A Guide to the

MCKISSACK & MCKISSACK ARCHITECTURAL AND ENGINEERING FIRM COLLECTION, 1915 – 1959

Fisk University Archives

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HISTORICAL NOTE

McKissack & McKissack Architects is the oldest minority-owned architectural and engineering firm in the United States and is often credited as being the first established African American architectural and engineering firm in the country. This family business dates back to the first Moses McKissack (1790-1865), of the West African Ashanti tribe, who was sold into slavery to North Carolina master builder William McKissack. William taught Moses the building trade when they moved to Maury County, Tennessee, in 1834. Moses married and had fourteen children with a Cherokee woman named Miriam (1804-1865). Gabriel Moses McKissack II (1840-1922), their ninth child, learned the building trade from his father. After moving to Pulaski, Tennessee, at the end of the Civil War, Moses II passed the trade along to his sons, Moses McKissack III (1879-1952) and Calvin Lunsford McKissack (1890-1968).

In 1890, Moses McKissack III began working with a Pulaski architect and gained a reputation as a skilled builder. By 1905, Moses III moved to Nashville, Tennessee, to build a residence for Vanderbilt professor Granberry Jackson, and decided to stay and open his own construction business in the Napier Court Building. Three years later, he obtained his first major commission with the Carnegie Library on campus at Fisk University. In 1909, Moses III was advertising in the city directory and by 1920, he was designing buildings for clients throughout the state. In 1922, brother Calvin McKissack joined with Moses III to establish the partnership McKissack & McKissack. During this same time period, the brothers were among the first registered architects in the state of Tennessee.

In 1924, the firm was contracted by the National Baptist Convention, U.S.A., Inc., to build the Morris Memorial Building on Charlotte Avenue in Nashville where they soon moved their office. This led to a lasting relationship that produced other buildings for the National Baptist Convention such as the National Baptist Sanitarium Bathhouse in Hot Springs, Arkansas. While the McKissacks designed a plethora of structures in Nashville, from personal residences, churches, and schools to many of the buildings on the campuses of Tennessee State University, Meharry Medical College, and Fisk University, their reputation grew well beyond Nashville throughout the south and east, especially in the black community. By the early 1940s, the McKissacks were licensed in Alabama, Georgia, South Carolina, Florida, and Mississippi, as well as Tennessee. The 1930s saw the McKissacks receive several federal Works Progress Administration contracts for public educational facilities. In 1942, the firm secured a $5.7 million federal contract to design the 99th Pursuit Squadron Air Base in Tuskegee, Alabama, which was then the largest federal grant ever awarded to an African American business. The same year, President Franklin D. Roosevelt presented the McKissack brothers with the Spaulding Medal for “Outstanding Negro Business” in the United States. The McKissacks designed several housing projects, as well, including College Hill Apartments and Housing in Nashville, Tennessee.

After Moses McKissack III passed away in 1952, Calvin took over as the president and general manager until his passing in 1968. William DeBerry McKissack, Moses III’s youngest son, then took over until he retired due to illness. DeBerry’s wife, Leatrice, took over in 1983 for seventeen years at which point her daughters Cheryl and Daryl McKissack took over, eventually splitting the firm’s offices to Philadelphia, Pennsylvania, and Washington, DC.
BIOGRAPHICAL NOTES

Moses McKissack III (1879-1952)

Born to Gabriel Moses and Dolly Ann McKissack on May 8, 1879, Moses McKissack III was the founder of McKissack & McKissack Architects. The building trade had been passed down for generations in his family, so it was no surprise when Moses III left Pulaski Colored High School in 1890 to take an apprenticeship with local architect James Porter. Around 1895, Moses III became a construction supervisor for Riverburg Mills and Vale Rolling and produced drawings for Pitman & Patterson and B.F. McGrew before building houses in Tennessee and Alabama. By 1905, Moses III moved to Nashville and began his own business after completing an architecture course at the International Correspondence School in Scranton, Pennsylvania. Granberry Jackson, dean of architecture and engineering at Vanderbilt University, was Moses III’s first documented client which led to commissions for other residences such as that of Tennessee governor Calvin Brown. In 1908, Moses III acquired his first major commission to build the Carnegie Library at Fisk University. By the next year he advertised as an architect in the Nashville City Directory and began accumulating an array of commissions for residences and schools. In 1912, Moses III married Miranda P. Winter and they had six sons who all became architects, construction supervisors, or industrial arts teachers. By 1922, Moses III joined with his brother Calvin to form McKissack & McKissack Architects, a firm that designed homes, schools, churches, and other buildings for an array of African American and white clients. Their business gained notoriety throughout the south and east. Moses III became a stockholder in the Universal Life Insurance Company of Memphis, Tri-State Bank of Memphis, and Penny Savings Bank of Nashville. During the 1940s, Moses III was appointed by President Franklin D. Roosevelt to the White House Conference on Housing Problems because of his building experience and political influence. Moses III left his brother Calvin in charge when he died on December 12, 1952, at the age of seventy-three.

Calvin Lunsford McKissack (1890 – 1968)

Calvin McKissack was born to Gabriel Moses and Dolly Ann McKissack on February 23, 1890. Like his father and brother, Calvin learned the building trade. From Barrows School in Springfield, Massachusetts, Calvin attended Fisk University from 1905 through 1909 before receiving a certificate in architecture from the International Correspondence School in Scranton, Pennsylvania. In 1912, he formed his own practice in Dallas, Texas, where he designed churches and schools for the black community. By 1915, Calvin returned to Nashville, Tennessee, to teach architectural drawing at Tennessee Agricultural and Industrial State Normal School [Tennessee State University] before directing the Industrial Arts Department of Pearl High School. He then became the first executive secretary of the Tennessee State Association of Teachers in Colored Schools until 1922, when he resigned to join his brother Moses III to form McKissack & McKissack. The same year, Calvin and Moses III were among the first registered architects in the state of Tennessee despite some racial prejudice by board members. In 1942, the brothers were awarded the Spaulding Medal by President Roosevelt. Calvin was active in the Nashville community, serving on many boards and being appointed as one of the members of the Community Services Commission established by the Tennessee General Assembly in 1951. After his brother’s death in 1952, Calvin managed the firm until his death in 1968 at age seventy-eight.
SCOPE AND CONTENT

This collection includes documentation of the McKissack & McKissack Architectural and Engineering Firm during the early to mid-nineteenth century with most of the documents dated in the 1940s and 1950s. The large majority of this collection relates to the various construction projects the McKissacks designed or constructed during this time. Some of the projects within the collection are extensively documented and can include blueprints, correspondence, payroll, and other office records. However, most of the projects are minimally documented and do not include all aspects of the project. Also included in this collection are personal family photographs and newspaper clippings, community involvement records, and stockholder information.

Except where otherwise noted, materials within the folder are arranged chronologically and then alphabetically by name or company. Undated materials are filed in the back of each folder after the dated materials. Materials containing social security numbers and other personal information have been marked [closed] and moved to separate boxes (47 – 50) as indicated by the box and folder numbers in the list below. If all of the folders in the box are closed, you will not be able to research the box. If only a few folders in the box are closed, you will be able to research the box, but the folders will be removed prior to access. Oversized materials have been moved to six oversize boxes (51 – 56) as indicated by the box and folder numbers. The blueprints are in oversize boxes (57 – 59) made to fit their large size.

Series I: Community Involvement

The Community Involvement series dates from 1947 through 1953 and contains documents from community services participated in by Calvin and Moses McKissack. Calvin seems to have been the most active in community services while Moses was a stockholder for a few historic African American businesses in Memphis. The Agora Assembly was a Nashville-based African American men’s club. Only a few records were found pertaining to the club. The “Contacts” subseries under the American Red Cross Negro Division series contains lists of contact information, although it is unspecified whether the contacts are volunteers, workers, or contributors. The “Notes” subseries includes items such as a draft of a letter, a Red Cross decal and a tally page.

The Community Services Commission subseries contains information pertaining to the study completed by the Community Services Commission in 1952. The Commission was established by the Tennessee General Assembly in 1951 in order to consider solutions to public service delivery problems in Nashville and Davidson County. Since Calvin McKissack was on the Commission, this subseries contains a fairly comprehensive documentation of the Commission’s work including correspondence, meeting minutes, memoranda, and even copies of the initiating act and final report. Topics discussed include public hospitals, schools, transportation, and other city maintenance issues. The documents provide an excellent description of what Nashville was like in the early 1950s. The “Memorandums Binder” contains a combination of meeting minutes and memoranda, but were not separated into separate sections in order to maintain original order. “Supplementary materials” includes source materials, proposed agendas, questions to ask, and a draft of the recommendations.
The National Technical Association is an organization formed in 1925 for minorities working in the fields of engineering and technology. The National Technical Association subseries contains mainly minutes from a few meetings from 1948 through 1950. Bound in the back of the “Reports and minutes binder” was a “Special Vocational Projects for the Virgin Islands with Special Reference to the Plumber Report” document. It does not appear to go with the rest of the information, but was bound with it so it will remain. Also, the title of the binder is “Minutes of National Technical Association” but most of the information inside is administrative data rather than minutes.

