

# **University of British Columbia Library Rare Books and Special Collections**

## **Finding Aid - Hoffmeister Electric Company fonds (RBSC-ARC-1250)**

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# Hoffmeister Electric Company fonds

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## Table of contents

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Summary information .....	3
Administrative history / Biographical sketch .....	3
Scope and content .....	4
Arrangement .....	4
Notes .....	4
Access points .....	5
Physical condition .....	4
Series descriptions .....	5
, Operational records, 1898-1959 .....	5
, Correspondence .....	6
, Catalogues and reference books .....	7
, Rental contracts, requisitions, and orders from clients .....	8
, Order books .....	8
, Employee notebooks .....	9
, Electrical permits .....	10
, Ephemera .....	10
, Accounting records, 1898-1957 .....	11
, Tax records .....	11
, Monthly time books for employees .....	12
, Bank books of Reinhart Hoffmeister .....	12
, Administrative bills .....	13
, Insurance policies, leases, and deeds .....	13
, Duplicate client invoices .....	14
, Ledgers .....	14

## Summary information

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<b>Repository:</b>	University of British Columbia Library Rare Books and Special Collections
<b>Title:</b>	Hoffmeister Electric Company fonds
<b>ID:</b>	RBSC-ARC-1250
<b>Date:</b>	1898-1959, predominant 1910-1948 (date of creation)
<b>Physical description:</b>	5.3 m of textual records 1 printing block : wood and metal ; 39 x 10 x 2 cm.
<b>Dates of creation, revision and deletion:</b>	
<b>Note [generalNote]:</b>	Box 9, 10, 31, 34 contain oversize materials and materials that requires flat storage.

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## Administrative history / Biographical sketch

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### Note

Hoffmeister Electric Company was founded in 1898 by Reinhart Hoffmeister, an electrical engineer from Wellington County, Ontario. The company, one of the first electric businesses in Vancouver, was originally located at the southwest corner of Davie Street and Howe Street. In 1912, it moved to a new location at 1271 Granville Street.

Hoffmeister Electric specialized in the design, construction, and installation of electric generators. Significant clients of the company included Canadian General Electric, B.C. Sugar Refinery, Vancouver General Hospital in Fairview, Canadian Pacific Railway Company, and more. The company employed roughly half a dozen individuals throughout its lifespan.

Following Reinhart Hoffmeister's death in 1948, Hoffmeister Electric Company was taken over by Reinhart's son, Frank Cameron Hoffmeister, and his brother, Jacob Hoffmeister. The business was closed in 1960.

### Custodial history

The fonds was donated to Rare Books and Special Collections in 1972 by Frank Cameron Hoffmeister, son of Reinhart Hoffmeister. Textual records and objects were not processed until 2017.

## Scope and content

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The fonds comprises the operational and accounting records of Hoffmeister Electric Company from 1898 to 1959. Records are arranged in two series: Operational records and Accounting records.

The Operational records series features the following record types: correspondence; catalogues and reference books from electrical and automotive equipment suppliers; rental contracts, requisitions, and orders from clients; ledgers recording Hoffmeister employees' work for various clients; electrical permits from the City of Vancouver; and miscellaneous ephemera and objects, likely belonging to Reinhart Hoffmeister.

The Accounting records series includes the following record types: personal income tax records from Reinhart Hoffmeister; corporate tax records; monthly time books for employees; various bank books; samples of bills paid to maintain the company's premises; insurance policies, leases, and deeds for various Hoffmeister properties; duplicate copies of client invoices; and ledgers.

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## Notes

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### Title notes

- **Source of title proper:** Title based on contents of the fonds.

### Physical condition

Records range from good to poor condition. See sub-series descriptions for further details.

### Arrangement

The fonds was acquired by Rare Books and Special Collections in 1972. Roughly 45 linear feet of records were donated, but archives staff removed some records. All textual records and objects remained in backlog until 2016, at which point they were sent off site to receive conservation treatment. In July 2017, an archivist from Rare Books and Special Collections undertook the arrangement and description of the fonds. The archivist provided an intellectual order for all records to increase ease of use by researchers. The archivist then physically re-arranged records to correspond with the intellectual order outlined in this finding aid.

### Conditions governing use

Some records in the fonds are protected under copyright. Permission to reproduce copyrighted materials must be obtained from the copyright holder(s). See archivist for details.

