



NEWSLETTER

BUSINESS ARCHIVES COUNCIL OF SCOTLAND

No. 3 March, 1968

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The cover illustration, part of McCulloch's
"View of Glasgow, 1853", is from an original
in the Mitchell Library, Glasgow.

EDITORIAL

The Business Archives Council of Scotland is convinced of the importance of the work of preserving the archives of business firms because we know that serious research into many branches of economic history cannot proceed without their use and that understanding of the nation's history will be only partial without such research. A substantial number of companies appreciate this - indeed without their generous co-operation the Council would never have achieved what it has - but despite the fact that we have done everything in our power to get this message over, it must be confessed that we are disappointed with the response to earlier appeals to the business community in Scotland. We therefore direct the following remarks to those who, as owners or custodians of business archives, bear the responsibility of this heritage for future generations and we emphasise that while political and constitutional historians often have the advantage of working in the public sector which is largely preserved by statute the equally important economic historian is frequently at the mercy of the private company for the information on which the national record finally rests.

That much has been achieved in locating and surveying Scotland's business archives may be seen from the lists published in Part I of Studies in Scottish Business History (London: Cass, 1967), edited by Dr. P.L. Payne; in the issues of this Newsletter; and in the reports of the National Register of Archives (Scotland). Both the number and variety of the records are impressive. Furthermore, they have already formed the basis of a number of enquiries of fundamental importance in our understanding of Scotland's economic evolution, and the steady flow of students from all parts of the world seeking to conduct research into these archives indicates their continuing significance, value and interest. Yet much remains to be done. Experience indicates that only a small proportion of Scotland's archival material has been found and calendared. This would not cause anxiety could one be confident that the undiscovered records currently resting in cellars, attics, factory premises and lawyers' and accountants' offices were likely to remain undisturbed until they are traced by someone interested in properly preserving them. But this is not the case. The Council has recently heard of irreplaceable historical records of economic, social and even aesthetic interest being consigned either to the flames or to the pulping press.

Clearly, businessmen cannot be expected to utilise increasingly expensive storage space for the accommodation of old ledgers, letterbooks and technical records that appear to possess no/

no current usefulness in the conduct of their firms, but could they not at least give the members of the Council some opportunity to examine their "old waste paper" before destroying it? The fault may well be our own. Those holding such records may not have heard of the Council, despite the help of the Press and B.B.C. in publicising our activities. But we cannot believe that lack of knowledge of attempts to preserve business records is the sole explanation. Indeed, in the last few weeks there has come to light a number of cases of wilful destruction by those who were fully cognisant of both the historical value of archival material and the existence of bodies willing to take care of it.

What is the explanation? Surely, it cannot be the scrap value of the records? The price offered by pulpers can be of but marginal importance to the vast majority of firms. Perhaps the directors of a majority of firms are concerned to maintain the privacy of their records. The Council fully sympathise with this attitude. After all, most people are naturally reticent about their financial affairs. We would simply point out that provision can be made to maintain confidentially by placing certain records under lock and key for agreed periods. For example, in the recent eleventh hour rescue of the records of the Donaldson Line, a "30 year rule" has been imposed by the owners and will be strictly observed in the Glasgow City Archives where the records are now preserved. Archivists are deeply conscious of the trust reposed in them by depositors and are honoured by that trust; it is entirely in their best interest to ensure the good name of the firm as well as to promote its full historical recognition. No archival repository produces records to a student who is not fully accredited and whose purpose of study is not carefully ascertained. Scholarly research is not concerned with unearthing skeletons but is objectively interested in economic behaviour patterns which sometimes do appear unorthodox by contemporary practice. The historian anticipates this and is not concerned to pass judgment.

The fact remains that records have been and are being destroyed simply because it is the easiest thing to do with them, and by such thoughtlessness a part of the nation's economic and social story is lost forever. May we therefore conclude by repeating our plea to all those clearing out cupboards, storerooms, outhouses, condemned premises and the like at least to give the Council the opportunity of assessing whether records should be preserved before making an irreversible decision/

decision to burn or pulp. It is not that we wish to house all business records in a public or semi-public depositories, though there are cogent reasons in favour of this policy. Our over-riding objective is preservation. We appreciate that many old-established firms are proud of their histories and their records and are reluctant to allow their archives to pass out of their own hands. Where this is the case, may we suggest that such records be listed and properly cared for and that the Council or the National Register of Archives (Scotland) be informed of their existence.

The Council consists neither of muck rakers or jackdaws, but serious students of Scotland's historial past, who seek to piece together the fascinating story of the nation's economic and social evolution and by so doing enlarge our understanding of past, present and future.

