

**GUIDE TO THE ARCHIVES
OF
THE GREEN TREE**

SECTION A- History of the Company, Related Papers,
and 18th and 19th Century Records

B- Minutes of Meetings and Related Records

C- Cancelled Surveys and Policies

D- General Papers

E- Financial Records

G- Bound Volumes

H- Graphics & Audio

The Papers of The Mutual Assurance Company

General Information

The company archives of The Mutual Assurance Company, familiarly known as The Green Tree, consist of approximately document cases (about 350 linear feet) of financial accounts and receipts, correspondence, histories, cancelled insurance surveys and policies, and miscellaneous material. The papers date from the formation of the company in 1784 to 1995.

The archival records of The Green Tree are arranged in five major sections, as follows: A. Histories of the company, research notes, and eighteenth century general papers; B. Minutes of meetings and related records; C. Cancelled surveys and cancelled policies; D. General papers, including correspondence; E. Financial records and receipts. The company archives also include fifty eight volumes of Treasurer's Accounts, Cash Books, Street Registers, etc. In addition there are 151 volumes of manuscript and typescript records, which include original and typescript copies of the Minutes of Meetings of the Board of Trustees, copies of the company's annual reports to the Pennsylvania Insurance Department, ledgers, and cash books, and other financial records.

A microfilm copy of the records of The Green Tree up to 1965 has been made for security purposes and is stored at Arca Data Security, Inc. in King of Prussia. An inventory of this microfilm is attached to this report. The National Park Service microfilmed the cancelled policies and cancelled surveys for research purpose in the mid-1950's.

Certain items which would normally be housed in the archives have been removed and placed on display in various exhibits throughout the office; others were inter-leafed in the three volume bound manuscript history of the company, The Green Tree Grows in Philadelphia. These were removed and placed in folders in Box A 2.1; a list of these pieces is appended. Photocopies of the original documents were placed in the manuscript.

History of The Green Tree

The Mutual Assurance Company for Insuring Houses from Loss by Fire was organized in Philadelphia in 1784, in order to make fire insurance available to those citizens who wished to have trees in front of their houses. Insurance for such risks was written by The Philadelphia Contributionship from the time of its formation in 1752 until 1781 when a by-law was enacted excluding houses with trees nearby from Contributionship protection. Having failed in their efforts to persuade The Contributionship to revoke the ban on trees, a group of

sixty-one men met on

July 8, 1784 at the City (or London) Coffee House and agreed to create a new mutual fire insurance company. A Deed of Settlement was adopted and a green tree was selected as a symbol to appear on the company's policies and fire marks.

At a second general meeting held on September 29, 1784, the organization of the new company was completed. A Board of Trustees of thirteen members was elected and a treasurer, a surveyor, and a clerk were named. Houses with nearby trees were expressly included as insurable but an additional premium was levied on them because of the additional risk trees were thought to represent.

The new company, organized at a time of general financial instability, issued 64 policies during its first year of operation. Thereafter the rate of new business was slow, the low point being reached in 1787 when only eleven new policies were written. Not until 1791 did the company show a surplus, a slender one of \$86.

During its first seven years of operation The Green Tree suffered no fire losses. Having experienced a growth of underwriting beginning in the 1790's, the company entered into a long period of growing financial strength. By 1806 the surplus was \$12,659; in 1819 it was \$88,954; and in 1850 it had reached \$414,542. In July 1850 The Green Tree was faced with the greatest fire losses in its history. A major conflagration burned over a section of Philadelphia's downtown area, the heart of Mutual's underwriting territory. Fifty-eight Green Tree policyholders presented claims totalling \$95,000. These were paid off promptly, with no lasting effect on the growth of company funds. In fact, in 1912 the financial structure of the company was so sound that it (following the lead of The Contributionship) began to pay annual dividends on deposits.

The Green Tree's most important contribution to American insurance underwriting practices was the institution of the perpetual policy. Until 1801 Mutual's policies were written for a seven-year term, renewable without additional deposit provided the owner made application within a designated time period. In order to save administrative costs and especially to avoid payment of the stamp tax levied in 1799 during the turmoil of the quasi-war with France, The Green Tree began writing perpetual policies. Term insurance was phased out and perpetual insurance on preferred risks has been the Mutual Assurance Company's major field of insurance since that time.