Series II: Correspondence

The Correspondence series dates from 1928 through 1952 and consists of two subseries: Personal and Business. The three Personal folders contain correspondence on personal topics such as upcoming events to attend, condolences, recommendations, donation requests, personal loans, and letters of appreciation. The Business subseries is divided into multiple folders. “Restricted” folders are not open for research due to the personal information they contain. Each folder contains correspondence related to the organization or department labeled on the folder. Business, General contains business correspondence such as certification, meeting announcements, and correspondence not directly related to specific projects other than the Morris Memorial building where their office was located. There is one photograph attached to correspondence dated November 29, 1950. Business, Moses McKissack III contains correspondence to and from Moses McKissack III relating to business other than specific projects, such as conferences, payments, and updates on unspecified projects.

Series III: Office Files

The Office Files series is dated from 1915 through 1956 and contains all materials relating to the business affairs of the McKissacks, especially in relation to their architectural and engineering firm and rental properties. While the Projects series contains information relating to individual projects, the Office Files series contains materials that either do not identify a specific project or relate to multiple projects. Therefore, some of the projects mentioned in the documents of this series may also have a subseries under Projects. The records consist largely of financial, legal, and personnel documentation collected during the mid-twentieth century. The earliest records from the 1920s and 1930s relate to taxes and Nashville rental properties. The bulk of the records date between 1948 and 1951. In some cases, such as the Manuals, Catalogs, and Instructions subseries, the materials are arranged alphabetically.

The Advertising subseries includes materials relating to the publication advertising of the McKissack businesses. Department of Labor subseries contains information pertaining to employment security, unemployment, and workman’s compensation. However, materials of this nature relating directly to taxes will be found under the Taxes sub-subseries of the Financial subseries. This subseries is arranged by the name of the government body, so similar materials may be found in multiple folders. Most of the folders are arranged alphabetically by state and then chronologically except for the “Workmen’s Compensation” folder which is arranged alphabetically by last name.
While no complete list of projects and properties exists within the collection the “Ledger, 1941-1944” folder in the Financial subseries contains one of the most comprehensive overviews of projects and properties during that time period. The Miscellaneous subseries contains materials not directly related to the other subseries. Much of the information is general, such as the advertisements from local companies, except for the National Defense Census, notes, and sketches that all relate directly to the architectural firm. Personnel subseries include general office personnel and employee records that encompass more than one project. In many cases, each project will have employee records relating specifically to that project in which case those records are filed under a subseries of the Project series. The “indexes” that appear to be employee records have been arranged alphabetically by last name. They are separated into “current” and “released” because they were stored in boxes with those notations. The majority of these records are closed due to the common practice of using the social security number as an employee number. The Properties subseries contains documents relating to what appear to be McKissack rental properties in Nashville, Tennessee. The “tenant indexes” folders are separated into “current” and “released” for the reasons listed above and are arranged alphabetically by last name. They appear to be contact information for people interested in renting properties from the McKissacks. Vendors subseries contains invoices, bills, receipts, and correspondence not referencing a specific project.

Series IV: Personal Effects

The Personal Effects series dates from 1923 through 1952 and consists of materials related to the McKissacks’ personal life rather than their business. Items include church bulletins, graduation announcements and programs, newsletters, Christmas cards addressed specifically to Calvin or Moses McKissack, a small collection of postcards from Nashville, New Orleans, and Orange, Texas, and realia including a leather wallet stamped “Poro College,” a bathhouse coupon book, a pin, and a bullet ashtray. There are also newspaper clippings and an issue of “The Weekly Echo.” The newspaper folders are arranged by topics, which vary broadly and the condition of some of the clippings did not allow preservation. In most cases, copies have been made and, when possible, the original was saved in the back of the folder.

Series V: Photographs

The Photographs series dates between 1926 through 1951 and contains black and white photographs ranging from documentation of the McKissacks’ construction work at Tennessee State University to personal family photographs that could possible date back earlier than the 1920s. Most of the negatives found can be matched to these photographs, yet some of the negatives appear to be unique in that they may not have the accompanying developed image.

Series VI: Projects

The Projects series dates from 1939 through 1959 and contains business records pertaining to specific projects of McKissack & McKissack Architectural and Engineering Firm. Business records within this series include correspondence, bids, estimates, invoices, and receipts of other businesses involved in the development and construction of the projects, and financial records such as tax and payroll information.
The projects are arranged chronologically and then alphabetically. The Correspondence sub-subseries contains all correspondence not directly related to the Vendors sub-subseries. The “Bids and estimates” folders under the Correspondence sub-subseries contain all bids and estimates for various aspects of the job that do not have a folder under the Vendors sub-subseries. They are divided by individual contractors and companies. These records were placed under the Correspondence sub-subseries because documents are in letter format and are typically in response to a request for an estimate. The Legal records sub-subseries consists mainly of contract and permit information. The sub-subseries Notes includes handwritten information on notepads or small sheets of paper and include information pertaining to expenses, drafts of documents, or to-do lists. Schedules sub-subseries contains hardware records and material orders. The Vendors sub-subseries contains invoices, bills, receipts, and correspondence relating to that business. It is arranged by the name of the business and then chronologically within each business. The “Independent contractors” folder contains handwritten agreements and receipts of work performed typically by individuals rather than companies. The “Miscellaneous” folder is arranged alphabetically by account.

The subseries Smaller Projects, 1939 – 1953 consists of projects with very limited documentation. Typically incomplete, each project may only have one or two folders of information. The “Hadley Park” subseries may include multiple projects including but not limited to a community center, a swimming pool, and a bath house. It is not specified whether these buildings were part of the same project.

Lincoln Park Housing Project, 1944 – 1948 subseries consists mostly of financial and rental records for the Lincoln Park neighborhood in Gadsden, Alabama. The “Receipts” sub-subseries are filed in order of invoice number with 1055 – 1075 missing.

The A.M. Townsend, 1949 – 1951 subseries contains all documents relating to projects that reference “Townsend.” It is important to note that this appears to cover multiple projects including but not limited to a training school, a house, and apartments. Other than in the correspondence, very few of these materials document the specific projects. The majority of documents within this section are cashed checks that reference Townsend in the memo field.

A & I State College [Tennessee State University], 1944 – 1958 subseries contains an appraisal book much like the property control book for Fisk University. The Architect’s Report includes photographs and blueprints of the buildings on campus in 1958. The blueprints for both books have been moved to an oversized box, but can be identified by the building number and name. The notes were found in the Architect’s Report.

The letter to President Francois Duvalier, memorandum to Education Secretary John Baptiste Georges, schedules, and scope of work in the University of Haiti, 1944 – 1959 subseries appears to be a project proposal sent to Haiti by the McKissack brothers. Also included is a bulletin and introductory letter that documents the organizational history of the University of Haiti up to the late 1950s. The documents are all bilingual except for some pages of the bulletin which are only in French.

The Universal Life Insurance Company, 1945 – 1951 subseries contains information relating to the project completed at or near Linden and Wellington Streets, Memphis, Tennessee. The “Carroll Street
Apartments” folder under Correspondence contains advice and recommendations to Universal Life Insurance Company from the McKissacks regarding other properties owned by the company. While the documents in the “Time records” folder under Personnel sub-subseries do not always identify a project, the dates correspond to the payroll for this project and the documents were found together, so it is assumed that they all reference this project.

The Metropolitan Baptist Church, 1945 – 1951 subseries contains information relating to the addition to the building at 761 Walker Avenue or near Walker, McDowell, and Martin Roads in Memphis, Tennessee. The “Statements” folder under Financial sub-subseries include summaries of cost charged to the church by the architects.

The Morris Memorial Building, 1947 – 1949 subseries, also known as the Sunday School Publishing Board, appears to contain documentation regarding the remodeling of the Morris Memorial Building by the McKissacks. Most of the documentation relates to payroll and payroll statements.

College Hill Housing and Apartments, 1947 – 1951 subseries is the largest project in the series. This was a construction project to provide housing for African Americans in Nashville, Tennessee, during the mid-twentieth century. The “Hoover Motor Express Co., Inc. (fire repair)” folder includes a newspaper article on a fire at the construction site. The Federal Housing Authority sub-subseries relates to records retained in compliance with FHA guidelines. FHA correspondence includes blueprints as enclosures. Three boxes of the Financial records sub-subseries are closed due to the records containing private information such as social security numbers. This Schedules sub-subseries also contains progress reports.

The Riverview Christian Church, 1947 – 1953 subseries contains information relating to the project completed at or near 1952 or 1982 Riverside Drive, Memphis, Tennessee. Under Financial records sub-subseries, the “Balances” folder contains expenses owed to the architects. The “Contact information” folder under Personnel sub-subseries is [closed] due to the inclusion of personal information and will be removed should you select this box.

Combined or Other Memphis Projects, 1947 – 1953 subseries includes materials from projects completed in Memphis, Tennessee. Records in this subseries contain either multiple projects on a document or no project is listed at all. Since the satellite office was headquartered at the Universal Life Insurance Company, there may be a small amount of overlap between this subseries and the Universal Life Insurance subseries, especially when no project is specified on the document. The “Financial” folder of the Correspondence subseries contains a bid for work on Warren Methodist Church. No other documentation for this project has been identified in this collection. The Notes sub-subseries contains handwritten contact information, bids, estimates, and calculations. “Allen Bowles time records” folder under Personnel sub-subseries is [closed] due to the inclusion of personal information and will be removed should you select this box. The other “Time records” folders usually document multiple projects and many of the records are undated. The “Hawkins Equipment Company” folder under Vendors contains some invoices for Lauderdale and Linden Avenues but no other information identifies a project. The “McCrorey Electric Company” folder under Vendors contains at least one invoice for Lelias-
Walker Club House. No other documentation for this project has been identified in this collection. Most of the documents in the “Miscellaneous” folder do not identify any project.