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The foregoing remarks are of a general character. For an illustration of the practical value of business records in commerce and industry we are indebted to Mr. L.J. McDonald, until recently Group Archivist of the largest of Britain's private companies, Pilkington Brothers Ltd.

ARCHIVES IN COMMERCE AND INDUSTRY

L.J. McDonald, Group Archivist, Pilkington Brothers Ltd.

The need

Archives are the records that have been created in the ordinary course of business, and have been retained in that business for reference by those who created them. They should be kept to help businessmen in their work by making available to them the records of business dealings and administration, of past events, decisions and discussions which may prove significant at any time in the future. They are the evidence of your existence and your official memory and this is the main reason for keeping them.

There is another reasons for keeping them that is not concerned with pounds, shillings and pence. Britain's international ascendancy was largely due to her economic development. Too much emphasis has been placed on inventors and machines and hardly anything has been said about the contribution of the businessmen who made it possible to develop these inventions. It took ability, strong nerves, and staying power to mobilize capital, to develop markets, and to organize the inter-related parts of a growing business. Little credit has been given to businessmen for these important qualities, but it is entirely their own fault that this is so. If they do not take the trouble to preserve their records, historians must find their raw material elsewhere. Archives cannot be treated in watertight compartments: a body of national archives consists not only of the great collections of the Government and national institutions, but of the accumulated archives of the nation. There is a social duty to preserve the past for the better planning of the future and it is a fact that farsighted companies regard the goodwill engendered by a policy of preservation as an important public relations activity.

The programme

We cannot keep everything. It would cost too much to do so and only about 8 per cent of the records are worth preserving anyway. We must avoid unnecessary accumulations of records in the office and set up a system of continuous control over them if we are to keep the processes of management free from documentary sludge.

The life of a record can be divided into three parts:-

a)/

- a) It is created and stored in expensive filing equipment in expensive office accommodation;
- b) As soon as its administrative usefulness ceases it is removed to an area of low-cost storage where it can be easily found when it is needed;
- c) It is destroyed when its useful life is over, or it is identified as being of enduring value and is specifically set aside for permanent preservation.

The first part is under the control of an office manager; the other two parts should be the responsibility of a qualified archivist. A records management programme produces considerable savings in equipment, and, if it is coupled with an economical storage system, it results in dramatic savings in office accommodation and floor space. A four-drawer steel filing cabinet costs over £16 and takes up ten square feet of floor space: yet this metal dust cover only holds 6 feet of records. High density steel shelving reaching to the ceiling can store the same amount of paper, now packed in cheap cardboard boxes, at less than an eighth of the cost. One foot of records weighs 20lbs. so that if your business buys 100 tons of stationery in a year you will be generating 11,200 feet of paper. Stacked like books on a shelf this comes to over 2 miles of paper every year - enough to fill 1,866 filing cabinets at a capital cost of over £30,000 each year.

Records management, by distinguishing between the relatively few records worthy of permanent preservation and the mass that sooner or later may be destroyed, ensures that the important records - the archives - are in fact preserved economically. In this respect the programme acts as a sort of historical filtration plant and the archivist takes over control of the important records from the beginning.

The bonus at the end of a programme of selective and planned destruction is, of course, the archives themselves. These are not just pieces of paper but items of information. Information cannot usually be measured but a colleague in a Colonial Archives once produced a forty year old file, a bit tattered around the edges, which saved that Colony and, incidentally, the British tax-payer, a sum of money that would have paid the Archives' budget for many years. If an old file only shows you what not to do in a given situation it is saving you time and money.

The dilemma

If a Company is small there are not many archives and there are/

are several institutions concerned with business archives in the country which would be happy to look after them. If the Company is large then it should be able to afford to set up its own Archives. Records management then is no longer the 'odd job' of the office manager but becomes, instead, the full time work of an archivist who, by his training, knows what is important and should be preserved, and what is ephemeral and how soon it can be destroyed.

The Companies Act, and many other Governmental controls, and the ordinary law of Contract and Tort ensure that many records must be kept: some forever and some for a certain length of time. If these must be kept then they should be kept properly.

Microfilming? Many convincing arguments for the microfilming of archives have been put forward. Many convincing arguments against microfilming have also been put forward. The arguments in favour emphasise the savings in storage costs. The arguments against emphasise the fact that so few records, in relation to the mass that are produced, are preserved indefinitely that the capital cost of equipment is greater than the cost of preserving the originals.

There is no doubt, however, that the microcopying of originals just to save space has been oversold. The use of microforms in producing better and easier business systems have been highly developed. Some archivists, for instance, are considering the introduction of a microfilm system which will replace their basic finding aids - usually copious indexes on 5" x 3" cards.