### Related material

Reinhard Hoffmeister Fonds, AM516—City of Vancouver Archives  
Major Matthews Collection, AM54—City of Vancouver Archives

## Accruals

No further accruals are expected.

## Other notes

- **Publication status:** published
- **Conservation:** All records in the fonds were treated for mould in the year 2016. In addition, some items in the following sub-series require flattening at a later date: Ephemera; Tax records; and Insurance policies, leases, and deeds.

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## Access points

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- Hoffmeister, Reinhart, 1866-1948 (subject)
- Hoffmeister, Frank Cameron, 1905-1985 (subject)
- Hoffmeister, Jacob, 1880-1974 (subject)
- Textual record (documentary form)
- Object (documentary form)
- Vancouver, British Columbia, Canada (place)

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## Series descriptions

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### Operational records

Date: 1898-1959 (date of creation)

Scope and content:

The series contains records created during the fulfillment of Hoffmeister Electric's contracting activities, including the installation of electric generators and the repair and rental of machinery to businesses in British Columbia. Records are arranged in seven sub-series on the basis of their documentary forms: Correspondence; Catalogues and reference books; Rental contracts, requisitions, and orders from clients; Order books; Employee notebooks; Electrical permits; and Ephemera.

The Correspondence sub-series comprises a selection of letters sent and received—primarily by Reinhart Hoffmeister—between 1898 and 1953. Letters sent are addressed to electrical machinery suppliers and clients. Letters received are often from clients regarding payments due. Files are in chronological order.

The Catalogues and reference books sub-series includes catalogues and instruction manuals from electrical machinery and automotive parts suppliers, including Jeffree and Johnson Limited, Nerlich & Co., Canadian Wood Pipe and Tanks Limited, Gray and Davis Inc., Fairbanks-Morse Automotive Equipment, and more. Records are arranged chronologically.

The Rental contracts, requisitions, and orders from clients sub-series aggregates a small sample of the aforementioned materials. Files are in rough chronological order.

The Order books sub-series features ledgers created by Hoffmeister Electric employees. Ledgers list clients serviced on particular dates alongside abbreviated descriptions of the services performed. 14 order books are present; volumes are arranged chronologically by start date.

The Employee notebooks sub-series includes notebooks created by Hoffmeister Electric employees as they serviced clients. Notebook entries list various dates, clients visited on those dates, and the total number of hours employees spent on projects. 13 notebooks are included in total, and all are arranged chronologically by start date.

The Electrical permits sub-series consists of electrical permits granted by the City of Vancouver to Hoffmeister Electric for work conducted on behalf of clients. Files are arranged chronologically by start date.

The Ephemera sub-series comprises a deed and maintenance payments for two orchard units in Mitchell County, Georgia that appear to have been sold and physically maintained by the Keystone Pecan Company. Reinhart Hoffmeister is listed as owner for these properties. The sub-series also features a technical drawing for an unidentified piece of machinery, complimentary Hoffmeister Electric calendars for clients, a poster from the Boundary Bay Sports Association, and a wooden printing block. Records are grouped in subject files.

Physical description: 1.8 m of textual records  
1 printing block : wood and metal ; 39 x 10 x 2 cm.

#### File / item list

### Correspondence

Date: 1898-1953 (date of creation)

Physical description: 0.6 m of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-1-01	File - [Copies of letters sent, 1898-1902] <u>Note</u> : File separated to 10-01.	1898-1902		
RBSC-ARC-1250-1-02	File - Letters sent, 1906-1907	1906-1907		
RBSC-ARC-1250-1-03	File - Letters received, 1908	1908		
RBSC-ARC-1250-1-04	File - Letters received, 1908	1908		
RBSC-ARC-1250-1-05	File - Letters received, 1909-1911	1909-1911		
RBSC-ARC-1250-1-06	File - Letters received, 1909-1911	1909-1911		
RBSC-ARC-1250-1-07	File - Letters received, 1909-1911	1909-1911		
RBSC-ARC-1250-2-01	File - Letters received, 1909-1912	1909-1912		
RBSC-ARC-1250-2-02	File - Letters received, 1909-1912	1909-1912		
RBSC-ARC-1250-2-03	File - Letters received, 1911-1913	1911-1913		
RBSC-ARC-1250-2-04	File - Letters received, 1911-1913	1911-1913		
RBSC-ARC-1250-2-05	File - Letters: outgoing, 1913-1914	1913-1914		
RBSC-ARC-1250-3-01	File - Letters: outgoing, 1915-1917	1915-1917		
RBSC-ARC-1250-3-02	File - Letters: outgoing, 1915-1917	1915-1917		
RBSC-ARC-1250-3-03	File - Correspondence, 1917-1919	1917-1919		

