10	Notebook-Cost per unit by job, 1976-1983.
11	Notebook-Day-by-day production record by date, model and description-1982-

1984

12 Ledger-Labor cost per unit, 1984

Box 16: Ledger-Transfer General Records, No. 1 March 1927 to Dec. 1928

FOLDER	CONTENTS
1	Comparative P & L Statement, 1927-1928 Comparative Monthly Statements, 1926-1928
2	Cash Received, July 1930-Oct. 1931
3	Cash Received, Nov. 1931-Dec. 1932
4	Cash Received, Jan 1933-Dec. 1933
5	Cash Received, Jan. 1934-June 1934
6	Check Record, Mar. 1927-Dec. 1928

Box 17: Ledger-Transfer General Records, No. 1 Jan. 1929 to Oct. 1928

FOLDER	CONTENTS
1	Check Record, Jan, 1929-April 1930
2	Check Record, May 1930-Jan. 1932
3	Check Record, Feb. 1932-June 1934
4	Bank Statement, July 1927-June 1934
5	Invoices Payable, March 1927-Oct. 1928

Box 18: Ledger-Transfer General Records, No. 1 Nov. 1928 to July 1934

FOLDER	CONTENTS
1	Invoices Payable, Nov. 1928-June 1930
2	Invoices Payable, July 1930-March 1932
3	Invoices Payable, April 1932-June 1934
4	Journal, March 1927-June 1934

Box 19: Ledger-Transfer General Records No. 2 Indianapolis Casket Company, 1927-1939

FOLDER	CONTENTS
1	Cash Received (Outstate), July 1934-Dec. 1936
2	Cash Received (Outstate), Jan. 1937-Dec. 1939
3	Cash Received (Indiana), July 1934-Dec. 1936
4	Cash Received (Indiana), Jan. 1937-Dec. 1939
5	Petty Cash, June 1934-March 1937
6	Petty Cash, April 1937-Dec. 1939

Box 20:

FOLDER	CONTENTS
1	Check Record, July 1934-April 1936
2	Check Record, May 1936-Dec. 1937
3	Check Record, Jan. 1938-Dec. 1939
4	Bank Statement, July 1934-Dec. 1939
5	Journal, July 1934-Dec. 1939
6	Invoices Payable, July 1934-Dec. 1935

Box 21:

FOLDER	CONTENTS
1	Invoices Payable, Jan. 1936-Dec. 1937
2	Invoices Payable, Jan. 1938-Dec. 1939
3	Distribution, July 1927-June 1939 (dates ca.)
4	General Ledger, June 1927-June 1936 (dates ca.)
5	General Ledger, July 1927-June 1935
6	General Ledger, July 1927-June 1935

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7 Payroll, July 1942-June 1944

Box 22:

FOLDER	CONTENTS
1	Cash Received, Jan. 1944-Dec. 1945
2	Check Record, Dec. 1943-Dec. 1945
3	Distribution, Dec. 1928-Jan. 1937
4	Bank Statement, Jan. 1944-Dec. 1945
5	Invoices Payable, Jan. 1944-Dec. 1945
6	Distribution, July 1927-Jan. 1946
7	Journal, Dec. 1943-Dec. 1945

Box 23:

FOLDER	CONTENTS
1	Petty Cash, Dec. 1943-Dec. 1945
2	General Ledger, March 1936-June 1945

Transfer Ledger, June 1952-June 1955 (1950-1955)

FOLDER	CONTENTS
3	General Ledger, June 1951-June 1954
4	Cash Receipts, June 1952-June 1955
5	Check Record, May 1952-June 1955
6	Distribution, May 1950-June 1954

Box 24:

FOLDER	CONTENTS
1	Bank Statement, Jan. 1952-May 1955
2	Invoice Record, May 1952-June 1955

3 Journal, May 1952-May 1954

Ledger - Accounts Payable and Receivable, ca. 1918-ca. 1945

FOLDER	CONTENTS
4	Accounts Payable, A-M-1918-1945
5	Accounts Payable, N-W-1930-1945
6	Accounts Receivable, A-D-1925-1945

Box 25

FOLDER	CONTENTS
1	Accounts Receivable, E-J-1928-1945
2	Accounts Receivable, K-P-1923-1945
3	Accounts Receivable, Q-T-1932-1944
4	Accounts Receivable, U-Z-1933-1945