The great output of paper in offices to-day costs money. Efficient records management cuts this cost. It costs money to set up an Archives, but it may cost you very much more if you don't. This is your dilemma.

The Archivist

A qualified Archivist should be in charge and his authority should be derived from the position and responsibilities assigned to him. The obstacles confronting him are sometimes almost insuperable/

insuperable and he cannot remove them alone. Initially he will face the entrenched habits of staff in dealing with records which make them regard records as exclusive property, of no concern to an outsider. He will need the backing of top management to get his department under way and he should be given a place in management that will enable him to deal independently with all departments, either as a fully independent unit or subordinated to a department that can deal independently with all departments.

He should be able to deal effectively with all other departments. His effectiveness, personal considerations aside, depends on his status. His is a "service" department, and he becomes involved in close relations with every record-creating unit within the Company. In his work he encounters all kinds of problems, some relating to matters of high policy and others to routine transactions.

Help!

The Business Archives of Scotland will be glad to advise you on the care of archives and will, if necessary, be able to direct you to an archival authority that may be willing to take over their care. Take your dilemma to them!

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THE RECORDS OF THE LONDON & NORTH WESTERN RAILWAY, 1846-1922.

Dr. T.R. Gourvish, University of Glasgow.

The business records of the London & North Western Railway Company form part of an extensive collection maintained by the British Transport Commission at London, Edinburgh, and York.¹ These are a particularly fruitful source for the business historian, since they enable a detailed examination of the workings and management of the largest joint-stock company in nineteenth-century Britain. The various minute books - there are over seven hundred volumes - reports, accounts, letters, and contracts provide outstanding evidence of the way in which the railway attempted to solve the initial problems of large-scale business and to formulate policy to meet exceptional managerial demands.

That the material continues to provide excellent research prospects is a fault of previous railway historians, rather than of any intrinsic difficulties in the documents themselves. But since R.M. Robbins asked the pertinent question "What kind of Railway History do we want?",² much has been done to remove the antiquarian approach to railways, with its stress upon minutiae and technological detail, and to explore avenues of inquiry leading to a better understanding of the railway as a business entity.

The principal London & North Western sources are the minute books of the Board of Directors, and its committees, the company reports and the accounts.³ These are rich in information relating to the internal organisation of the company, its contribution to the/

1. British Transport Historical Records: the L&NW records are kept in Porchester Road, London, W.2. For further information on the collections see L.C. Johnston, 'The Historical Records of the British Transport Commission', Journal of Transport History I (1953-4), 82-96, and 'The British Transport Commission Archives - Work Since 1953', J.T.H. V (1961-2), 159-65; and J. Simmons, 'The Scottish Records of the British Transport Commission', J.T.H. III (1957-8), 158-67.
2. R.M. Robbins, 'What Kind of Railway History do we want?', J.T.H. III (1957-8), 65-75.
3. BTHR, Ref. LNWL/1-756. The Reports and Accounts for 1846-62 are also classified as RAC1/233.

the process of management development, and its use of accounting techniques to guide administrative decision. Unfortunately, the sheer volume of this material is intimidating, for very few minute books are adequately indexed. Successful research therefore demands a high degree of patience, and a great deal of painstaking work would be necessary if a complete analysis of the company's activities were to be made. Nevertheless, a study of selected documents can prove almost as profitable. Thus, the minute books of the Road & Traffic Committee, 1851-5, and of the Executive Committee, 1855-8, provide considerable detail of the company's early pricing policy.¹ The Locomotive & Merchandise Committee minutes, 1847-55, indicate the early use of statistical aids in costing, whilst those of the General Board from 1846 are vital to an understanding of the company's decision-making process as a whole, and the delegation of authority to paid officials.²

The work of Pollins and Broadbridge has been important in showing how much can be done with railway accounts, however imperfect they may be.³ The half-yearly accounts of the London & North Western are more comprehensive than those of many companies and can be used in many different contexts. When supplemented by officers' reports and other materials, they provide an opportunity to explore the company's changing attitude towards problems of cost accounting. It is possible to test the extent of the greater cost-consciousness which is thought to have affected most railways in the 1850s. There is evidence of an improvement in the estimation of profits over time, of early depreciation policy, and efforts to provide more effectively for replacement and renewal - all before 1860.⁴ It would be interesting/

