



Finding Aid for

EXECUTIVE RECORDS SUBGROUP, 1946-1952

SE012

(Accessions 515 and 1874)

Finding Aid Published: November 2013



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OVERVIEW

REPOSITORY: Benson Ford Research Center
The Henry Ford
20900 Oakwood Blvd
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ACCESSION NUMBER: 515 and 1874

CREATOR: Ford Motor Company. Purchasing Division

TITLE: Executive records subgroup

INCLUSIVE DATES: 1946-1952

QUANTITY: 4.2 cubic ft.

LANGUAGE: The materials are in English.

ABSTRACT: The Executive records subgroup contains records pertaining to Purchasing Department executives Carl Unruh and Irving Duff as well as various Purchasing Department activities, including manufacturing plant sales and university lectures.

ADMINISTRATIVE INFORMATION

- ACCESS RESTRICTIONS:** The series is open for research. Researchers should note that some materials are unprocessed.
- COPYRIGHT:** Copyright has been transferred to The Henry Ford by the donor. Copyright for some items in the collection may still be held by their respective creator(s).
- ACQUISITION:** Ford Motor Company Archives donation, 1964 and 2002
- RELATED MATERIAL:** Related material held by The Henry Ford:
Part of the Ford Motor Company Purchasing records collection, which includes:
- Purchasing Department (Ford Motor Company) records subgroup
- Purchasing Agents records subgroup
- PREFERRED CITATION:** Item, folder, box, accession 515 or 1874, Executive records subgroup, Benson Ford Research Center, The Henry Ford
- PROCESSING INFORMATION:** Accession 515 processed by Ford Motor Company Archives staff, date unknown, and Accession 1874 processed by Benson Ford Research Center staff, 2006.
- DESCRIPTION INFORMATION:** Original collection inventory list for Accession 1874 prepared by Benson Ford Research Center staff in 2006. No original inventory for Accession 515.
- Finding aid prepared by Elyssa Bisoski, June 2012, and published in June 2012.
- Finding aid prepared using Describing Archives: A Content Standard (DACS) and local guidelines.

SCOPE AND CONTENT NOTE

The Executive records subgroup is comprised of two series. The **Executive Planning Committee Purchasing Files series**, 1946-1952 (4 cubic ft.), Accession 515, is made up of two subseries. The Executives records subseries, 1946-1952 (2 cubic ft.), consists of minutes and presentation materials used in various Executive Planning Committee and Product Planning Committee meetings. Also included are the office files of Carl Unruh and Irving A. Duffy, executives in the Purchasing Division of Ford Motor Company after World War II, which consist of expense reports, research reports, planning reports, departmental correspondence, and committee minutes. The Plant Sale records subseries, 1946-1949 (2 cubic ft.), consist of files of J. G. Schramm of Purchasing Engineering and include cost summaries; blueprints (along with blackline and brownline prints) of buildings, machinery, and equipment; reports; correspondence; and records of the sale of industrial equipment at the Ford cement plant at the Rouge River Plant and the Granite City Steel Plant in Granite City, Illinois, along with minutes and presentation materials used in various Executive Planning Committee meetings leading to the sale of the plants.

The **Industrial Purchasing Lectures series**, 1947-1948 (0.2 cubic ft.), Accession 1874, consists of a bound volume of a series of lectures presented by personnel of the Purchasing Division for a course in industrial purchasing at Wayne University (now Wayne State University) in Detroit, Michigan, that ran from September 1947 to January 1948. It provides an overview of how purchasing was handled in the Ford organization.

SUBJECT TERMS

Names, Personal and Corporate

Ford Motor Company. Purchasing Division.
Ford Motor Company--Purchasing. Executive planning committee.
Ford Motor Company. Rouge River Plant.
Ford Motor Company. Purchasing Division--Planning
Granite City Steel Company--Granite City (Ill.)
Ford Motor Company--Purchasing

Subjects

Automobile industry and trade
Automobiles--Purchasing
Industrial procurement
Selling--Industrial equipment

Genre or Form

Blueprints (reprographic samples)
Minutes
Technical drawings

CONTAINER LIST

Box no. Description

EXECUTIVE PLANNING COMMITTEE PURCHASING FILES SERIES, 1946-1952 (ACCESSION 515)

Executive records subseries

Box 1 and 2

Carl Unruh and Irving Duffy, 1946-1952 (unprocessed materials including expense reports, research reports, planning reports, departmental correspondence, and committee minutes)

Plant Sale records subseries

Box 3

Sale of Cement Plant, 1948
General information
Reports made to management
Metropolitan Cement
Request for shippers and copies of delivery orders
Contract
Demolition of buildings
Metropolitan Cement Proprietary - miscellaneous correspondence
Sale of cement plant
Cement plant inventory (showing corrections and deletions)
"Ditto" master on cement plant
Master "ditto" on revised inventory of cement plant
Sample letters - cement plant
Cement plant sale - miscellaneous extra copies of correspondence
David A. Thomas and Associates
Concerns contracted in sale of cement plant equipment
Inventory and matters relating thereto
Correspondence file, A-Z

Box 4

Granite City Steel Mill sale, 1948
Granite City Steel Mill equipment
Concerns contracted
Reports to Mr. Kelley
Purchase orders, quotations
F. B. Foster re: Richard Thomas and Baldwin
Sample letters
Equipment retained by Ford
Specifications
General Correspondence

**INDUSTRIAL PURCHASING LECTURES SERIES, 1947-1948 (ACCESSION
1874)**

Box 1

Industrial Purchasing (bound book containing a series of lectures delivered by Ford Motor Company purchasing staff for a course titled Industrial Purchasing at Wayne University, September 1947-January 1948)