The Fisk University, 1948 – 1949 subseries contains proposals and a property control book that includes appraisal, blueprints, and photographs of each building on Fisk’s campus in 1948. The black and white photographs of each piece of property are included in the “structures” folders. The blueprints were moved to the oversized folder, but the building numbers on each blueprint correspond to the building number on the appraisal. The oversized blueprints folder also contains some blueprints relating to the proposed Scribner Hall.

The Lauderdale Church of Christ, 1948 – 1951 subseries contains information relating to the project completed at or near Humphrey and Vance Streets in Memphis, Tennessee.


The Rock of Ages C.M.E. Church, 1949 – 1951 subseries contains information relating to the project completed at 476 Scott Street or near the corner of Princeton and Scott Streets, Memphis, Tennessee.

National Baptist Sanitarium Bathhouse, 1949 – 1954 subseries is the second largest project in this series. This was a remodeling of the Woodman of the Union bathhouse in Hot Springs, Arkansas, after it was purchases by the National Baptist Convention. The Advertising sub-subseries contains a brochure and postcard informing prospective consumers of the bathhouse. The “Bids by company” folder under the Correspondence sub-subseries contains all bids, estimates, and some contract proposals for various aspects of the job that do not have a folder under the Vendors sub-subseries. In the Financial records sub-subseries, the spiral-bound “Checkbooks” contain mostly check stubs and are located in a single box. Each checkbook has a number handwritten on the front cover that corresponds to the number listed in the box list. The “Estimates” folder contains cost estimates from the McKissack’s to the National Baptist Convention, U.S.A. “Miscellaneous receipts” folder includes various receipts hand-recorded mostly on small slips of paper that are often difficult to read. Other receipts in this folder include traveling expenses, office supplies, and other small purchases. The “Agreements and contracts” folder under Legal records sub-subseries contain records that do not have a folder under the Vendors sub-subseries. The Personnel sub-subseries contains the “Employee records” folder that is [closed] due to the inclusion of personal identification information. This folder will be removed should you select this box.

The New Bloomfield Baptist Church, 1950 subseries contains information relating to the project completed at or near 1241 Kansas Avenue, Memphis, Tennessee.

The Mississippi Boulevard Christian Church, 1950 – 1954 subseries contains information relating to the project completed at or near 976 Mississippi Avenue, Memphis, Tennessee.

Rather than dividing them into various subseries, they were left intact and placed under the "Specifications" subseries. The table of contents is adequate to provide access to each section within. The specs include proposals, contracts, and certificates of compliance. A bid bond and extra copies of the proposal were found inside one of the binders and were therefore placed in separate subseries. Two of the binders had handwritten numbers on them and are thus identified as such on each folder while the third was identified by its color. The binding has been removed.

Series VII: Project Blueprints and Drawings

The Project Blueprints and Drawings series, dated 1920 through 1951, includes an array of blueprints, sketches, and other building or land drawings produced by or for McKissack & McKissack Architects. Blueprints can be found that relate to the Projects series, but there are also blueprints and drawings produced by the McKissacks that are not included in the aforementioned series because no other documentation was found within the collection. Not all of the blueprints were created by McKissack & McKissack. Aside from the blueprints that were created by another company for a McKissack & McKissack project, there are a few blueprints of unknown origin that have been included in this collection because they were found with the McKissack & McKissack blueprints. No other documentation has been found on those blueprints. The blueprints are listed by the name or description on the document, the location of the building, and the date. Some blueprints have multiple copies or pages which will be indicated in parenthesis (ex. x2 is 2 copies and 2 pgs is 2 pages). One box is separated into two stacks, 57L and 57R. Many blueprints are very fragile and must be handled with extreme care should they be handled at all. Due to this fragility, the blueprints have only been moderately arranged to reduce chances of damage.
BOX LIST

Box    Folder

Series I: Community Involvement, 1947 – 1953

Subseries I: Agora Assembly

1

Financial records, 1930 – 1945

Subseries II: American Red Cross Negro Division

2

Administrative binder, undated

3

Contacts, undated

4

Contributors’ Lists, 1952

5

Correspondence, 1952

6

Notes, undated

7

Volunteers and workers, undated

Subseries III: Community Services Commission

Community Services Commission report, “Future Nashville,” 1952 (x2)

8

Correspondence, 1951 – 1953

9

Meeting minutes, 1951 – 1952

10

Memorandums binder #1-11, 1951 September 20 – 1951 December 10

11

Memorandums binder #12-17, 1951 December 12 – 1952 January 10

Subseries IV: National Technical Association

2

Memorandums binder #18-21, 1952 January 10 – 1952 February 5

2

Memorandums binder #22-27, 1952 February 6 – 1952 March 5

3

Memorandums binder #28-39, 1952 March 6 – 1952 May 19

4

Proposed Acts, 1951

5

Summary Reports, 1951

6

Supplementary materials, 1951
Subseries V: Stockholder information

10 Tri-State Bank of Memphis, 1947 – 1950
11 Universal Life Insurance Company, 1949 – 1952

Series II: Correspondence, 1928 – 1956

Subseries I: Personal

2 Donations, 1948 – 1952
13 General, 1949 – 1952
14 Moses McKissack III, 1943 – 1952

Subseries II: Business

15 American Institute of Architects, 1937 – 1947
16 Churches, 1948 – 1951

3 Commercial, 1948 – 1956

2 Department of Labor-Alabama, Arkansas, Georgia, Mississippi, 1940 – 1951
3 Department of Labor-Federal, 1946
4 Department of Labor-Restricted, 1940 – 1952
5 Department of Labor-Tennessee, 1939 – 1951
6 Department of Treasury-Federal, 1928 – 1951
7 Department of Treasury-Georgia, Mississippi, 1942 – 1946
8 Department of Treasury-Restricted, 1938 – 1951
9 Department of Treasury-Tennessee, 1928 – 1951
10 Department of Treasury-Tuskegee project, 1942 – 1943
1 Financial, 1944 – 1951
2 General, 1948 – 1956
3 Insurance, 1931 – 1951
4 Licensing, 1946 – 1951
5 Moses McKissack III, 1943 – 1951
6 National Negro Business League, 1949 – 1951
7 Schools, 1948 – 1949
8 Social Security Administration, 1939 – 1945
9 Social Security Administration-Restricted, 1940 – 1951
10 Workmen’s Compensation Commission, 1948 – 1951

Series III: Office Files, 1915 – 1956

Subseries I: Advertising

11 Cost, undated
12 Darden & Co., 1943
13 Examples, undated
14 Programs, 1941 – 1944
15 Publication statements, 1943 – 1951
16 WHBQ, 1948

Subseries II: City Directories

Nashville city directory book, 1947

Subseries III: Department of Labor

2 Blank forms and instructions, 1940 – 1950
3 Employment security by state, 1946 – 1951
47 1 Employment security, 1948 – 1951 [closed]
5 4 Unemployment compensation, 1940 – 1946
47 2 Unemployment compensation, 1939 – 1951 [closed]
5 5 Workmen’s compensation, 1949 – 1951

Subseries IV: Financial records

Accounts payable book, undated

55 1 Breakdowns, 1946 – 1951 [oversized]
5 6 Cashed checks, 1951
7 Disbursements, 1939 – 1940
8 Disbursements, 1941

55 2 Disbursements, 1941 – 1951 [oversized]
5 9 Disbursements, 1950 – 1951
10 Expense journal, circa 1942 – 1950

6 1 Expense reports, 1927 – 1951
2 First National Bank of Birmingham, 1951
3 Ledger, 1941 – 1944

Ledger book, undated
4 Loan documentation, 1930 – 1951
5 Medical receipts, 1950 – 1952
6 Notes, circa 1942 – 1951

55 3 Notes, undated [oversized]
4 Operating expenses, 1942 [oversized]

6 7 Receipts, circa 1930 – 1951

8 Registers, 1943
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<td>Statements, 1929 – 1951</td>
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<td>Stock certificates, 1930</td>
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**Sub-subseries: Taxes**

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<td>Blank forms, circa 1939 – 1950</td>
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<td>Correspondence, 1939 – 1950</td>
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<td>Excise tax, 1936 – 1950</td>
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<td>Federal returns, 1924 – 1951</td>
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<td>Federal returns, 1928 – 1937 [oversized]</td>
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<td>Federal Returns Form SS-1a, 1938 – 1951 [closed]</td>
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<td>Income tax withholding exemption certificates, 1943 – 1951 [closed]</td>
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<td>Income tax withholding receipts, 1944 – 1945 [closed]</td>
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<td>Income Tax withholding statements, A-M, 1943 [closed]</td>
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<td>Income Tax withholding statements, N-Z 1943, 1948 – 1950 [closed]</td>
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<td>Instructions, 1936 – 1950</td>
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<td>Notes, circa 1938 – 1944</td>
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<td>Notes, circa 1943 [closed]</td>
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<td>Notices, 1924 – 1952</td>
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<td>Quarterly federal returns, 1949 – 1951 [closed]</td>
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<td>Social Security tabulations, 1937 – 1938 [closed]</td>
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<td>Social Security tabulations, 1939 [closed]</td>
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</tbody>
</table>
Subseries V: Insurance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>10 Audit, 1950 – 1951</td>
</tr>
<tr>
<td>11</td>
<td>Miscellaneous, circa 1949 – 1950</td>
</tr>
<tr>
<td>12</td>
<td>Policies and receipts, 1930 – 1951</td>
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Subseries VI: Inventory