1. LNWL/140, 148-9 BTHR.
2. LNWL/221-2, LNWL/20 et seq. BTHR.
3. H. Pollins, 'Aspects of Railway Accounting before 1868', in A.C. Littleton & B.S. Yamey (eds.), Studies in the History of Accounting (1956), pp.332-355; 'A Note on Railway Constructional Costs, 1825-50', Economica, New Series XIX (1952), 395-406; 'Railway Auditing-A Report of 1867', Accounting Research VIII (1957), 14-22; 'The Marketing of Railway Shares', Economic History Review, 2nd Series VII (1954), 230-9; and S.A. Broadbridge, 'The Early Capital Market - The Lancashire & Yorkshire Railway', Econ.Hist. Rev. 2nd Series VIII (1955), 200-12.
4. See my unpublished Ph.D. thesis, University of London, 1967, 'British Railway Management in the Nineteenth Century, with special reference to the career of Captain Mark Huish (1808-67)'.

interesting to examine the way in which the London & North Western manipulated its capital and revenue accounts to suit the differing business needs of particular periods. Certainly, the material seems able to support such research.

The London & North Western records are sufficiently informative to permit further inquiry into the business performance of the company, and to assess the contribution of the railway executive to the efficiency of his concern. Admittedly, the evidence is too rudimentary to allow a sophisticated analysis, but it is possible to show the rate of return on capital and traffic and, with a certain amount of manipulation, to estimate the company's productivity in terms of "output" per man-hour, and operating costs per man-hour. More could be done to show how far the company's general manager, and other chief officials, were responsible for policymaking, and, in particular, for the introduction of more scientific techniques in management. A study of the company's first general manager, Captain Mark Huish, suggests that the role of the executive was significant,¹ and it would be interesting to compare his work with that of his successors, and especially, with William Cawkwell and George Findlay.

The major sources also raise the possibility of analysing both passenger and goods traffic, assessing the effects of competition and inter-company traffic agreements. In these contexts, as, indeed, in those mentioned above, it is desirable to make use of the company's letters, contracts, agreements, timetables, and fare schedules. These can throw a great deal of light upon the formal decisions recorded in the minutes, indicating how far policy was implemented, and to what extent personalities affected different situations. As business increases, the minutes of a large concern become more formal, and, consequently, less informative to the historian: subsidiary documents can therefore prove vital to the understanding of certain problems.

The Company's records contain information on a number of specialised topics. Particular facets of railway operation may be studied, and there is evidence relating to integrated processes (such as locomotive and waggon construction, coke manufacture, hotels, /

1. See my unpublished thesis, op. cit.

hotels, and refreshment rooms)¹ and to railway "paternalism". Material of the latter type has been successfully used by Kingsford and Chaloner.²

It is clear that the possibilities in working with railway company records of this type are very great. Within the broad context of the railway company and its contribution to the developments of improved management techniques, one can study accounting, technological, and organisational factors. Of course, there are dangers in using the records in isolation: attention should be paid to other evidence, and particularly to parliamentary and legal sources. Other archives can often provide useful material: there are documents relating to the London & North Western in both the Post Office Record Office, and the archives of Glyn, Mills & Co., Lombard Street.³ With these reservations, it is hoped that this brief article has indicated the value of railway company records for the business historian. The London & North Western is merely one, though an important, example. The records of smaller companies have a similar potential and their investigation would almost certainly prove to be equally fruitful.

1. E.g. L&NW Locomotive & Carriage (Crewe) Committee 1846-55, LNWL/232-5, Coke Conference 1854-6, LNWL/239, and Queen's Hotel Birmingham Committee, 1854-6 LNWL/473.
2. E.g. L&NW Church & Schools Committee 1849-65, LNWL/574-5, and see P.W. Kingsford, 'Labour Relations on the Railways', J.T.H. I (1953-4), 65-75, and W.H. Chaloner, The Social and Economic Development of Crewe, 1780-1923 (Manchester, 1950)
3. The Archives of Glyn, Mills & Co. holds extremely valuable documents, especially letters, of George Carr Glyn, the first Chairman of the Company.

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SUMMARY LISTS OF RECENT SURVEYS

I. INCORPORATIONS OF GLASGOW TRADES

These are the records of the craft guilds of Glasgow, which were mainly incorporated by seal of cause in the sixteenth century. While their earlier records reflect manufacturing and marketing practice, their later and more extensive documentation is confined to social and charitable functions, which in the following summaries are ignored. These records have been deposited in the Glasgow City Archives during the last two years and the following summary lists have been provided by Mr. Richard F. Dell, the City Archivist.

Trades House of Glasgow

Established in 1605 under the Letter of Guildry as a federation of the 14 craft incorporations.

Minutes, 1605-1956; committee minutes, 1857-1956; collector's accounts, 1605-1939; cash books, 1919-1960; legal and parliamentary papers 1808-1935; inventories and title deeds, 1597-1909; Ardrossan Canal papers, 1805-1881; building records, 1791-1932; constitution of the house, 1855-1930; regulatory powers, 1605-1889; papers concerning individual incorporations, 1516-1936; relations with the City, Clyde Navigation, the Cathedral and public affairs, 1819-1936; apprenticeship, 1795-1830.