RBSC-ARC-1250-3-04	File - Correspondence, 1917-1919	1917-1919
RBSC-ARC-1250-3-05	File - Correspondence, 1919	1919
RBSC-ARC-1250-4-01	File - Letters: outgoing 1927 (May-Aug), Alan Ross Motor Sales Ltd.	1927
RBSC-ARC-1250-4-02	File - [Correspondence received, 1932]	1932
RBSC-ARC-1250-4-03	File - Correspondence 1934-1936 [1 of 2]	1932-1936
RBSC-ARC-1250-4-04	File - Correspondence 1934-1936 [2 of 2]	1932-1936
RBSC-ARC-1250-4-05	File - Correspondence 1937-1938	1937-1938
RBSC-ARC-1250-4-06	File - Correspondence 1939-1942 [1 of 2]	1939-1942
RBSC-ARC-1250-4-07	File - Correspondence 1939-1942 [2 of 2]	1939-1942
RBSC-ARC-1250-5-01	File - Correspondence 1952-1953 [1 of 2]	1952-1953
RBSC-ARC-1250-5-02	File - Correspondence 1952-1953 [2 of 2]	1952-1953
RBSC-ARC-1250-5-03	File - Correspondence 1951-1953	1951-1953
RBSC-ARC-1250-5-04	File - Insurance survey with estimates	1933

### Catalogues and reference books

Date: [ca. 1907-1934] (date of creation)

Physical description: 0.5 m of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-5-05	File - [United Iron Works - Eclipse pumps]	1907		
RBSC-ARC-1250-5-06	File - [E.C. Atkins & Co. - Saws]	1908		
RBSC-ARC-1250-5-07	File - [Crane Co. - Complete line of crane steam and hot water valves]	1909		
RBSC-ARC-1250-5-08	File - [Hudson Motor Car Company - Parts price list]	1911		
RBSC-ARC-1250-5-09	File - [Compressed Gas Co. - Oxy-acetylene welding and cutting appliances]	1912		
RBSC-ARC-1250-5-10	File - [Canada Metal Co. Limited - Catalogue "A"]	1914		
RBSC-ARC-1250-5-11	File - [Trumbull Electric MFG. Co. - Catalogue 11]	1916		
RBSC-ARC-1250-5-12	File - [Gray & Davis Inc. - Price lists of parts]	1917		
RBSC-ARC-1250-6-01	File - [Jeffree & Johnson Limited - Automotive equipment]	1923		
RBSC-ARC-1250-6-02	File - [Nerlich & Co. - Electric fixtures]	1925-1926		
RBSC-ARC-1250-6-03	File - [Trumbull Electric MFG. Co. - Safety switches]	1925		
RBSC-ARC-1250-6-04	File - [Fabbrica Isolatori Livorno - Line insulators]	1927		
RBSC-ARC-1250-6-05	File - The "ABC" Lumber Trade Directory and Year Book	1931		
RBSC-ARC-1250-6-06	File - [Bunting Brass & Bronze Co. - For service replacements]	1935		
RBSC-ARC-1250-6-07	File - [Canadian Wood Pipe & Tanks Ltd. - Catalogue No. 29]	n.d.		
RBSC-ARC-1250-6-08	File - [Fleck Bros Limited - Mill supplies]	n.d.		

RBSC-ARC-1250-6-09	File - [Northern Cranes - Catalogue No. 25, 26]	n.d.
RBSC-ARC-1250-6-10	File - [Fletcher Manufacturing Co. - Electrical construction supplies]	n.d.
RBSC-ARC-1250-7-01	File - [Gray & Davis - catalogues 1 of 2]	n.d.
RBSC-ARC-1250-7-02	File - [Gray & Davis - catalogues 2 of 2]	n.d.
RBSC-ARC-1250-7-03	File - [Fairbanks-Morse Automotive Equipment - catalogues 1 of 2]	n.d.
RBSC-ARC-1250-7-04	File - [Fairbanks-Morse Automotive Equipment - catalogues 2 of 2]	n.d.
RBSC-ARC-1250-7-05	File - [Canadian General Electric Co. - Catalogues 1 of 2]	n.d.
RBSC-ARC-1250-7-06	File - [Canadian General Electric Co. - Catalogues 2 of 2]	n.d.
RBSC-ARC-1250-8-01	File - [Dean Hill Pump Co. Anderson Ind. - Pumping machinery, steam turbines]	n.d.
RBSC-ARC-1250-8-02	File - [Specification Data Limited resource book]  <u>Note:</u>  File separated to 9-01.	n.d.