<p>| | |</p>
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>13</td>
<td>Inventories, 1950 – 1951</td>
</tr>
<tr>
<td>14</td>
<td>List of projects (incomplete), undated</td>
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Subseries VII: Licensing

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>15</td>
<td>American Institute of Architects, 1937 – 1949</td>
</tr>
<tr>
<td>16</td>
<td>American Institute of Architects blank contracts, circa 1915 – 1937</td>
</tr>
</tbody>
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Subseries VIII: Manuals and catalogs

<p>| | |</p>
<table>
<thead>
<tr>
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<tr>
<td>8</td>
<td>1 Certification, 1939 – 1950</td>
</tr>
<tr>
<td>2</td>
<td>Rosters, 1949 – 1953</td>
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<tr>
<td>3</td>
<td>Manuals, catalogs, A-D, circa 1945 – 1951</td>
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<tr>
<td>4</td>
<td>Manuals, catalogs, E-Z, circa 1945 – 1951</td>
</tr>
<tr>
<td>5</td>
<td>Federal Emergency Administration of Public Works manual, 1938</td>
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Subseries IX: Miscellaneous

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>9</td>
<td>1 Christmas cards, 1944</td>
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<tr>
<td>9</td>
<td>2 Christmas cards, A-L, 1950</td>
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<tr>
<td>9</td>
<td>3 Christmas cards, M-Z, 1950</td>
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<tr>
<td></td>
<td>2 Company Christmas cards, undated</td>
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<td></td>
<td>3 Contacts, undated</td>
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<tr>
<td></td>
<td>4 National Defense Census, 1940</td>
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</tbody>
</table>
Notes, 1929 – 1951
Organizational chart, undated
Sketches, undated

**Subseries X: Personnel**

| 48 | 4   | Correspondence, 1944 [closed] |
|    | 5   | Employee Records, 1943 [closed] |
|    | 6   | Employee Records, 1944 A-H [closed] |
|    | 7   | Employee Records, 1944 I-Z [closed] |
| 49 | 1   | Employee Records, 1945 [closed] |
|    | 2   | Employee Records, 1946 [closed] |
|    | 3   | Employee Records, 1947 A-J [closed] |
|    | 4   | Employee Records, 1947 K-Z [closed] |
|    | 5   | Employee Records, 1948 [closed] |
|    | 6   | Employee Records, 1949 [closed] |
|    | 7   | Employee Records, 1950 A-G [closed] |
|    | 8   | Employee Records, 1950 H-O [closed] |
|    | 9   | Employee Records, 1950 P-Z [closed] |
|    | 10  | Employee Records, 1951 [closed] |

| 50 | 1   | Hiring notes, 1950 – 1951 [closed] |
|    | 7   | Memphis, undated [closed] |
Subseries XI: Properties

10  Alameda Street, breakdown, 1940 – 1944
11  Alameda Street, contracts, 1926 – 1946
12  Alameda Street, correspondence, 1933 – 1945
13  Alameda Street, rent receipts, 1923 – 1949
14  Alameda Street, utilities, 1938 – 1946

50  9  College Hill, undated [closed]

9   15  Jefferson Street, 1948 – 1951
16  Miscellaneous, undated
17  Tenant indexes, “current” A-F, undated
10  1  Tenant indexes, “current” G-L, undated
  2  Tenant indexes, “current” M-S, undated
  3  Tenant indexes, “current” T-Z, undated
  4  Tenant indexes, “released” A-E, undated
  5  Tenant indexes, “released” F-H, undated
  6  Tenant indexes, “released” I-P, undated
  7  Tenant indexes, “released” Q-Z, undated

Subseries XII: Proposals

8   8  Proposals, 1948 – 1956

Subseries XIII: Realia

11  “Approved” stamp
Black stamp pad

Envelope of screws from Chicago Watch Clock division, McGhee Time Service

Lankford Hardware & Supply Co., Inc. spring

Mongol colored pencil, white

Ornamental cupboard hinges with screws

“Render of 5 copies of invoice” stamp

**Subseries XIV: Vendors**

<table>
<thead>
<tr>
<th></th>
<th>Vendor</th>
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<tbody>
<tr>
<td>1</td>
<td>A. L. Goldberg &amp; Son, 1949</td>
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<tr>
<td>2</td>
<td>Ambrose Printing Co., 1939 – 1949</td>
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<td>3</td>
<td>Armstrong Cork Company, 1948 – 1949</td>
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<td>4</td>
<td>Banks Clothing Co., 1950</td>
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<tr>
<td>5</td>
<td>Braid Electric Company, 1949</td>
</tr>
<tr>
<td>6</td>
<td>Clark Brothers Florists, 1945 – 1949</td>
</tr>
<tr>
<td>7</td>
<td>Concrete Manufacturing and Supply Co., 1948</td>
</tr>
<tr>
<td>8</td>
<td>General, 1947 – 1952</td>
</tr>
<tr>
<td>9</td>
<td>The Glidden Company, 1950</td>
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<tr>
<td>10</td>
<td>Gordon Nichol Tractor Co., undated</td>
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<td>11</td>
<td>Hoover Motor Express Co., Inc., 1950 – 1951</td>
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<tr>
<td>12</td>
<td>International Business Machine Corporation, 1949</td>
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<tr>
<td>13</td>
<td>Jacobs Lumber Company, 1948 – 1949</td>
</tr>
<tr>
<td>14</td>
<td>J. Fred Hathcock &amp; Sons, 1949</td>
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<tr>
<td>15</td>
<td>Keith-Simmons Co., Inc., 1949</td>
</tr>
<tr>
<td>16</td>
<td>Kennedy Brothers Taxi Cab Co., 1949</td>
</tr>
<tr>
<td>17</td>
<td>Len Herndon Company, Inc., 1949</td>
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<tr>
<td>18</td>
<td>McDowell &amp; McDowell Contractors, 1949</td>
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</tbody>
</table>
19  McKissack Brothers, 1944 – 1949
20  M. K. Moulder, 1951 – 1952
21  Nashville Blue Print and Supply Co., 1945 – 1949
22  Nashville Motors, 1945 – 1951
23  Nashville Stationary Company, 1945 – 1949
24  Pittsburgh Plate Glass Company, 1949
25  Remington Rand Inc., 1949
26  Robbie J. Gentry, 1949
27  Sanders, Inc., 1949
28  Southern Bell Telephone and Telegraph Company, 1949
29  St. Bernard Coal Co., 1944 – 1952
30  Stumb Motor Co., 1928 – 1933
31  Tanksley’s, Inc., 1951
32  Tennessee Title Company, 1949
33  T. L. Herbert & Sons, 1948 – 1952
34  Truscon Steel Company, 1950
35  Walker Coal Co., 1929 – 1930
36  Wilson-Weesner-Wilkinson Co., 1949
37  Young Sales Corporation, 1940

Series IV: Personal Effects, 1923 – 1952

Subseries I: Bulletins and Announcements

38  Bulletins and announcements, 1951 – 1952

Subseries II: Christmas Cards

39  Calvin McKissack, 1944
Subseries III: Miscellaneous

Day book of Robt. L. Forrester, 1951

Subseries IV: Newspaper Clippings

Community Services Commission, 1951

Issue of “The Weekly Echo,” Meridian, Mississippi, 1932 February 26 [oversized]

Subseries V: Realia

Bullet ashtray

Leather wallets and calendar, 1949

“McKissack & McKissack 208” pin

Series V: Photographs, 1926 – 1951

Subseries I: Personal

Knights of Pythias, 1926

Laymen of C.M.E. General Conference, Kansas City, MO, 1926 May 20 [oversized]

Negatives, undated
Subseries II: Projects

7 Tennessee A & I College, 1 – 22, 1950 August 22 – 1951 February 27
8 Tennessee A & I College, 23 – 44, 1951 February 27 – 1951 April 5
9 Tennessee A & I College, 45 – 66, 1951 April 5 – 1951 May 1
14 1 Tennessee A & I College, 67 – 88, 1951 May 1 – 1951 September 21
2 Tennessee A & I College, 89 – 110, 1951 September 24 – 1951 October 10
3 Tennessee A & I College, 111 – 129, 1951 October 10 – 1951 November 17
4 Tennessee A & I College, 130 – 139, undated
5 Tennessee A & I College negatives, undated (1 of 2)
6 Tennessee A & I College negatives, undated (2 of 2)
7 College Hill Housing fire, 1951
8 St. John Baptist church blueprint images, circa 1950 (13 copies)