Incorporation of Hammermen

Minutes, 1616-1934; financial records, 1691-1921; membership, 1627-1933, essay book, 1810-1824; apprenticeship, 1824-1865; various documents, 1581-1880. Includes minute book of the Incorporation of the Hammermen of Ary, 1850-1886.

Incorporation of Weavers

Minutes, 1591-1896; constitution, 1605-1839; financial records, 1671-1896; bonds, 1631-1757; membership, 1717-1856; apprenticeship, 1656-1747; discipline, 1703-1720; legal and parliamentary, 1603-1720; relations with the Weavers of Gorbals, 1605-1750; relations with the Weavers of Edinburgh, 1584-1695; properties, 1545-1774. Includes minute book of the Weavers of Calton and Blackfauld, 1725-1786.

Incorporation of Bakers

Minutes, 1700-1961; minutes of Society of Master Bakers, 1870-5; financial records, 1741-1908; membership, 1832-1908; property, 1778-1865; friars' prices, 1788-1834.

Incorporation of Skinners

Minutes, 1557-1795; membership, 1771-1861; constitution, 1516-1735; property, 1484-1796.

Incorporation of Coopers

Minutes, 1588-1842; financial records, 1686-1871; membership records, 1717-1910.

Incorporation of Masons

Minutes, 1600-1392; financial records, 1690-1865; constitution and property records, 1551-1913; membership records, 1760-1865.

Incorporation of Gardeners

Minutes, 1689-1956; financial records, 1744-1902; membership records, 1774-1939; property records, 1706-1934; constitution, 1664-1849; bonds, 1675-1730; legal papers, 1756-1852.

Incorporation of Barbers

Minutes, 1738-1898; constitution, 1656-1886; reports, 1952-1966; financial records, 1709-1939; membership records, 1720-1872; legal papers, 1724-1848; property, 1742-1889.

II. GLASGOW BUSINESS ARCHIVES

The following surveys supplied to the Council by Mr. Richard F. Dell pertain to groups of records forming part of the City Archives or deposited for permanent preservation and research in this newly formed repository, which is located in the basement of City Chambers at 249 George Street. Enquiries concerning the office and its holdings should be addressed to the City Archivist, P.O. Box 27, City Chambers, Glasgow, C.I. (CEN 9600, Ext. 2021).

MERCHANTS, Etc.

Glasgow Burgh Court Sequestration Records (B 1.18).

While the majority of the records relating to the Burgh Court were destroyed about 1850, the following books of business firms, held in sequestration by the court at the suit of creditors, have been preserved due to their format and separate storage.

- (1) Shipping Agents' Ledger (MacNeill, Stewart & Co., Glasgow), 1800-15, vol.
- (2) Unidentified Brewer's Cash Book, 1805-1813. 1 vol.
- (3) Unidentified Clockmaker's Order Book, 1807. 1 vol.
- (4) Unidentified Merchant's Ledger dealing with firms in Glasgow and Paisley. Unspecified goods, 1808-10. 1 vol.
- (5) Sederunt Book of creditors of John Tennant, Merchant. Glasgow, sequestered 28 Apr. 1814. 1814-16. 1 vol.
- (6) Glasgow Tobacco Merchant's Day Book, 1815-19. 1 vol.
- (7) David Tennent's Cash Book, 1815-18. 1 vol.
- (8) Ledger cited in Dunlop & Co. v Cobie & Paterson, 1819-20. 1 vol.
- (9) Sederunt Book of the creditors of James Haig, Brewer, Glasgow, sequestered 6 Feb. 1824. 1 vol.
- (10) Sederunt Book of the Creditors of Adam and Findlay Co., 11 Jan. 1826. 1 vol.
- (11) Account book of the voyages of the Brig Isabella for Thomas Samuel & Co., Glasgow. Aug. 1829 - Mar. 1832. 1 vol.
- (12) Sale Book of C. Powell & Co., Outfitters, 1843-1844. 1 vol.
- (13) Ledgers and Account Books of James Snodgrass, Cloth Merchant, 1853-1857. 9 vols.

BANKING

The following group of records held in the Glasgow City Archives (TD 48) is included as throwing some light on the most remarkable banking failure in the city's history.

City of Glasgow Bank Relief Fund

Records of the Executive Committee set up to raise a fund for compensation of shareholders and others suffering distress from the failure of this bank.

Minutes, 1878-88; ledger, 1878-88.