Between 1784 and 1812, The Green Tree had no company offices; business was conducted out of the office of the clerk, and meetings of the Board and policyholders were held at various inns and other public buildings. In September 1812, the company took the important step of purchasing a building at 54 Walnut Street to house its offices, to accommodate the monthly meetings and dinners of the Board of Trustees, and to serve as a residence for the treasurer and his family.

Mutual's offices remained at 54 Walnut until the spring of 1856 when the Board, feeling that the area had become too congested and inconvenient, authorized the purchase of new quarters at 526 Walnut Street. In 1912, the company made another move. Its property at 526 Walnut was purchased by the Penn Mutual Life Insurance Company, and The Green Tree bought adjoining town

houses at 238 and 240 South 4th Street.

Both buildings are historically and architecturally important, and they were restored and preserved as faithfully as possible by The Green Tree. The Shippen-Wistar house, as 238 South 4th is known, is the older of the two, having been built in the 1750's or 1760's by William Shippen, Sr. on land granted by the Penns to the Shippen family 1744. Shippen was a Pennsylvania delegate to the Continental Congress.

His son, Dr. William Shippen, Jr., probably the first occupant of the house, was Director General of Hospitals for the Continental Army. He later delivered the first anatomy lectures even given in the United States, either in the Shippen-Wistar house or in an annex. Shippen was married to the former Alice Lee of Stratford Hall in Virginia, whose family became famous for its military and diplomatic leadership. Two of Alice Lee Shippen's brothers attended the Continental Congress and one was a delegate to the Constitutional Convention. During the Convention the Shippen household was a center of social activity, visited by George Washington and John Adams, among others.

Following family tragedies, the Shippens left the house in 1797 and in the following year it was purchased and occupied by Dr. Caspar Wistar, a member of the faculty of the University of Pennsylvania and of the staff of the Pennsylvania Hospital. Wistar was a leading member of the American Philosophical Society, succeeding Thomas Jefferson as its president. His associates at the Society often gathered at the Wistar home for informal parties. So popular were these gatherings that they continued even after Wistar's death and came to be known as "Wistar Parties." The Wisteria plant was named in Dr. Wistar's honor by botanist friends.

The Cadwalader House, 240 South 4th Street, was built by Joseph Parker Norris in 1826. Norris suffered financial reverses, and the house was sold at sheriff's sale. After passing through several hands, it was bought by Judge John Cadwalader in 1837. It remained in the possession of the Cadwaladers until it was purchased by The Green Tree in 1912.

By 1980 The Green Tree was outgrowing its offices. Temporary space was rented at 206 S. Fourth Street, and a property at 232 S. Third Street was purchased with the intent of moving some divisions of the company into it. Soon recognized to be impractical, the property was sold and The Green Tree purchased a group of properties, 400-414 Walnut Street and 206 S. Fourth Street from General Accident Insurance Company in 1985. Major renovations were undertaken. Where original features of the building existed, notably in the lobby area and on the eleventh floor, they were restored as faithfully as possible.. Departments moved in gradually until the move was completed in June 1988. 414 Walnut Street became the new official headquarters of The Green Tree. The Shippen-Wistar and the Cadwalader houses were sold to the Episcopal Diocese of Pennsylvania.

414 Walnut Street was originally built in 1924 by General Accident Insurance Company according to the plans of John Watson. The facade of the building bears the coats of arms of the various countries in which General Accident was doing business at that time. Adjoining it at 400 Walnut Street,

is an earlier building also built by General Accident, ca. 1906. The Green Tree provided access to this building on several different floors. 206 S. Fourth Street is an earlier townhouse, built ca. 1840; and converted to office use.