### Rental contracts, requisitions, and orders from clients

Date: 1913-1959 (date of creation)

Physical description: 8 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-8-03	File - Renting contracts (sample) 1913-1933	1913-1933		
RBSC-ARC-1250-8-04	File - Requisitions (sample) 1923	1922-1923		
RBSC-ARC-1250-8-05	File - Orders, 1959 (sample) [1 of 2]	1958-1960		
RBSC-ARC-1250-8-06	File - Orders, 1959 (sample) [2 of 2]	1958-1960		

### Order books

Date: 1906-1950 (date of creation)

Physical description: 0.3 m of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-8-07	File - [Order book, Sept. 1906-Apr. 1908]	1906-1908		
RBSC-ARC-1250-11-01	File - [Order book, June 1910-Jan. 1913]	1910-1913		
RBSC-ARC-1250-11-02	File - [Order book, June 1912-Dec. 1914]	1912-1914		



RBSC-ARC-1250-11-03	File - [Order book, Jan. 1915-Jan. 1916]	1915-1916
RBSC-ARC-1250-11-04	File - [Order book, Sept. 1919-Mar. 1921]	1919-1921
RBSC-ARC-1250-12-01	File - [Order book, Jan. 1925-Dec. 1926]	1925-1926
RBSC-ARC-1250-12-02	File - [Order book, Jan. 1927-Dec. 1930]	1927-1930
RBSC-ARC-1250-12-03	File - [Order book, Jan. 1931-Jan. 1932]	1931-1932
RBSC-ARC-1250-12-04	File - [Order book, Jan. 1932-Jan. 1933]	1932-1933
RBSC-ARC-1250-12-05	File - [Order book, Jan. 1934-Apr. 1938]	1934-1938
RBSC-ARC-1250-12-06	File - [Order book, Jun. 1938-Dec. 1942]	1938-1942
RBSC-ARC-1250-13-01	File - [Order book, Jan. 1943-Jul. 1945]	1943-1945
RBSC-ARC-1250-13-02	File - [Order book, Aug. 1945-Dec. 1947]	1945-1947
RBSC-ARC-1250-13-03	File - [Order book, Jan. 1948-Aug. 1950]	1948-1950

### Employee notebooks

Date: 1917-1937 (date of creation)

Physical description: 15 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-13-04	File - [Notebook, owner unidentifiable, Jul. 1917]	1917		
RBSC-ARC-1250-13-05	File - [Notebook from J. Hoffmeister, Nov. 1916-Sep. 1918]	1916-1918		
RBSC-ARC-1250-13-06	File - [Notebook from J. Hoffmeister, Jun. 1920, May 1921]	1920-1921		
RBSC-ARC-1250-13-07	File - [Notebook from C. Housley, Sep. 1921-May 1922]	1921-1922		
RBSC-ARC-1250-13-08	File - [Notebook from H. Smith, Jun. 1922-Sep. 1923]	1922-1923		
RBSC-ARC-1250-13-09	File - [Notebook from J. Moores, Nov. 1922-Dec. 1923]	1922-1923		
RBSC-ARC-1250-14-01	File - [Notebook from J. Davies, Sep. 1924-Apr. 1927]	1924-1927		
RBSC-ARC-1250-14-02	File - [Notebook from C. Housely, Aug. 1925-Oct. 1926]	1925-1926		
RBSC-ARC-1250-14-03	File - [Notebook from J. Hoffmeister, Apr. 1925-Jun. 1928]	1925-1928		
RBSC-ARC-1250-14-04	File - [Notebook from J. Hoffmeister, Jul. 1928-Jul. 1931]	1928-1931		
RBSC-ARC-1250-14-05	File - [Notebook from J. Hoffmeister, Aug. 1931-Jun. 1934]	1931-1934		