Series VI: Projects, 1939 – 1959

Subseries I: Smaller Projects, 1939 – 1953

Sub-subseries I: Mound Bayou Hospital

14 9 Correspondence, 1941
10 Financial Records, 1939 – 1943

Sub-subseries II: Fort Valley

11 Financial records, 1940 – 1943
Sub-subseries III: Texas College

12  Correspondence, 1948 – 1950
13  Financial Records, 1940 – 1941
14  Legal Contract, 1940 May 24

Sub-subseries IV: Mrs. E.H. McNeil, Memphis

15  Vendors, 1948 – 1953

Sub-subseries V: Hadley Park

16  Correspondence, 1949

Sub-subseries VI: Mr. & Mrs. Clarence Robinson

17  Legal Contract, 1949

Sub-subseries VII: Dr. J. W. Stewart

18  Legal Contract, 1949

55  10  Contract blueprints, 1949 [oversized]

Sub-subseries VIII: Tennessee Vocational School for Colored Girls

14  19  Correspondence, 1949

Sub-subseries IX: Royal Fellow's Club

20  Club house specifications, 1950

Sub-subseries X: Miles Memorial College

21  Cashed checks, 1951

Sub-subseries XI: W.D. Hawkins

15  1  Cashed checks, 1951 April 6 – 1951 June 15

2  Cashed checks, 1951 June 18 – 1951 September 12

Sub-subseries XII: Pierce

3  Cashed checks, 1951

Sub-subseries XIII: Berean Baptist Church

23
4 Financial Calculations, undated

Sub-series XIV: George H. Robertson

5 Application for residential construction, undated

6 Description of materials, undated

Subseries II: Lincoln Park Housing Project, 1944 – 1948

Sub-series I: Correspondence

7 Financial, 1948

Sub-series II: Financial records

8 Condensed report, 1946

9 Ledger, 1944 – 1947

10 Notes, 1945

11 Receipts, 1944

12 Rental ledger, 1944 – 1946

Sub-series III: Legal records

13 Real estate contract, blank, undated


Sub-series I: Correspondence

14 Delays, 1950 – 1951

15 Townsend Training School, 1949

Sub-series II: Financial records

16 Cashed checks, 1950 July 7 – 1950 August 24

17 Cashed checks, 1950 September 1 – 1950 December 29

1 Cashed checks, 1951 January 6 – 1951 April 30

2 Cashed checks, 1951 May 3 – 1951 December 24

3 Statements, 1951
Sub-subseries III: Vendors

4 Invoices, 1944 – 1950

Subseries IV: A & I State College [Tennessee State University], 1944 – 1958

Sub-subseries I: Contract work

5 Bush Building Company, 1947
6 Cowan Lumber & Planing Mill Company, 1947 – 1948
7 Foster-Creighton, 1947– 1949
8 J.B. Regen, 1945
9 John Moore & Son, 1946
10 Nashville Machine & Supply Company, 1944
11 Notes, undated
12 R.E. Dunn, Jr., 1945
13 W. Fl. Holt & Sons, 1948
14 Wm. Yunker, 1948
15 W.R. Smith & Son, 1945 – 1947
16 Y.Y. Phillips, 1945

Sub-subseries II: Correspondence

17 Equipment, 1949
18 Financial, 1948 – 1949
19 General, 1949
20 Specifications, 1944 – 1949

Sub-subseries III: Financial

21 Expenses, 1949

Sub-subseries IV: Specifications

22 Appraisal & Construction Report, 1944 (1 of 2) [fragile]
Subseries V: University of Haiti, 1944 – 1959

Sub-subseries I: Correspondence

1
Introductory letter, 1959 January 1 [oversized]

2
Memorandum, undated [oversized]

Sub-subseries II: Specifications

3
Schedules, buildings 1-5, 8-9, 14-16, 18-23, 25, undated [oversized]

4
Scope of work, undated [oversized]

16
27
University of Haiti Bulletin No. 1, Volume 1, 1944 – 1958 (1 of 2)

17
1
University of Haiti Bulletin No. 1, Volume 1, 1944 – 1958 (2 of 2)

56
5
University of Haiti Bulletin No. 1, Volume 1, “Introduction,” 1950 June [oversized]

Subseries VI: Universal Life Insurance Company, 1945 – 1951

Sub-subseries I: Correspondence

17
2
Bids and estimates, 1946–1949

3
Carroll Street Apartments, 1945

4
Contract negotiations, 1945 – 1949

5
Financial, 1948 – 1949
Sub-subseries II: Financial records

6 Expenses, 1947 – 1949

56 Expenses, 1947 – 1948 [oversized]

17 Extras, 1950

8 Notes, undated

9 Shipping receipts, 1948 – 1950

10 Statements, 1945 – 1949

Sub-subseries III: Insurance

11 Massachusetts Bonding and Insurance Company, 1948

Sub-subseries IV: Legal records

12 Agreements, McKissack and McKissack, 1945 – 1948

13 Certificate of survey, 1947

14 Contracts, 1947 – 1948

Sub-subseries V: Notes

15 Notes, undated

Sub-subseries VI: Personnel

51 Time records, 1948 – 1949 [oversized]

Sub-subseries VII: Schedules

17 Doors, undated

17 Hardware, 1948

18 Materials, 1949

19 Memoranda, undated

Sub-subseries VIII: Specifications

20 Gardner & Howe Engineers, 1947 – 1948

21 Kitchen and cafeteria equipment, 1948
Sub-series IX: Vendors

23 Allen Bowles Carpenter and Builder, 1947 – 1949
24 Allen Bowles Carpenter and Builder payroll, 1948
25 Barrow-Agee Laboratories, Inc., 1948
2 Cooper Officer Furniture Company, 1947 – 1950
3 Crane Co., 1947
4 DeSoto Hardware Co., Inc., 1947 – 1950
5 E.C. Baggott Roofing and Sheet Metal Works, 1948 – 1949
6 Fischer Lime and Cement Co., 1947 January 5 – 1948 May 31
7 Fischer Lime and Cement Co., 1948 June 1 – 1948 August 31
8 Fischer Lime and Cement Co., 1948 September 2 – 1948 December 31
9 Fischer Lime and Cement Co., 1949 January 3 – 1951 May 4
10 Fischer Steel Corporation, 1948
11 Gates Lumber Company, 1948 – 1949
12 Geo. O. Friedel, 1948
16 Hollywood Sand & Gravel Co., 1948 – 1949
17 Hope’s Windows, Inc., 1947 – 1948
18 The House-Bond Co., 1949
19 Independent contractors, undated
20 Indiana Limestone Company, 1947

28
8  International Business Machines Corporation, 1948
10 John A. Denie’s Sons Co., 1948 – 1949
11 Jones & Laughlin Steel Corporation, 1947 December 29 – 1948 May 4
12 Jones & Laughlin Steel Corporation, 1948 May 10 – 1949 December 20
13 J.W. Owen Hauling Contractor, 1947 – 1949
14 J.W. Owen Ready Mixed Concrete, 1947 – 1949
15 Lankford Hardware and Supply Co., Inc., 1948 – 1950
17 McDaris Lumber Company, 1948
18 Memphis Light, Gas & Water Division, 1950 – 1951
20 Miscellaneous, 1948 – 1951
2  Missouri Portland Cement Co., 1948
3  The Mosler Safe Co., 1949
5  Otis Elevator Company, 1948 – 1949
7  The Sherwin-Williams Co., 1949
8  T.A. Paige, undated
9  Tapp Lumber Company, 1947 – 1948
10 Tennessee Fabricating Co., Inc., 1949
11 Tennessee Gravel Co., 1948
12 Wittichen Lime & Cement Co., 1948
Subseries VII: Metropolitan Baptist Church, 1945 – 1951

Sub-subseries I: Correspondence

13  Bids and estimates, 1948 – 1949
14  Financial, 1949 – 1951
15  Insurance, 1950
16  Specifications, 1949

Sub-subseries II: Financial records

17  Expenses, 1950
18  Notes, 1948
19  Statements, 1950

Sub-subseries III: Legal records

20  Agreements, McKissack and McKissack, 1945 – 1948
21  Contract proposals, 1949

Sub-subseries IV: Personnel

51  2  Time records, 1949 – 1950 [oversized]

Sub-subseries V: Schedules

20  22  Materials, undated

Sub-subseries VI: Specifications

23  General, undated

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27  Choctaw, Inc., 1950
28  DeSoto Hardware Co., Inc., 1949 – 1950

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| 29 | Fischer Lime and Cement Co., 1949 February 9 – 1949 September 30 |
| 30 | Fischer Lime and Cement Co., 1949 October 4 – 1950 August 4    |
| 31 | Fischer Steel Corporation, 1948 – 1950                         |
| 32 | Gardner & Howe Engineers, 1949 – 1950                          |
| 33 | Gates Lumber Co., 1950                                        |
| 34 | Gatman Lumber Company, 1949                                   |
| 1  | Hawkins Equipment Company, 1949 – 1950                         |
| 2  | Hollywood Sand & Gravel Co., Incorporated, 1949               |
| 3  | Independent contractors, 1949 – 1950                          |
| 5  | Jones & Laughlin Steel Corporation, 1949                      |
| 6  | J.W. Owen Hauling Contractor, 1949                            |
| 7  | J.W. Owen Ready Mixed Concrete, 1949                          |
| 8  | J.W. Tapp Lumber Co., 1949 – 1950                             |
| 9  | Lacey Stewart Saw Repair Shop, 1949 – 1950                    |
| 10 | Marquette Cement Mfg. Co., 1949                              |
| 11 | Miscellaneous, 1949 – 1950                                   |
| 13 | North Memphis Transfer Co., 1949                             |
| 15 | Russellville Cut Stone Company, 1949                         |
| 17 | Shelby Brick Co., Inc., 1949                                 |
| 18 | Stewart Bros. Hardware Co., 1950                             |
| 19 | Washburn Service Station & Garage, 1949                      |
Subseries VIII: Morris Memorial Building, 1947 – 1949