SHIPBUILDERS

Messrs. A. & J. Inglis, Pointhouse Shipyard, Ferry Road, Glasgow.
(deposited in Glasgow City Archives TD 36).

This firm was founded by the brothers Anthony and John Inglis for marine engineering about 1860. In 1865 they widened their scope to cover ship construction, specialising in paddle craft. Records include:

- (1) Private Cost Ledger of engines, boilers and hulls, 1860-83.
- (2) Specifications for steamships, 1865-1878. 2 vols.
- (3) Finished Weight Books, 1865-1925. 4 vols.
- (4) Drawings of Fittings Books, 1898-1921. 3 vols.
- (5) Trial diagrams and statistics, 1878-1908. 4 vols.
- (6) Various plans, 1895-1952.

Messrs. D. & W. Henderson, Meadowside Shipyard, Partick
(deposited in Glasgow City Archives, TD 44).

Plans of graving docks and installations, c.1880-1962.

SHIPOWNERS

Messrs. Donaldson Bros. and Black Ltd., Glasgow
(deposited in Glasgow City Archives TD 49).

The records relate to the Donaldson Line to Canada and, after 1916, to the Donaldson-Anchor Line. They also comprise the record of the purchase of the Allan Line interest in South America c.1911, in association with John Black & Co., and to the Donaldson South American Line of 1919. The relationship of the various companies is explained in A.M. Dunnett, The Donaldson Line (1960) with additional information in T.E. Hughes '112 years of the Donaldson Line' Sea

Breezes, May 1967, and comment on closure in Sea Breezes, March 1967. A 30 years closure is in operation on this collection so that documents prior to 1938 are at present accessible.

- (1) Donaldson Bros. (Clyde Line, later Donaldson Line, Limited 1913) Journals, 1868-1938; Ledgers, 1887-1914; General Ledgers, 1916-1938; Personal Ledgers, 1934-8; Sundry steamers damage account, 1915-16; Charterparties, 1909-38; analysis of costs. 1936-8; individual ship records, 1900-38.
- (2) Anchor-Donaldson Ltd.
Minutes, 1934-1937; General Ledgers, 1916-1938.
- (3) Glasgow Steam Shipping Co. Ltd. (Formed 1891 by W.A. Arrol, J.A. Black and M.C. Thomson). Minutes, 1894-1938; Share registers, 1899-1938; Individual ship accounts, 1896-1917; analysis of costs, 1907-15; insurance, 1905-1920.

Messrs. P. Henderson & Co. (The Albion Line operating between Clyde and India, Burma, Australia and New Zealand. Records deposited in the Glasgow City Archives, TD 35).

For full details of this firm see Dorothy Laird, Paddy Henderson (Glasgow, 1961).

- (1) Fleet List in typescript, prepared in the office, 1826-1952, giving dates, tonnages and builders.
- (2) Passenger Book, being passenger lists of Clippers and Steamships on the New Zealand route giving names, ages and occupations of passengers, accommodation and cost, 1871-1880.

WEST INDIA MERCHANT

Messrs. Archibald Smith & Co. (These records form part of the Smith of Jordanhill collection deposited in Glasgow City Archives, TD 1).

- (1) Ledger and Journals of this firm, 1790-1806, concerning stock and cargoes from West Indies per Mermaid and Blandford. Shows Smith held shares in Messrs. Leitch and Smith, in Messrs. Graham, Milne & Co., in the underwriting business with James Brown & David Russell, and in Smith, Hutcheson & Co.
- (2) Various financial undertakings, 1798-1800.
- (3) Records of the Jamaica sugar plantations of Maclean, Mackay & Co., known as Iter Boreale, in St. George's parish and Heywood Hall in St. Mary's parish, including deeds and managers' statements, 1775-1838,

BOOKSELLER

Messrs. Dunlop & Wilson, booksellers, 98 Trongate, Glasgow
(These records form part of the Smith of Jordanhill
Collection deposited in Glasgow City Archives, TD 1).

Cash book, day book and ledgers, 1802-1835.

DRYSALTER

Peter Bald & Son, drysalters, St. Andrew's Square, Glasgow
(Records deposited in Glasgow City Archives, TD 19).

These records are mainly personal, family papers but they contain incidental references to the business carried on by the family. The passion which Adam Bald had for collecting statistical memoranda assures a considerable amount of commercial data in his commonplace books, 1785-1822.

III. DUNDEE BUSINESS ARCHIVES

The following report from the Dundee Regional Committee has been supplied by Mr. Bruce P. Lenman.