RBSC-ARC-1250-14-06	File - [Notebook from J. Hoffmeister, Jul. 1934-Feb. 1937]	1934-1937		
RBSC-ARC-1250-14-07	File - [Notebook from F. Hoffmeister, n.d.]	n.d.		
<b>Electrical permits</b>				
<u>Date:</u> 1911-1913, 1928-1941 (date of creation)				
<u>Physical description:</u> 6 cm of textual records				
<b>File / item list</b>				
Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-14-08	File - [Electrical permits (sample), 1911-1913]	1911-1913		
RBSC-ARC-1250-14-09	File - [Electrical permits (sample), 1928-1941, fldr 1 of 2]	1928-1941		
RBSC-ARC-1250-15-01	File - [Electrical permits (sample), 1928-1941, fldr 2 of 2]	1928-1941		
<b>Ephemera</b>				
<u>Date:</u> [ca. 1910-1928] (date of creation)				
<u>Physical description:</u> 3 cm of textual records 1 printing block : wood and metal ; 39 x 10 x 2 cm.				
<u>Physical condition:</u>  Some records related to the Keystone Pecan Company are severely creased.				
<b>File / item list</b>				
Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-15-02	File - [Reinhart Hoffmeister's Keystone Pecan Company records -- Orchard unit deeds and maintenance payment receipts]	1924-1928		
RBSC-ARC-1250-15-03	File - [Technical drawing, John A. P. Porter, n.d.]	n.d.		
RBSC-ARC-1250-15-04	File - [Complimentary Hoffmeister calendars for clients]	1910		
RBSC-ARC-1250-15-05	File - [Poster from Boundary Bay Sports Association second annual sports day, n.d.]  <u>Note:</u>  File separated to 9-02.	n.d.		
RBSC-ARC-1250-15-06	File - [Printing block, n.d.]  <u>Note:</u>  File separated to 9-03.	n.d.		

## Accounting records

Date: 1898-1957 (date of creation)

Scope and content:

The series contains records related to the financial administration of Hoffmeister Electric. Records are arranged in seven sub-series on the basis of their documentary forms: Tax records; Monthly time books for employees; Bank books of Reinhart Hoffmeister; Administrative bills; Insurance policies, leases, and deeds; Duplicate client invoices; and Ledgers.

The Tax records sub-series features federal, provincial, and municipal tax records from Reinhart Hoffmeister and Hoffmeister Electric. Files are arranged chronologically. Documentary forms include various corporate statements of assets and liabilities; federal income tax returns for employers; and Reinhart Hoffmeister's personal property and income tax statements.

The Monthly time books for employees sub-series includes four notebooks used to record the total number of hours worked and wages earned each month by Hoffmeister Electric employees. Notebooks are arranged chronologically by start date.

The Bank books of Reinhart Hoffmeister series features 12 bank books for accounts at the Bank of Nova Scotia and Dominion bank. Bank books record account deposits and total balances. Volumes are arranged chronologically by start date.

The Administrative bills sub-series comprises a sample of bills paid by Hoffmeister Electric for machinery and maintenance of various premises in Vancouver. Bills were paid for clean towels, electricity, water, telephones, delivery services, machine parts, and more. Files are arranged chronologically.

The Insurance policies, leases, and deeds sub-series includes the aforementioned records, which were generated or procured by Reinhart Hoffmeister, his brothers, or Hoffmeister Electric for properties in Vancouver, British Columbia. Records in this sub-series are maintained in their original physical order.

The Duplicate client invoices sub-series contains a sample of original timesheets that Hoffmeister Electric charged to its clients, as well as 12 ledgers featuring duplicate copies of client invoices. Timesheets and invoices record client names, work completed on particular dates, and total amounts owed. Files are arranged chronologically.

The Ledgers sub-series aggregates ledgers used for a number of accounting activities by Hoffmeister Electric employees. General ledgers record client names, contact information, orders, and payment history over long periods of time. Other ledgers chart till passes, total machinery sales in set time periods, and petty cash flow. Ledgers have been grouped according to the specific activities they were associated with (e.g. till pass books are maintained separately from volumes recording total sales).

Ledgers are then arranged chronologically within each sub-grouping.

Physical description: 3.5 m of textual records

### File / item list

## Tax records

Date: 1917-1957 (date of creation)

Physical description: 14 cm of textual records

Physical condition:

All records in the sub-series are severely creased.