Sub-subseries I: Correspondence

20 Correspondence, 1949

Sub-subseries II: Financial records

21 Notes, undated

51 3 Payroll, 1947 – 1949 [oversized]

21 22 Receipts and Statements, 1947 – 1948

Subseries IX: College Hill Housing and Apartments, 1947-1951

Sub-subseries I: Correspondence

23 Federal Housing Authority, 1947 March 04 – 1949 February 2

24 Federal Housing Authority, 1949 February 2 – 1951 June 25

22 1 Financial, 1949 – 1951

2 General, 1949 – 1951

3 Guaranty Mortgage Company of Nashville, 1950 – 1951

Sub-subseries II: Federal Housing Authority

4 Change orders, 1950

5 Contractor’s wage certificate, 1950 – 1951

6 Insurance applications, 1950 – 1951

7 General, 1950 – 1951

8 Requisitions 1-7, 1950

9 Requisitions 8-15, 1950 – 1951

10 Requisition disbursements, 1950 – 1951

11 Requisition inventories 1-7, 1950

12 Requisition inventories 8-11, 1950 – 1951

23 1 Requisition inventories 12-15, 1950 – 1951
Trade payment breakdown, 1950

Sub-subseries III: Financial records

Accounts payable, 1951
Breakdowns, 1951
Cashed checks, 1951
Checks (blank), undated
Cost, general, 1950 – 1951
Cost estimates, 1949 July 15 (2 copies)

Cost estimates, 1949 August 01
Cost estimates, 1950 April 14
Cost estimates (blank), 1950 April 14 (2 copies)
Donations, 1951
First American National Bank, 1951
Payroll, 1950 – 1951
Payroll reports, 1950 – 1951

Payroll reports [closed], 1950 February 24 – 1950 September 30
Payroll reports [closed], 1950 September 28 – 1951 March 31
Payroll reports [closed], 1951 March 29 – 1951 November 28

Payroll time books, 1950 – 1951
Petty Cash, 1950 – 1951
Reports, 1950 May 10 – 1950 December 29
Reports, 1951 January 5 – 1951 June 27
Taxes, 1949 – 1951

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Lease contracts, 1950

Permits, 1950

1 Permit applications, 1950

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2 Notes, 1950 – 1951

**Sub-subseries VI: Schedules**

3 Material, 1950 – 1951


5 Progress, 1950 – 1951

6 Progress (blank), undated

**Sub-subseries VII: Specifications**

7 Addendums, 1950

8 FHA Project #081-42041 (4 copies), 1950

9 FHA Project #081-42042, 1950

10 General, 1950 – 1951

**Sub-subseries VIII: Vendors**

27 1 7th Avenue Motors, 1950


3 A.L. Goldberg & Son, 1949 November 16 – 1950 May 31

4 A.L. Goldberg & Son, 1950 June 6 – 1950 July 29

5 A.L. Goldberg & Son, 1950 August 1 – 1951 August 28

6 Beasley and Sons Company, 1950 – 1951

7 Bruce Batson Lumber Company, 1951

8 Carter Flooring Company, 1951

9 Carter Hardware Co., 1951
11  Charles B. Wright & Company, 1951
12  Charles Murphy, 1951
13  City of Nashville, Waterworks Dept., 1950
14  Clarence Preston Plumbing and Heating, 1950
15  Clark Hardware Co., 1950 May 9 – 1950 August 31
16  Clark Hardware Co., 1950 September 6 – 1951 September 7

28  1  Concrete Mfg. & Supply Company, 1950 February 1 – 1950 June 20
2   Concrete Mfg. & Supply Company, 1950 June 27 – 1951 December 6
3   Cotton’s Service Station, 1950 – 1951
4   Crane Co., 1950 – 1951
5   Crane Co., undated
6   Dale & Maxey Company, 1951
7   Dixie Drive-It-Yourself System, 1950 – 1951
8   E.A. Lallemand & Son, 1950
9   Ernest Davis, 1950 – 1951
10  Evans-Hailey Company, 1950 – 1951

2   George Watkins, 1951
3   H. Cohen Furniture Co., 1950
4   Hemphill Press Printers, 1951
5   H.J. Grimes Co., Inc., 1951
6   Hoover Motor Express Co., Inc. (fire repair), 1951
7   Howard Estes Saw & Machine Co., 1950 – 1951
8   H.R. Hicks & Company, 1951
9 Humbrecht-Langlois & Johnson Company, Inc., 1951
10 Industrial Tractor Company, 1950 – 1951
11 International Harvester Company, 1950
12 John McDougall Co., 1950
13 Julius Brown Lumber Co., 1950 – 1951
14 Keith Simmons Co., 1950 – 1951
15 Keith-Sinclair Co., Incorporated, 1951
16 L.A. Dennis, 1950 – 1951
17 Laminated Construction Co., Inc., 1950 – 1951
18 Lankford Hardware and Supply Company, Inc., 1950 – 1951
19 Lee Edison, 1950 – 1951
20 Martin Machinery & Supply Co., 1950

1 McCann Steel Company, 1950 – 1951
2 McCarthy, Jones & Woodard, 1951
3 McClure's Department Store, 1951
4 McDowell & McDowell Contractors, 1948 – 1950
5 McGhee Time Service, 1950 – 1951
6 McKeeson & Robbins, 1950
7 McKissack Brothers, Inc., 1950 January 8 – 1950 August 15
8 McKissack Brothers, Inc., 1950 August 16 – 1950 November 29
9 McKissack Brothers, Inc., 1950 December 4 – 1951 September 24
10 Meador's Roofing Company, 1950 – 1951
11 Miscellaneous, 1949 – 1951
12 Modern Service Stores, 1951

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<tr>
<th></th>
<th>Company Name</th>
<th>Dates</th>
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<tr>
<td>2</td>
<td>Moore-Handley Hardware Company, Inc.</td>
<td>1950 July 3 – 1950 August 31</td>
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<tr>
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<td>Moore-Handley Hardware Company, Inc.</td>
<td>1950 September 5 – 1950 October 31</td>
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<td>4</td>
<td>Moore-Handley Hardware Company, Inc.</td>
<td>1950 November 1 – 1950 December 29</td>
</tr>
<tr>
<td>5</td>
<td>Moore-Handley Hardware Company, Inc.</td>
<td>1951 January 2 – 1951 May 21</td>
</tr>
<tr>
<td>6</td>
<td>Moore-Handley Hardware Company, Inc.</td>
<td>1951 June 4 – 1951 December 10</td>
</tr>
<tr>
<td>32</td>
<td>Nashville Barrel &amp; Drum Co., Inc.</td>
<td>1950</td>
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<tr>
<td>2</td>
<td>Nashville Electric Service</td>
<td>1950 – 1951</td>
</tr>
<tr>
<td>3</td>
<td>Nashville Stationery Co.</td>
<td>1950 – 1951</td>
</tr>
<tr>
<td>4</td>
<td>Nashville Surgical Supply Company, Inc.</td>
<td>1950 – 1951</td>
</tr>
<tr>
<td>5</td>
<td>Nixon Machinery Co.</td>
<td>1950 – 1951</td>
</tr>
<tr>
<td>6</td>
<td>Noland &amp; Company</td>
<td>1950 – 1951</td>
</tr>
<tr>
<td>7</td>
<td>Norvell and Wallace</td>
<td>1950 May 24 – 1950 July 31</td>
</tr>
<tr>
<td>8</td>
<td>Norvell and Wallace</td>
<td>1950 August 3 – 1951 August 31</td>
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<td>9</td>
<td>Oman Construction Co.</td>
<td>1950 – 1951</td>
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<tr>
<td>11</td>
<td>Phillips &amp; Quarles Hardware Co.</td>
<td>1950 – 1951</td>
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<tr>
<td>12</td>
<td>Pittsburgh Plate Glass Company</td>
<td>1950 – 1951</td>
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<td>13</td>
<td>Remington Rand Inc.</td>
<td>1950 – 1951</td>
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<tr>
<td>14</td>
<td>Reynolds Bros. Plumbing &amp; Heating Co.</td>
<td>1949 – 1950</td>
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<tr>
<td>33</td>
<td>R.H. Chilton Company, Inc.</td>
<td>1950</td>
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<tr>
<td>2</td>
<td>Robert Johnson</td>
<td>1950 – 1951</td>
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<td>3</td>
<td>Sadler Electric Company</td>
<td>1950 – 1951</td>
</tr>
<tr>
<td>4</td>
<td>Sherman Concrete Company</td>
<td>1951</td>
</tr>
<tr>
<td>5</td>
<td>Smalling &amp; Company</td>
<td>1950</td>
</tr>
<tr>
<td>6</td>
<td>Southern Bell Telephone &amp; Telegraph Company</td>
<td>1950 – 1951</td>
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7  Steiner & Lightman, 1950 – 1951
8  Tennessee Electric Motor Service, 1950
9  Tennessee Foundry & Machine Co., 1950
10  Tennessee Title Company, 1950 – 1951
11  Thompson Printing Co., 1950 – 1951
12  T.L. Herbert & Sons, 1950 January 4 – 1950 May 31
13  T.L. Herbert & Sons, 1950 June 1 – 1950 July 31
14  T.L. Herbert & Sons, 1950 August 7 – 1951 December 26