Box 26: Ledger Accounts Payable and Receivable, ca. 1920-ca. 1941

FOLDER	CONTENTS
1	Accounts Payable, A-I-1922-1941
2	Accounts Payable, J-P-1925-1941
3	Accounts Payable, R-Y-1926-1941
4	Accounts Receivable, A-B-1926-1941
5	Accounts Receivable, C-D-1929-1940
6	Accounts Receivable, E-G-1919-1941

Box 27:

FOLDER	CONTENTS
1	Accounts Receivable, H-I-1920-1940
2	Accounts Receivable, J-L-1923-1937

3	Accounts Receivable, Mc-O-1925-1940
4	Accounts Receivable, P-R-1929-1940
5	Accounts Receivable, S-U-1931-1941
6	Accounts Receivable, V-Z - 1923-1939

Box 28: Ledger - Accounts Payable and Receivable, ca. 1925-ca. 1952

FOLDER	CONTENTS
1	Accounts Payable, A-C-ca. 1935-ca. 1950
2	Accounts Payable, D-K-ca. 1937-1950
3	Accounts Payable, L-O-ca. 1940-1950
4	Accounts Payable, P-Y-ca. 1937-ca. 1950
5	Accounts Receivable, A-ca. 1941-ca. 1951
6	Accounts Receivable, B-ca. 1941-ca. 1952
7	Accounts Receivable, C-ca. 1938-ca. 1952
8	Accounts Receivable, D-ca. 1939-ca. 1951

Box 29:

FOLDER	CONTENTS
1	Accounts Receivable, E-ca. 1946-ca. 1951
2	Accounts Receivable, F-ca. 1944-ca. 1951
3	Accounts Receivable, G-ca. 1934-ca. 1952
4	Accounts Receivable, H-ca. 1940-ca. 1952
5	Accounts Receivable, I-ca. 1941-ca. 1951
6	Accounts Receivable, J-ca. 1939-ca. 1951
7	Accounts Receivable, K-ca. 1944-ca. 1952
8	Accounts Receivable, L-ca. 1942-ca. 1950

Box 30:

FOLDER	CONTENTS
1	Accounts Receivable, M-ca. 1931-ca. 1951
2	Accounts Receivable, Mc-ca. 1944-ca. 1952
3	Accounts Receivable, N-ca. 1944-ca. 1952
4	Accounts Receivable, O-ca. 1940-ca. 1951
5	Accounts Receivable, P-ca. 1939-ca. 1951
6	Accounts Receivable, Q-1947
7	Accounts Receivable, R-ca. 1943-ca. 1950
8	Accounts Receivable, S-ca. 1941-ca. 1950
9	Accounts Receivable, T - ca. 1934-ca. 1951
10	Accounts Receivable, U - ca. 1944-ca. 1952

Box 31:

FOLDER	CONTENTS
1	Accounts Receivable, V - ca. 1943-ca. 1952
2	Accounts Receivable, W - ca. 1930-ca. 1950
3	Accounts Receivable, Y - ca. 1925-ca. 1950
4	Accounts Receivable, Z - ca. 1944-ca. 1950

Notes and Accounts Receivable, ca. 1942-ca. 1954 Storage Ledger, 1927-1965

FOLDER	CONTENTS
5	Notes Receivable-ca. 1952-ca. 1954
6	Accounts Receivable, A-M-ca. 1942-ca. 1952
7	Accounts Receivable, Mc-Z-ca. 1944-ca. 1953

Box 32:

FOLDER	CONTENTS
1	Accounts Receivable, A-G-ca. 1945-ca. 1954
2	Accounts Receivable, H-O-ca. 1948-ca. 1954

3 Accounts Receivable, P-Z-ca. 1946-ca. 1954

Storage Ledger, 1927-1965

FOLDER	CONTENTS
4	Assets, Sept. 1944-June 1964
5	Liabilities, June 1927-June 1964; Revenues, June 1954-June 1964

Box 33:

FOLDER	CONTENTS
1	Expenses, April 1951-June 1964
2	Outstate Cash Receipts, June 1963-June 1965; Indiana Cash Receipts, June 1963-June 1965
3	Cash Disbursements, July 1963-June 1965
4	Bank Statements, July 1963-June 1965
5	Invoice Record, July 1963-June 1965
6	Journal, May 1963-May 1965

Box 34: Summary Ledger, ca. 1964-ca. 1977 Employee Records Ledger, 1944-1951

FOLDERS	CONTENTS
Folders 1-4	Summary Ledger, ca. 1964-ca. 1977

Ledger contains numerous categories - major ones are listed below.