**File / item list**

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-15-07	File - [Tax records from Reinhart Hoffmeister, 1917-1926 : fldr 1 of 4]	1917-1926		
RBSC-ARC-1250-15-08	File - [Tax records from Reinhart Hoffmeister, 1917-1926 : fldr 2 of 4]	1917-1926		
RBSC-ARC-1250-15-09	File - [Tax records from Reinhart Hoffmeister, 1917-1926 : fldr 3 of 4]	1917-1926		
RBSC-ARC-1250-15-10	File - [Tax records from Reinhart Hoffmeister, 1917-1926 : fldr 4 of 4]	1917-1926		
RBSC-ARC-1250-16-01	File - [Tax records from Reinhart Hoffmeister and Hoffmeister Electric, 1927-1957 : fldr 1 of 3]	1927-1957		
RBSC-ARC-1250-16-02	File - [Tax records from Reinhart Hoffmeister and Hoffmeister Electric, 1927-1957 : fldr 2 of 3]	1927-1957		
RBSC-ARC-1250-16-03	File - [Tax records from Reinhart Hoffmeister and Hoffmeister Electric, 1927-1957 : fldr 3 of 3]	1927-1957		

**Monthly time books for employees**

Date: 1922-1948 (date of creation)

Physical description: 4.5 cm of textual records

**File / item list**

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-16-04	File - [Time book, 1922-1926]	1922-1926		
RBSC-ARC-1250-16-05	File - [Time book, 1927-1928]	1927-1928		
RBSC-ARC-1250-16-06	File - [Time book, 1935-1943]	1935-1943		
RBSC-ARC-1250-16-07	File - [Time book, 1942-1943]	1942-1943		

**Bank books of Reinhart Hoffmeister**

Date: 1912-1941 (date of creation)

Physical description: 11 cm of textual records

**File / item list**

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-16-08	File - [Bank book for Dominion Bank, Feb. 1909-May 1912]	1909-1912		
RBSC-ARC-1250-16-09	File - [Bank book for Dominion Bank, May 1912-Sept. 1913]	1912-1913		

RBSC-ARC-1250-16-10	File - [Bank book for Dominion Bank, Sept. 1913-Dec. 1915]	1913-1915
RBSC-ARC-1250-16-11	File - [Bank book for The Bank of Nova Scotia, Feb. 1916]	1916
RBSC-ARC-1250-16-12	File - [Bank book for The Bank of Nova Scotia, Mar. 1916-Jan. 1918]	1916-1918
RBSC-ARC-1250-17-01	File - [Bank book for The Bank of Nova Scotia, Apr. 1919-Apr. 1923]	1919-1923
RBSC-ARC-1250-17-02	File - [Bank book for The Bank of Nova Scotia, May 1923-Jun. 1925]	1923-1925
RBSC-ARC-1250-17-03	File - [Bank book for The Bank of Nova Scotia, Jun. 1925-Apr. 1927]	1925-1927
RBSC-ARC-1250-17-04	File - [Bank book for The Bank of Nova Scotia, May 1927-Jun. 1928]	1927-1928
RBSC-ARC-1250-17-05	File - [Bank book for The Bank of Nova Scotia, Jan. 1928-May 1929]	1928-1929
RBSC-ARC-1250-17-06	File - [Bank book for The Bank of Nova Scotia, Jun. 1928-Dec. 1930]	1928-1930
RBSC-ARC-1250-17-07	File - [Bank book for The Royal Bank of Canada, Feb. 1939-Jul. 1941]	1939-1941

### Administrative bills

Date: 1921-1930 (date of creation)

Physical description: 10 cm of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-17-08	File - [Bills paid (sample), 1921 : fldr 1 of 3]	1921		
RBSC-ARC-1250-17-09	File - [Bills paid (sample), 1921 : fldr 2 of 3]	1921		
RBSC-ARC-1250-17-10	File - [Bills paid (sample), 1921 : fldr 3 of 3]	1921		
RBSC-ARC-1250-17-11	File - [Water, light, and telephone bills (sample), 1928-1930 : fldr 1 of 2]	1928-1930		
RBSC-ARC-1250-18-01	File - [Water, light, and telephone bills (sample), 1928-1930 : fldr 2 of 2]	1928-1930		

### Insurance policies, leases, and deeds

Date: 1912-1922 (date of creation)

Physical description: 9 cm of textual records

Physical condition:

All records in the sub-series are severely creased.