DOCUMENTS IN DUNDEE PRICES CURRENT

1. Bound (leather) volumes of trade circulars; 1866 to 1869.
 - a) G. and J.A. Noble's monthly circular
 - b) Barber, Nephew & Co.'s hemp and jute report.
2. a) Prices current and trade report (paper covers)
drawn up by an association of merchants for private circulation. Alex. J. Buist, secretary. Dundee.
27.2.1856 - 21.12.1853. (bound backwards)
* b) Prices current and trade report (Bound cloth, leather covers), 26.3.1851 - 16.3.'51.
3. Statistics of the Linen Trade published by the Dundee Trade Report Association, 1855. Imports, exports, price calculations. Not maintained after 1854, although provision made for filling in record up to 1861.
4. Dundee Prices Current and Trade Report, 1871 to present day. (Established 26.3.1851.)

RECORDS HELD BY BAXTER BROS. & CO. LTD.

1. Wages Books
 - a) Total wages paid in various departments 1841-1925
(rates of individual wages are given only for 1842
(apparently for comparison with a later year) but
in some cases total number of workers is given with
total wage).
 - b) Monthly wages. (managers, overseers etc.) 1873-1912.
2. Statements, weekly and monthly 1861-1925
These are invaluable because they show not only the
amount of material consumed, yarn spun, cloth woven,
packed and delivered, with these amounts related to wages,
but also the variety of goods produced by Baxters and
the way in which the importance of certain classes
of goods changed from period to period, as well as the
orders on the books at particular times. For instance,
we could study from these statements the effect of war
on the prosperity of Dundee, the way in which Admiralty
and War Department orders rose during war periods.
3. Account Books 1857-68 of separate departments.
4. Note of bonus rates paid to engineers with reasons for
engine stoppages 1880-1921 (not a complete run).
5. Journal 1872-1901.
6. Scroll Balance Books 1854-1918.
These show profit and loss, customers and creditors, income
from property, etc. They are particularly interesting
because they give names and addresses of Baxter's
nineteenth century customers, and the extent of their
orders. It is possible to discover from these books,
for instance, just how important was the custom from
America during the American Civil War and to which towns
Baxters supplied goods.
7. Ledger P 2 Accounts 1832-1953
This earlier volume is interesting for light it gives on
the importance of the French market to the early Baxter
Bros. It also shows, for instance, partners' income from
Dundee and Arbroath Railway Shares and that that income was
ploughed back into the firm.
8. Baxter Bros. & Co. Private Ledger 1873-97.
9. Notes on quarterly balance, 1852-1874.
10. Contract of co-partnery of Baxter Bros. & Co. 1879.
11. Contract of co-partnery of Boase & Co. 1870 (with some
letters).
12. Feuing plans.
13. List of properties.
14. Contract Books Liverpool Canvas & French Orders 1898-1922

Tenders and specifications, with comments of
Admiralty inspectors on goods supplied.

15. General Ledger No. 16 1910-15.

Very useful, because it gives complete lists of goods provided for Admiralty, War Department, India Office, etc. The great variety explains why the coming of steam and the resultant drop in demand for sail canvas was not as crippling as it might have been.

DUNDEE SAVINGS BANK

The following records are contained in green locker to immediate right of door to ground-floor strong room.

1. Green leather-bound volume entitled "Rules of National Security Savings Bank Dundee, 1838." - handwritten.
2. Red leather-bound volume entitled "Rules of Dundee Savings Bank, 1838, and New Rules, 1863." - printed.
3. Green leather-bound volume entitled "Savings Bank Acts Amendment, 1863." - printed pamphlets.
4. Green leather-bound volume entitled "Savings Bank - Acts and Regulations, 1863-1901." - printed pamphlets.
5. Ledger of Individual Accounts, Vol I - 1815-1821.
(Only gives account numbers and not names or occupations.)
6. Grey leather-bound volume entitled "Balance Book"
8th Jan. 1839-20th Nov. 1864.
7. Mottled Book entitled "Memorandum Book for Annual State, 1842-Government Returns (see end)"1st Annual Report (year ending 20th Nov. 1839) up to Annual Report for 1892.
8. Gray-green leather-bound volume entitled "Annual Reports, 1874-1930".
9. Minute Books:

27th Oct. 1815	-	15th Oct. 1838
4th Dec. 1837	-	20th Jan. 1867
23rd Jan. 1868	-	15th Jan. 1880
19th Jan. 1880	-	26th Nov. 1888
17th Jan. 1889	-	19th May 1894
16th July 1894	-	27th Dec. 1898
12th Jan. 1899	-	23rd Dec. 1904
16th Jan. 1905	-	10th May 1910
12th July 1910	-	11th Jan. 1915

Contain minutes of January A.G.M.'s, Committees of Accounts, Trustees' and Managers' Meetings, reports of the Committees of Management, lists of Trustees and Managers, half-year Balance Sheets (May and November), and copies of some letters.