1  Universal Trading Corporation, 1950
2  Volunteer Venetians, 1951
4  W.G. Bush & Co., Inc., 1950
5  Wholesale Supply Company, 1950
7  W.P. Camp & Sons, 1950
8  W.R. Rutledge & Son Lumber Co., 1950 – 1951
9  W.T. Eubank, 1950 – 1951
10  W.T. Stringfellow & Co., 1951
11  Wurzburg Brothers, Inc., 1950 – 1951

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Sub-subseries I: Financial records

12  Balances, 1949 – 1951
13  Cost sheet, 1947 – 1953

Sub-subseries II: Personnel

14  Contact information, undated [closed]
51  4  Time records, 1949 [oversized]

Sub-subseries III: Vendors

34  16  Chapman & Dewey Lumber Co., 1949
17  Christie Cut Stone Company, 1949
18  Delta Concrete Products Co., 1949
19  Fant & Anderson Co., 1949
20  Fischer Lime and Cement Co., 1949
21  Fischer Steel Corporation, 1949
22  Gates Lumber Company, 1949
23  H.A. Carroll & Co., 1949
24  Hollywood Sand & Gravel Co., 1949
25  Jones & Laughlin Steel Corporation, 1949
26  Lacey Stewart Saw Repair Shop, 1949
27  McCrory Electric Company, 1949
28  Miscellaneous, 1949
29  The Sherwin-Williams Co., 1949
30  Wellbrook Supply Company, 1949

Subseries XI: Combined or Other Memphis jobs, 1947 – 1953

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35  1  Financial, 1948 – 1950
2  Introduction, 1947

Sub-subseries II: Financial records

3  Cashed checks, 1951
4  Shipping receipts, 1948 – 1952
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<td>Equipment and small tools, 1947 – 1948</td>
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<td>C.A. Shanks Texaco Service Station, 1949</td>
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<td>Consumer Coal &amp; Ice Co., 1949</td>
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<td>Cooper Office Furniture Co., 1949 – 1953</td>
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<td>20</td>
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24 Jones & Laughlin Steel Corporation, 1949
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29 S.C. Toof & Co., 1949 – 1953
30 The Sherwin-Williams Co., 1949
31 Southern Bell Telephone and Telegraph Company, 1948 – 1951
32 Superior Concrete Accessories, Inc., 1948
33 U.S. Paint, Lacquer and Chemical Company, 1951
34 Veterans Ornamental Iron Works, 1950
35 Washburn Service Station & Garage, 1949 – 1951
36 Webb & Voss Service Stations, 1948
37 Williams Shade & Awning Co., 1950

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Sub-subseries I: Correspondence

35 38 Proposals, 1949

Sub-subseries II: Inventories

39 Property Control, structures 1-39, 1948
36 1 Property Control, structures 40-81, 1948
56 7 Property Control, blueprints, 1948 - 1949 [oversized]
Sub-subseries III: Legal records

36  2  Contract proposal (incomplete), 1949

Subseries XIII: Lauderdale Church of Christ, 1948 – 1951

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3  3  Bids and estimates, 1950 – 1951
4  4  Financial, 1950 – 1951
5  5  Work progress, 1950

Sub-subseries II: Financial records

56  8  Breakdowns, 1950 – 1951 [oversized]
36  6  Loan settlement, 1950
7  7  Payroll, 1951

Sub-subseries III: Legal records

8  8  Agreements, McKissack and McKissack, 1948 – 1950
9  9  Notes, undated

Sub-subseries IV: Progress Reports

10  10  Daily job reports, 1951

Sub-subseries V: Vendors

11  11  Chamber-Ezell Lumber Co., 1950 – 1951
12  12  Choctaw, Inc., 1951
13  13  DeSoto Hardware Co., Inc., 1948 – 1951
14  14  E.C. Baggott Roofing and Sheet Metal Works, 1950 – 1951
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17  17  Fischer Steel Corporation, 1950
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<td>John A. Denie's Sons Co.</td>
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<td>J.W. Tapp Lumber Co.</td>
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<td>22</td>
<td>Memphis Hardwood Flooring Co.</td>
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<td>Memphis Light, Gas, &amp; Water Division</td>
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<td>Southern Glass Company</td>
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<td>28</td>
<td>Stewart Bros. Hardware Co.</td>
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<td>29</td>
<td>Tennessee Plumbing Co.</td>
<td>1950-1951</td>
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<td>30</td>
<td>U.S. Paint, Lacquer and Chemical Company</td>
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**Subseries XIV: National Baptist Training School, 1945 – 1949**

*Sub-subseries I: Financial records*

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*Sub-subseries II: Specifications*

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*Sub-subseries III: Vendors*

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<td>32</td>
<td>Paint bids</td>
<td>1945</td>
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<td>Weatherstripping</td>
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**Subseries XV: Rock of Ages C.M.E. Church, 1949 – 1951**

*Sub-subseries I: Correspondence*

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*Sub-subseries II: Financial*

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<td>2</td>
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</table>
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3 Agreements, McKissack and McKissack, 1951

Sub-subseries IV: Personnel
4 Time records, 1949

Sub-subseries V: Progress Reports
5 Daily job reports, 1951

Sub-subseries VI: Vendors
7 Frame shop, 1949


Sub-subseries I: Advertising
8 National Baptist Sanitarium-Bathhouse brochure, undated
9 National Baptist Sanitarium-Bathhouse postcard, undated

Sub-subseries II: Correspondence
10 Accident reports, 1950
11 Bids and estimates, 1949 – 1950
12 Bids by company, 1949 – 1951
13 Blueprints, 1949 – 1951
14 Employment applications, 1949 – 1950
15 Financial, 1949 – 1952
16 Financial settlement, 1951 – 1953
17 Materials, 1950 – 1954
18 Memoranda, 1949 – 1950
19 Personnel, 1949 – 1950
20 Requests and invitations, 1950 – 1951
21 Taxes, 1950 – 1951
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24 Bank statements, 1949 – 1950
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38 Checkbook no. 1, 1949 November 8 – 1949 December 30
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Checkbook no. 3, 1950 February 10 – 1950 April 7
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Checkbook no. 7, 1950 July 14 – 1950 August 18
Checkbook no. 8, 1950 August 18 – 1950 October 14
Checkbook no. 9, 1950 October 16 – 1950 December 13
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39 1 Estimates, 1949 – 1950
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56 9 Expenses, 1949 – 1951 [oversized]
39 3 Miscellaneous receipts, 1949 – 1951

56 10 Payroll, 1951 [oversized]
39 4 Postage receipts, 1950 – 1951
5 Reimbursement requests, 1951
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7 Reports, daily notebooks, 1949 – 1950
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12 A. E. Pipkin & Sons, 1949 – 1950
13 Bituminous Casualty Corporation, 1950
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15 Agreements, McKissack Brothers Electric Company, 1949 – 1950
16 Agreements, McKissack and McKissack, Inc., 1949
17 Agreements, Otis Elevator Company, 1949 – 1950
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40 1 Permits, 1949 – 1951
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50 10 Employee records, 1949 – 1950 [closed]

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40 4 Daily job reports 1-100, 1949 October 24 – 1950 March 13 (2 copies)
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6 Daily job reports 201-365, 1950 August 7 – 1951 March 23 (2 copies, 1 partial)