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-18-02	File - [Insurance policies, leases, and deeds, 1910-1922 : fldr 1 of 4]	1910-1922		

RBSC-ARC-1250-18-03	File - [Insurance policies, leases, and deeds, 1910-1922 : fldr 2 of 4]	1910-1922
RBSC-ARC-1250-18-04	File - [Insurance policies, leases, and deeds, 1910-1922 : fldr 3 of 4]	1910-1922
RBSC-ARC-1250-18-05	File - [Insurance policies, leases, and deeds, 1910-1922 : fldr 4 of 4]	1910-1922

### Duplicate client invoices

Date: 1916-1932 (date of creation)

Physical description: 1.5 m of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-18-06	File - Time sheets (sample), 1918-1920	1918-1920		
RBSC-ARC-1250-19-01	File - [Duplicate client invoices, 1916-1917]	1916-1917		
RBSC-ARC-1250-20-01	File - [Duplicate client invoices, 1917-1918]	1917-1918		
RBSC-ARC-1250-21-01	File - [Duplicate client invoices, 1919]	1919		
RBSC-ARC-1250-21-02	File - [Duplicate client invoices, 1920]	1920		
RBSC-ARC-1250-22-01	File - [Duplicate client invoices, 1921]	1921		
RBSC-ARC-1250-22-02	File - [Duplicate client invoices, 1922]	1922		
RBSC-ARC-1250-23-01	File - [Duplicate client invoices, 1923-1924]	1923-1924		
RBSC-ARC-1250-24-01	File - [Duplicate client invoices, 1925-1927]	1925-1927		
RBSC-ARC-1250-24-02	File - [Duplicate client invoices, 1930-1932]	1930-1932		
RBSC-ARC-1250-25-01	File - [Duplicate client invoices, 1928-1929]	1928-1929		
RBSC-ARC-1250-26-01	File - [Duplicate client invoices, 1927-1928]	1927-1928		
RBSC-ARC-1250-26-02	File - [Duplicate client invoices, n.d.]	n.d.		

### Ledgers

Date: 1898-1947 (date of creation)

Physical description: 1.8 m of textual records

#### File / item list

Ref code	Title	Dates	Access status	Container
RBSC-ARC-1250-18-07	File - [Ledger listing client accounts, 1907-1909]	1907-1909		
RBSC-ARC-1250-27-01	File - [Ledger listing client accounts, 1907-1910 : fldr 1 of 2]	1907-1910		

RBSC-ARC-1250-27-02	File - [Ledger listing client accounts, 1907-1910 : fldr 2 of 2]	1907-1910
RBSC-ARC-1250-27-03	File - [Ledger listing client accounts, 1908-1912]	1908-1912
RBSC-ARC-1250-27-04	File - [Ledger listing client accounts, 1912]	1912
RBSC-ARC-1250-27-05	File - [Ledger listing client accounts, 1913 : fldr 1 of 2]	1913
RBSC-ARC-1250-28-01	File - [Ledger listing client accounts, 1913 : fldr 2 of 2]	1913
RBSC-ARC-1250-28-02	File - [Ledger listing client accounts, 1914 : fldr 1 of 2]	1914
RBSC-ARC-1250-28-03	File - [Ledger listing client accounts, 1914 : fldr 2 of 2]	1914
RBSC-ARC-1250-28-04	File - [Ledger listing client accounts, 1915-1923 : fldr 1 of 2]	1915-1923
RBSC-ARC-1250-28-05	File - [Ledger listing client accounts, 1915-1923 : fldr 2 of 2]	1915-1923
RBSC-ARC-1250-28-06	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 1 of 9]	1915-1932
RBSC-ARC-1250-29-01	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 2 of 9]	1915-1932
RBSC-ARC-1250-29-02	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 3 of 9]	1915-1932
RBSC-ARC-1250-29-03	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 4 of 9]	1915-1932
RBSC-ARC-1250-29-04	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 5 of 9]	1915-1932
RBSC-ARC-1250-29-05	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 6 of 9]	1915-1932
RBSC-ARC-1250-29-06	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 7 of 9]	1915-1932
RBSC-ARC-1250-29-07	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 8 of 9]	1915-1932
RBSC-ARC-1250-29-08	File - [Loose ledger pages listing client accounts, 1915-1932 : fldr 9 of 9]	1915-1932
RBSC-ARC-1250-30-01	File - [Blank cash and credit statement book]	n.d.
RBSC-ARC-1250-30-02	File - [Accounts receivable and general ledger, 1914-1943]  <u>Note:</u>  File separated to 31-01.	1914-1943
RBSC-ARC-1250-30-03	File - [General ledger and possibly client list, n.d.]  <u>Note:</u>  File separated to 31-02.	n.d.
RBSC-ARC-1250-30-04	File - [Ledger, Dec. 1940-Nov. 1939]  <u>Note:</u>	1939-1940