10./

10. "Minute Books for the Stated Meetings of the Committee of Management.":

24th Jan. 1868	-	24th Sep. 1894
20th Nov. 1894	-	20th May 1899
20th Nov. 1899	-	20th May 1912

Contain minutes of meetings, and balance sheets of the General Ledger (half-yearly).

IV. DURHAM COUNTY RECORD OFFICE

The Durham County Record Office has recently received the records of the Anderston Foundry Company of Port Clarence, Middlesborough (D/AF). The company was founded in Glasgow in 1798 by Henry Houldsworth. The works were situated in Cheapside Street and produced textile machinery, vacuum pumping engines, compressors and wire-weaving machines. The Port Clarence Section of the business was opened in 1875 and specialised in the production of rail fittings. Eventually production became concentrated there and the Glasgow works was run down, closing in 1930.

The records are extensive and are briefly listed here.

- (1) Accounts: ledgers 1853-1960, half yearly balances 1853-83; various, 1874-1941; journals, 1884-1952; reports and balance sheets, 1915-59.
- (2) Share registers, etc., 1884-1958.
- (3) Patents, 1884-1951.
- (4) Estimates, orders and costs, 1876-1960.
- (5) Wages, 1877-1961.
- (6) Correspondence: secretary's private letters, 1885-1911; letters from Glasgow Head Office, 1911-27; Glasgow letter books, 1910-27; files, etc., 1928-61.
- (7) Agency records, 1910-1960.

Photocopy of the full list if available in the Glasgow City Archives.

V AUTOMOBILE ENGINEERING

The following list of the records of Beardmore Motors Ltd., which derives from the Scottish engineering company, has been kindly supplied to the Council by Mr. R.A. Storey, Assistant Registrar, Historical Manuscripts Commission, National Register of Archives.

Beardmore taxis were first produced by the original Scottish engineering concern in 1919. Production in London by the independent concern of the same name began at Grove Park, Hendon, in 1932, continuing until 1940. Manufacture of Beardmore taxis (no longer at Hendon) was resumed in 1954.

The Firm's offices and showrooms in Great Portland Street were severely damaged by enemy action in September 1940 and most of their records destroyed.

The following material has, however, been retained or collected by Beardmore Motors Ltd. and is available for inspection by researchers:

- 1) Official publicity photographs of Beardmore vehicles (vans, light buses, cars, taxis) and a few photographs of Beardmore aero engines. These photographs cover the period 1919 onwards, and thus include the products of the original Scottish concern. Commercial vehicles include a Board of Trade van and a publicity vehicle for Kolynos toothpaste, with a body in the form of a toothpaste tube.

- 2) A few printed publicity and inspection brochures for Beardmore products, e.g.:

Instruction book for 12 h.p. car, c. 1922
do. 15 h.p. van.

Bound vol. of Beardmore News
/House magazine/, Jan Dec 1927.
Reprint from Empire Illustrated, describing Beardmore's production in 1st World War.

- 3) Cuttings-books: press-cuttings relating to Beardmore products, Beardmore and other taxis, and the taxi-cab industry generally. From 1923 to date.
- 4) Some photographs or copies of photographs collected from various sources, e.g.:
Hepworth brothers' racing cars (one a Beardmore),
Beardmore super sports car and integral-frame motor-cycle,
sent from New Zealand.

Students wishing to consult these records should apply in writing to The Sales Manager, Beardmore Motors Ltd., Threeway Garage, Clifton Hill, St. John's Wood, London, N.W.8.

RECENT PUBLICATIONS RELATING TO
SCOTTISH BUSINESS HISTORY.

Constituting an addendum to the list published in Studies in Scottish Business History. It is intended by means of the Newsletter to keep this bibliography up to date and notes on sources from members for inclusion would be appreciated by the Editor.

S.G. Checkland, The Mines of Tharsis (London: Allen & Unwin, 1967) /Partly based on the records of the Tharsis Sulphur & Copper Company/.

W. Turrentine Jackson, The Enterprising Scot: Investors in the American West After 1873 (Edinburgh: Edinburgh University Press, 1968).

David S. Macmillan. Scotland and Australia: Emigration, Commerce and Investment, 1788-1830 (Oxford: Clarendon Press, 1967).

P.L. Payne, ed., Studies in Scottish Business History (London: Cass, 1967)

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Our readers may recall the article by Dr. John Butt on "Industrial Archaeology and Business History", (Newsletter, No. 2, May, 1967), and it is felt that the following study contains much of interest to the members of the Council:

John Butt, The Industrial Archaeology of Scotland (Newton Abbot: David & Charles, 1967).