Sub-subseries VIII: Schedules

7 Materials inventories, 1949
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<td>Acme Brick Company, 1949 – 1950</td>
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<td>American Blower Corporation, 1949 – 1950</td>
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<td>Arkansas Foundry Company, 1949 – 1950</td>
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<td>Arkansas Glass Company, 1949 – 1951</td>
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<td>Bates &amp; Braughton Lumber Co., 1949 – 1951</td>
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<td>3</td>
<td>Chester’s Welding Shop, 1949 – 1950</td>
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<td>C.A. Rowe Fire Extinguisher Sales and Service, 1950</td>
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<td>City Furniture &amp; Hardware Co., 1949 – 1951</td>
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<td>C.J. Horner Co., Inc., 1949 September 3 – 1950 April 28</td>
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<td>C.J. Horner Co., Inc., 1950 May 2 – 1950 June 1230</td>
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<td>C.J. Horner Co., Inc., 1950 July 1 – 1950 October 31</td>
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<td>C.J. Horner Co., Inc., 1950 November 1 – 1951 April 24</td>
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<td>Cook Paint &amp; Varnish Company, 1950 – 1951</td>
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<td>Crane Co., 1949 – 1951</td>
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<td>Crow-Burlingame Co., 1950</td>
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13 Dixie Machine Shop, 1949 – 1951
14 Eagle Home & Building Insulators, 1949 – 1950
15 East Texas Motor Freight Lines, 1949 – 1951
1   Ed. B. Mooney, Inc., 1949 – 1951
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3   F.C. Stearns Hardware, Inc., 1949 October 21 – 1950 September 29
4   F.C. Stearns Hardware, Inc., 1950 October 2 – 1951 December 14
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7   The Glidden Co., 1949 – 1950
8   Guaranty Title Company, Inc., 1950
9   Gulpa St. Garage, 1950 – 1951
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12  Hot Springs Millwork Co., 1950 August 2 – 1951 March 1
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14  James B. Moore, 1950 – 1951
15  J.B. Selig, 1950
16  Jeff Davis Office Machines Co., 1949 – 1950
17  Jeff Guthridge Material Company, 1950 – 1951
18  Joseph Barabin, 1949
19  Johnson Service Company, 1950
20  Lankford Hardware & Supply Co., 1949 – 1950
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6 Oklahoma Tire & Supply Co., undated
7 Parker’s Metal Shop, 1949 – 1952
8 Peter’s Paint Co., 1950
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12 Reed Plumbing and Heating Co., 1949 December 1 – 1949 December 31
13 Reed Plumbing and Heating Co., 1950 January 1 – 1950 January 31
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18 Reed Plumbing and Heating Co., 1950 May 1 – 1950 May 31
19 Reed Plumbing and Heating Co., 1950 June 1 – 1950 June 30
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21 Reed Plumbing and Heating Co., 1950 August 1 – 1950 August 31
22 Reed Plumbing and Heating Co., 1950 September 1 – 1950 September 29
23 Reed Plumbing and Heating Co., 1950 October 1 – 1950 October 31
24 Reed Plumbing and Heating Co., 1950 November 1 – 1950 November 30
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26 Reed Plumbing and Heating Co., 1951 January 1 – 1951 January 31
27 Reed Plumbing and Heating Co., 1951 February 1 – 1952 October 17
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40  Proposals, 1952

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42  Binder 10, 1951
43  Blue binder, 1951

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57  Unidentified residence, unidentified, undated

Residence of Moses McKissack, unidentified, undated

Universal Life Insurance Company (x3), Northeast Corner of Linden and Wellington, 1948 June 28

Preliminary map of A & I State College, Nashville, TN, undated

Scribner Hall for Fisk University (2 pgs), Nashville, TN, undated

First Addition to Lincoln Park, Gadsden, AL, 1947 Feb 24

Sketches of layouts (3 pgs), unidentified, undated

Black and white aerial image, unidentified, undated

Black and white drawing of Le Bereau d’ Inscriptoin, La Grande Salle et Le’theatre, unidentified, undated

Black and white drawing of L’Ecole De Droit, unidentified, undated

Black and white drawing of Le Chapelle (2 pgs), unidentified, undated

Site analysis (x3), Port Au Prince, Haiti, undated

Black and white very small image, Port Au Prince, Haiti, undated

Black and white smaller image, Port Au Prince, Haiti, undated

Black and white aerial map, Port Au Prince, Haiti, undated

Black and white aerial image, Port Au Prince, Haiti, unidentified, undated
Unidentified residence (2 pgs), unidentified, undated
Residence of Dr. & Mrs. Cole (2 pgs), Nashville, TN, undated
Residence for T.B. Boyd, (x2), Nashville, TN, 1923 June 14
Hubbard Hospital, [Nashville, TN], undated
Dairy Barn and Horse Barn for A&I State College (5 pgs), unidentified, undated
Unidentified residence (2 pgs), unidentified, undated
Addition to Boys Trades Building for A&I State College, (4 pgs), Nashville, TN, undated
Madison Light Baptist Church (7 pgs), Madison, AR, undated
Sumner Lodge No. 203 Knights of Pythias (7 pgs), Gallatin, TN, undated
C.M.E. Publishing House (4 pgs), Jackson, TN, undated
Rock of Ages C.M.E. Church, Memphis, TN, 1949 Feb 16
A Spanish Villa, Nashville, TN, undated
College Park, Type B, 35th Ave. N [Nashville, TN], undated
Auditorium for University of Haiti, Port Au Prince, Haiti, undated
Institute of Health and Hygiene for University of Haiti (x2), Port Au Prince, Haiti, undated
Dining and Recreation for University of Haiti (x2), Port Au Prince, Haiti, undated
College of Law for University of Haiti, Port Au Prince, Haiti, undated
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Institute of Fine Arts for University of Haiti, Port Au Prince, Haiti, undated
Institute of Education for University of Haiti (x2), Port Au Prince, Haiti, undated
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College of Medicine for University of Haiti (x3), Port Au Prince, Haiti, undated
Site Plan for University of Haiti (x2), Port Au Prince, Haiti, undated
Main Lobby sketch for National Baptist Sanitarium Bathhouse, undated
Plot Plan for Church of Christ, Vance St., Memphis, TN, undated
Universal Life Insurance Co. (x2), Memphis, TN, undated
Universal Life Insurance Co., Memphis, TN, 1948 Nov 24
Universal Life Insurance Co., Memphis, TN, 1948 Dec 21
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Branch Library Building, Tennessee Valley Library Council, 1945 23 Apr – 12 Jan
Riverside Sanitarium (x3), Nashville, TN, 1948 Feb 5
Universal Life Insurance Company (3 pgs), Memphis, TN, 1948 Aug 4
Universal Life Insurance Company (x2), Memphis, TN, 1948 Jun 8
A Duplex for Walter Swett, 2730 Herman St., Nashville, TN, 1946 Oct 8
Mr. George H. Robertson (x2), Hermitage, TN, undated
Ellsberry Park (4 pgs), Birmingham, AL, 1946 Jun 7
Lincoln Park Housing Project (x2), Gadsden, AL, undated
Laying Houses No. 4 for A&I State College, Nashville, TN, 1949 Dec 16
Church of Christ, Memphis, TN, undated
A Christian Church, Memphis, TN, undated
Steam Heating System for Metropolitan Baptist Church (4 pgs), Memphis, TN, 1948 Jun 28
Library for University of Haiti (10 pgs), Port Au Prince, Haiti, undated
Existing Property Layout for College Hill (x2), Nashville, TN, 1948 Mar 23
Horizontal Control and Property for College Hill, Nashville, TN, 1948 Mar 23
Plan Showing Basement Stairhalls, unidentified, 1981 May 11
Landscape Plan for College Hill (x2), Nashville, TN, 1951 Jun 23
College Park Development apartments (5 pgs), Nashville, TN, undated
College Park Development housing (10 pgs), Nashville, TN, undated
College Park Development (x 3), Nashville, TN, undated
College Hill Development (x2), Nashville, TN, undated
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Residence of Prof. A.G. Dobbins (5 pgs), Birmingham, AL, undated
Haywood Institute (4 pgs), Pine Bluff, AR, undated
Residence of Dr. G.W. Hubbard (5 pgs), [Nashville, TN], undated
Freeman Chapel C.M.E. Church (4 pgs), Hopkinsville, KY, 1922 September 39
People’s Bank & Trust, Nashville, TN, 1925 March 2
Methodist Church (9 pgs), Drakesboro, KY, 1922 Aug 21
Model Branch Kitting Mill Building (6 pgs), Pinewood, TN, undated
Monumental Baptist Church (15 pgs), Chattanooga, TN, undated
Plaster caps for St. Bernard Job, unidentified, 1920 Aug 6
Detail showing revised 2nd floor, unidentified, 1920 Aug 6
New Walden site, unidentified, circa early 1900s
Unidentified [residence] (3 pgs), unidentified, undated
Dealer’s Service Center (5 pgs), 26 Broadway, New York City, NY, 1940 Jan 11
Universal Life Insurance Company, Memphis, TN, 1948 Jul 15
C.M.E. Church (5 pgs), Montgomery, AL, undated
Baptist Church (3 pgs), Montgomery, AL, undated
Apartment Building for Universal Life Insurance Company (3 pgs), 1st Ave. S. & Carroll St., Nashville, undated
Residence for Dr. Bennett (7 pgs), unidentified, undated
Prospect Baptist Church (2 pgs), Chattanooga, TN, undated

Frame Dwelling for Mr. Fanroy, unidentified, undated

C.M.E. Church (x3), Montgomery, AL, undated

Ashcroft Elementary School (11 pgs), Nashville, TN, 1939 Feb 21

Sunday School Publishing Board, Nashville, TN, 1923 May 21

Baptist Publishing House, Roof plan, Nashville, TN, 1923 July 11

Baptist Publishing House, 4th floor plan, Nashville, TN, 1923 July 11

Unidentified residence, unidentified, undated

St. Paul A.M.E. Church (7 pgs), Columbia, TN, 1922 January


Mound Bayou Hospital (10 pgs), Mound Bayou, MS, 1939 November 1

Scribner Hall for Fisk University (6 pgs), Nashville, TN, undated

Riverside Sanitarium (15 pgs), Nashville, TN, 1946 Jan 30

Fine Arts Building for Fisk University (2 pgs), Nashville, TN, undated

Woman's Dorm for Fisk University (15 pgs), Nashville, TN, 1950 March 29