	File separated to 31-03.	
RBSC-ARC-1250-30-05	File - [Ledger, Jan. 1898-Jul. 1900]	1898-1900
RBSC-ARC-1250-30-06	File - [Ledger, Jan. 1905-Nov. 1905]	1905
RBSC-ARC-1250-30-07	File - [Statement book, Feb. 1907-]	1907
RBSC-ARC-1250-30-08	File - [Bills payable ledger, Nov. 1908-Nov. 1912]	1908-1912
RBSC-ARC-1250-30-09	File - Purchase book [Ledger listing client orders, 1910-1911]	1910-1911
RBSC-ARC-1250-30-10	File - [Ledger listing jobs performed for clients and costs, Mar. 1911-Jun. 1911]	1911
RBSC-ARC-1250-32-01	File - Charges from time books, Sep. 1911-May 1912	1911-1912
RBSC-ARC-1250-32-02	File - [Ledger listing bills payable, Mar. 1915-1925]	1915-1925
RBSC-ARC-1250-32-03	File - [Statement book, Jan. 1927-Jun. 1930]	1927-1930
RBSC-ARC-1250-32-04	File - [Ledger recording income tax returns, wages, and expenses, 1930-1938]  <u>Note:</u>  File separated to 9-04.	1930-1938
RBSC-ARC-1250-32-05	File - [Monthly statements book, Jul. 1938-Dec. 1940]	1938-1940
RBSC-ARC-1250-32-06	File - [Purchase book, Jul. 1909-Jun. 1910]	1909-1910
RBSC-ARC-1250-32-07	File - Purchase book [Jan. 1909-Apr. 1912]	1909-1912
RBSC-ARC-1250-32-08	File - [Ledger recording total sales, 1909-1912]	1909-1912
RBSC-ARC-1250-33-01	File - Purchase book, [May 1912-Apr. 1939]	1912-1939
RBSC-ARC-1250-33-02	File - [Till pass book cover, 1915-1916]	1915-1916
RBSC-ARC-1250-33-03	File - [Till pass book, May 1916-Oct. 1916]	1916
RBSC-ARC-1250-33-04	File - [Till pass book, Nov. 1916-Sep. 1917]	1916-1917
RBSC-ARC-1250-33-05	File - [Purchase book, Aug. 1922-May 1924]	1922-1924
RBSC-ARC-1250-33-06	File - [Ledger listing sales and employee wages, Jul. 1930-Jan. 1939]	1930-1939
RBSC-ARC-1250-33-07	File - [Purchase book, Jan. 1934-Feb. 1936]	1934-1936
RBSC-ARC-1250-33-08	File - [Ledger recording petty cash transactions, 1913-1914]  <u>Note:</u>	1913-1914



	File separated to 34-01.	
RBSC- ARC-1250-33-09	File - [Ledger recording purchases and petty cash disbursements, 1914] <u>Note:</u> File separated to 34-02.	1914
RBSC- ARC-1250-33-10	File - [Cash book, Feb. 1921-Dec. 1921]	1921
RBSC- ARC-1250-33-11	File - [Cash book, Apr. 1920-May 1928] <u>Note:</u> File separated to 9-05.	1920-1928
RBSC- ARC-1250-33-12	File - [Cash book, Jan. 1922-Dec. 1922]	1922
RBSC- ARC-1250-35-01	File - [Cash book, Jan. 1923-Nov. 1924]	1923-1924
RBSC- ARC-1250-35-02	File - [Cash book, 1924-1926]	1924-1926
RBSC- ARC-1250-35-03	File - [Cash book, 1927-1931]	1927-1931
RBSC- ARC-1250-35-04	File - [Cash book, 1932]	1932
RBSC- ARC-1250-35-05	File - [Cash book, Aug. 1934-Feb. 1942]	1934-1942
RBSC- ARC-1250-35-06	File - [Cash book, Jan. 1935-Dec. 1939]	1935-1939
RBSC- ARC-1250-35-07	File - [Cash book, Jan. 1942-1947]	1942-1947