

9/50/27

Commerce

Business Records

Hart Mirror Plate Company / Josephine Hart Kaufman Co. Records, 1899-1962

Box 1:

Correspondence (between Stanley L. Kaufman and suppliers, clients, trade associations, accountants, employees, shareholders, advertisers, and contractors, from 1933-62)

Correspondence, 1933-49 (18 folders)
Mirror Manufacturer's Association, 1949
Pittsburgh Plate Glass Company, 1949
Correspondence, 1950-Aug.,1953 (11 folders)

Box 2:

Correspondence, Sept.-Dec.,1953 (5 folders)
Correspondence, 1954 (alphabetical, 22 folders)
Correspondence, 1954
Correspondence, 1955 (alphabetical, 18 folders)
Correspondence, Jan.-Jun. 1955
Correspondence, Jul.-Dec. 1955
Correspondence, 1956 (alphabetical, 22 folders)

Box 3:

Correspondence, 1956 (Jan.-Jun.)
Correspondence, 1956 (Jul.-Dec.)
Correspondence, 1957-62 (8 folders)

Financial Records

Financial Statements, 1916-38
Audit Reports, 1929-30, 1935 (2 folders)
Balance Sheet, 1929
Financial and Operating Statements, 1931-34
Analysis of Operating Costs and Recommendations, 1932
Comparative Statements, 1943-45
Reports on Examination, 1936-42, 1944-45 (Conducted by Seidman and Seidman, accountancy firm)
Plan for Compensation of Factory Employees, 1938
Weekly Financial Reports, 1928-35, 1935-38, 1941-46 (2 folders)
Trial Balances, 1929-31, 1932-33, 1934-35 (3 folders)
Production and Costs, 1931-35; Footage on Mirror and Glass Plates, 1932, 1934-35

Review of Sales Methods and Plans for Plant Expansion, 1945
Travel Expenses, 1949
Cost Calculations, 1953
Glass Beveling Cost Reports, 1956 (Mar.-May)
Product Catalogs, 1950s

Box 4:

Legal and Corporate Records

Accounting Journal of Receipts and Disbursements, 1899-1910
Minutes of HMPC Board of Directors Meeting, 1900; Certificate for Issuance of Capital Stock, 1907
Minute Book (Articles of Incorporation, Board of Director's and Stockholder's Meetings), Volume I, 1899-1910
Minute Book, Volume II, 1910-45
Minutes and Meeting Items, 1912-45 (folder contains loose materials from Minute Book Vol. II, including director's board meetings and general correspondence)
Minute Book, Volume III, 1945-60
Minutes and Meeting Items, 1945-59 (folder contains loose materials from Minute Book, Vol. III, similar to those for Vol. II)
Stock Certificates of Stanley and Josephine Kaufman