Throughout its long history, members of the Mutual's Board of Trustees were drawn from leaders of Philadelphia's business and professional circles. Two early members, Matthew Clarkson (trustee, 1784-1800) and Robert Wharton (trustee, 1792-1830) were mayors of the city. The names Cadwalader, Mitchell, Norris, Biddle, and Wister recur on the list of trustees. There have been fifteen treasurers since the company was organized, of whom five have been members of the Lewis family. From Lawrence Lewis who became treasurer in 1833 until Clifford Lewis, Jr. retired in 1946, the office was occupied continuously by Lewises.

In 1949 The Stock Insurance Company of The Green Tree was organized by The Mutual Assurance Company. A wholly owned subsidiary, it formed to write extended coverage on houses insured against loss by fire by the Mutual. Its records are a part of the archives of The Mutual Assurance Company. In 1986 the Stock Insurance Company of The Green Tree changed its name to The Green Tree Insurance Company; in 1988 this company began writing a term homeowners policy. A downstream holding company, The Green Tree Companies, Inc. formed in 1986; the companies which comprised this group are: American Loyalty Insurance Company, Old Dominion Insurance Company, The Green Tree Insurance Company and The Mutual Assurance Company.

In 1988 The Mutual Assurance Company purchased Valley Insurance Company which was located in Shippensburg, Pennsylvania. Formerly Valley Mutual Insurance Company, Valley was the result of a merger of five small farm mutuals operating in Cumberland and Franklin counties: Franklin County Mutual Insurance Company, Friendship Mutual Fire Insurance Company of Franklin County, Lurgan Mutual Fire Insurance Company of Franklin County, Centennial Mutual Fire Insurance Company and Cumberland Valley Farmers' Mutual Fire Insurance Company. The records of these companies once a part of the archives of The Mutual Assurance Company have been given to the Cumberland County Historical Society. Valley Insurance Company wrote homeowners, businessowners, and farmowners insurance policies on a term basis. In 1990 The Mutual Assurance Company closed the office in Shippensburg and moved the insurance operations to the Philadelphia office. Valley merged into The Green Tree Insurance Company in 1992. This acquisition gave The Green Tree entree into the commercial insurance market. The company's business owners' policy (BOP) is written through Valley Insurance Company.

In 1989 The Mutual Assurance Company purchased American Loyalty Insurance Company from the Continental Corporation. American Loyalty, which was licensed in more than 30 states, principally sold homeowners insurance through mortgage lending companies as well as flood insurance. The company remained in Columbus, Ohio until 1990, when it moved to Gahanna outside of Columbus. In 1994 that office was closed and operations moved to Philadelphia.

Old Dominion Insurance Company was purchased by The Mutual Assurance Company in 1991. This company, headquartered in Jacksonville, Florida, writes

homeowners, ocean marine, inland marine, and private passenger and commercial automobile insurance and commercial multi-peril packages.

In 1996 The Mutual Assurance Company and its various subsidiary companies merged into National Grange Mutual Insurance Company (NGM), headquartered in Keene, New Hampshire. The Mutual Assurance Company's perpetual policies continue in force, having been assumed by National Grange.

Section A - History of The Company, Related Papers, and Eighteenth and Nineteenth Century Records

Because of The Green Tree's long unbroken record of providing property insurance for acceptable risks in and around Philadelphia, the homogeneity and continuity of the membership of the Board of Trustees and staff over nearly two centuries, and the persistence of tradition in the company's management and routine, there has been considerable interest in the history of the company.

The Green Tree is the subject of two manuscript histories, copies of which are deposited in the company archives. These are The Green Tree: It's Town and Times by Owen Wister and The Green Tree Grows in Philadelphia by Clifford Lewis, Jr. These manuscripts, together with related correspondence, drafts, research notes, background material, etc., totalling six documents cases, comprise part of Section A of The Green Tree Archives.

Owen Wister, 1860-1938, a well known author, was elected a trustee of The Green Tree in 1899 and Chairman of the Board in 1925. In Mr. Wister undertook the task of preparing a brief historical sketch of The Green Tree for publication and distribution in honor of the company's 150th anniversary. Once his research was underway, Mr. Wister enlarged his purpose, deciding to write a full scale history of the company set in perspective in relation to contemporary local and national events. This work was unfinished at the time of Wister's death in 1938. Wister's manuscript appears to have been completed or nearly completed in substance. It is apparent, however, that the author did not have an opportunity to revise or edit the draft.