- Merchant's National Bank and Trust, July 1964-June 1977
- Accounts Receivable, July 1964-June 1977
- Accounts Receivable, Dry Kiln Service, July 1964-May 1968
- Accounts Receivable, Employees, July 1964-Dec. 1972
- Notes Receivable, July 1965-May 1973
- Inventory, June 1964-June 1971
- Depreciation - office equipment, office machines, showroom, machinery, heating equipment, etc., July 1964-June 1975

- Unexpired Insurance. July 1964-June 1977
- Accounts payable, July 1964-June 1977
- Notes payable, 1964-1973
- State and Local Taxes - ca. 1964-1977
- Accrued Salaries and Wages, July 1964-June 1977
- Blue Cross Insurance, July 1964-June 1976
- Merchandise Sales
- Returned Merchandise
- Interest
- Rental Income
- Merchandise Purchased 1964-1975
- Freight
- Payroll, July 1964-June 1975
- Utilities
- Repairs
- Supplies and Expenses
- Commissions, 1964-1975
- Salesman Records
- Discount on Sales
- Travel Expenses
- Rental Expenses

Some categories later in the ledger duplicate those earlier.

Employee Records, 1944-1951 (kept in original order)

FOLDER	CONTENTS
5	1951 A-L
6	1951 M-Z

Box 35:

FOLDER	CONTENTS
1	1950 A-L
2	1950 M-Z
3	1949 A-Z
4	1948 A-Z
5	1947 A-L
6	1947 M-Z
7	1946 A-L

Box 36:

FOLDER	CONTENTS
1	1946-A-Z
2	1945-A-G
3	1945-H-O
4	1945-P-Z
5	1944-A-Z

Box 37: General Ledger, ca. 1955-ca. 1960

FOLDER	CONTENTS
1	Account Balances, 1951-1959
2	Cash Received-1955-1960
3	Cash Received-1956-1959
4	Cash Received-1959-1960
5	Check Record-1955-1956
6	Check Record-1956-1958

Box 38:

FOLDER	CONTENTS
1	Check Record - 1958-1959
2	Check Record - 1959-1960

3	Bank Statement - 1955-1960
4	Invoice Record - 1955-1957
5	Invoice Record - 1957-1960
6	Distribution - 1941-1956

Box 39:

FOLDER	CONTENTS
1	Journal - 1954-1958
2	Petty Cash - 1951-1956

Ledger, 1958-1963

FOLDER	CONTENTS
3	Journal, June 1958-May 1963
4	General Ledger, Nov. 1958-March 1962
5	Checks Drawn, July 1960-Dec. 1961
6	Checks Drawn, Jan. 1962-June 1963
7	Bank Reconcilement, July 1960-June 1963

Box 40:

FOLDER	CONTENTS
1	Invoices Payable, July 1960-June 1963
2	Cash Journal, June 1960-June 1963
3	Indiana (accounts), June 1960-June 1963
4	Petty Cash, Dec. 1956-June 1962

Ledger, ca. 1965-ca. 1967

FOLDER	CONTENTS
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5	Cash Receipts, 1965-1967
6	Petty Cash, 1962-1967
7	Invoices Payable, 1965-1967

Box 41:

FOLDER	CONTENTS
1	Distribution, 1938-1961
2	Distribution, 1965-1967
3	Cash Disbursements, 1965-1967
4	Bank Reconciliation, 1965-1967

Ledger, ca. 1967-ca. 1969

FOLDER	CONTENTS
5	Cash Received, June 1967-Dec. 1969
6	Indiana Accounts, June 1967-Dec. 1969
7	Petty Cash, March 1967-May 1969
8	Checks Drawn, July 1967-Sept. 1968

Box 42:

FOLDER	CONTENTS
1	Checks Drawn, Oct. 1968-Dec. 1969
2	Distribution, Dec. 1928-July 1968
3	Distribution, Aug. 1927-June 1969
4	Bank Reconcilement, July 1967-June 1970
5	Invoices Payable, July 1967-Sept. 1968
6	Invoices Payable, Oct. 1968-Dec. 1969
7	Distribution, July 1930-Feb. 1969
8	Journal, May 1967-May 1970

Box 43: Ledger, ca. 1969-ca. 1973

FOLDER	CONTENTS
1	Accounts Payable, Jan. 1970-Dec.1971
2	Accounts Payable, Jan. 1972-June 1973
3	Journal, June 1970-June 1972
4	Disbursements, Jan. 1970-Dec. 1970
5	Disbursements, Jan. 1971-Dec. 1971
6	Disbursements, Jan. 1972-Dec. 1972

Box 44:

FOLDER	CONTENTS
1	Disbursements, Jan. 1973-June 1973; Distribution, 1969-1971 (donations)
2	Bank Statement, July 1970-Dec. 1971
3	Bank Statement, Jan. 1972-June 1973
4	Cash Received, Dec. 1969-June 1973
5	Indiana Accounts, Jan. 1970-Dec. 1971
6	Indiana Accounts, Jan. 1972-June 1973; Petty Cash, June 1969-April 1972

Box 45: Ledger, 1972-1976

FOLDER	CONTENTS
1	Outstate Receipts, July 1973-June 1976
2	Indiana Receipts, July 1973-Oct. 1974
3	Indiana Receipts, Nov. 1974-June 1976; Petty Cash, May 1972-May 1976
4	Accounts Payable, July 1973-July 1974
5	Accounts Payable, Aug. 1974-June 1976

Box 46: Ledger, 1972-1976

FOLDER	CONTENTS
1	Journal, July 1972-April 1976
2	Disbursements, July 1973-July 1974
3	Disbursements, Aug. 1974-July 1975
4	Disbursements, Aug. 1975-June 1976
5	Bank Statement, July 1973-June 1975
6	Bank Statement, July 1975-June 1976

PART 9: SHIPPING ORDERS AND LEDGER CARDS, ca. 1955-ca. 1976

Boxes 47-49: Shipping Orders, 1960 A-L

Boxes 50, 51: Shipping Orders, 1960 M-Z

Box 52: Shipping Orders - 1976 A-L

Boxes 53, 54: Shipping Orders - 1976 M-Z

Box 55: Ledger Cards, ca. 1955-ca. 1970

Box 56: Dry Kiln Service - ca. 1956-ca. 1963; Inactive Accounts - ca. 1968-ca. 1970

Box 57: Accounts Payable - ca. 1955-ca. 1975

Boxes 58, 59: Accounts Receivable - ca. 1955-ca. 1965

PART 10: BOUND VOLUMES, 1908-1984

Box 59:

Folder 7:	CONTENTS
BV 2154	Secretary's Record and Stock Accounts-1908-1910
BV 2155	Minutes, Board of Directors, 1910-1918
BV 2156	Ledger, April 1948-July 1962 Handwritten ledger giving job or model number (?), job or part description, how many done or made, and date. Running inventory of parts completed.
BV 2157	Ledger, July 1962-May 1984; Continuation of the ledger above. Ca. 2/3 empty.
BV 2158	Ledger, May 1972-February 1975 Running inventory of incoming materials and supplies. The left-hand side of the page gives the vendor name and how shipped. The right-hand page gives the items delivered, and how many of each.

Part 11: ARTIFACTS:

Box 59:

Folder 8:

3 sample books of casket linings (See R1073, R1074, R1075)

1 packet of 3 samples of casket exterior finishes (See R1072)

1 sample book of wood casket finishes (See R1076)

CATALOGING INFORMATION

For additional information on this collection, including a list of subject headings that may lead you to related materials:

1. Go to the Indiana Historical Society's [online catalog](#)
2. Click on the "Local Catalog" icon.
3. Search for the collection by its call number, using the letter or letters designation and **four** digits (e.g., M 0715, SC 2234).
4. When you find the collection, go to the "Holdings" screen for a list of headings that can be searched for related materials.

END