Wister's manuscript and related correspondence are located in Box A1. This contains the ribbon copy and a positive photocopy of the manuscript, plus two folders of related correspondence and other material. The manuscript, which is entitled The Green Tree: Its Town and Times, is 291 pages of double-spaced typescript, plus 29 additional pages of text which could not be fitted into the body of the manuscript. There are two different versions of pages nine through sixteen. Accompanying the manuscript is a six-page typed analysis entitled "Comments on Manuscript" The Green Tree: Its Town and Times. These observations are dated July 12, 1939, and are unsigned; however references within the accompanying correspondence make clear that it is the work of Clifford Lewis, Jr. The first page of the "Comments" consists of narrative evaluation of the manuscript as a whole. The remainder consists of specific criticisms referenced by letter to passages of the manuscript. These are indicated on the photocopy of the manuscript.

In addition, there is one folder of correspondence (about 40 items, 1934-1939) regarding the writing and possible publication of the book. Included are typed letters, carbon copies, and autograph letters by Owen Wister, Clifford Lewis, Jr., James D. Winsor, Richard Wood, Theodore W. Reath, and Owen, J. Wister, son of the author and an executor of the estate. The posthumous correspondence concerns the possible revision, enlargement, and publication of the manuscript. For various reasons, this was not done.

A second attempt at writing a full scale history of The Green Tree was undertaken by Clifford Lewis, Jr. about a decade later. Lewis, Treasurer of the Mutual from 1926-1946, was the fifth member of his family to hold that position. His ancestor, Lawrence Lewis, was named Treasurer in 1933; and his grandfather, and father, and brother preceded him in office. Moreover, several other ancestor served as members of the Board of Trustees, including the first.

Mr. Lewis was, therefore, profoundly interested in the history of the company because of his own employment, his family's long association with it, and because of a temperamental bent toward historical research and traditional uses. Mr. Lewis spent a decade between his retirement in 1946 and his death in 1956 completing and perfecting his research, organizing and tabulating notes, and drafting chapters and parts of chapters in preparation for writing the history. He was aided in his research by Marjorie Robertson Maurer, his secretary and assistant. When Mr. Lewis died in 1956, Mrs. Maurer, at the request of the Treasurer and a committee of the Board, undertook to compile and draft a history of The Green Tree based for the most part on Mr. Lewis's research. Incorporating some additional research of her own, Mrs. Maurer completed her manuscript in May of 1957. The ribbon copy of the manuscript, entitled The Green Tree Grows in Philadelphia, 230 pages typescript bound in leather loose leaf binders, is at the Green Tree's offices in Philadelphia. (N. B. Interleaved in these volumes are photocopies of some 98 items gathered from Mutual's records and other sources for use as illustrations. The original documents have been placed in folders in Box A-2.1 in the archives. A list of these documents has been inserted in the front of the first volume of the manuscript and a copy of the list is appended to this report.

Mr. Lewis was a meticulous researcher with a preference for the accurate over the colorful. His history is based upon research in the Minutes of the Board of Trustees, Treasurer's reports, receipts, correspondence, and other archival records of the Mutual, oral tradition of the Lewis family and The Green Tree's Board of Directors, contemporary newspapers, and general histories of Philadelphia and the United States.

Numerous notes, transcripts, clippings, drafts, etc., reflecting Mr. Lewis's research and that of his assistant, survive. These together with a carbon copy of the Lewis/Maurer manuscript, fill five document cases (A2-A6).

Box A2 contains a carbon copy of The Green Tree Grows in Philadelphia in six chapters, plus a detailed table of contents, index, bibliography, and list of trustees, and the ribbon copy of an earlier draft of 211 pages, plus a twenty-two page fragment. In addition there are two versions of a manuscript pieced together from Mr. Lewis's notes, drafts, studies, and articles. These, compiled under Mr. Lewis's working title for his history "The Log of The Green Tree," contain much of the information which later was incorporated into The Green Tree Grows in Philadelphia. However, it also contains some information which is not to be found in the later version.

Materials amassed and compiled in preparation for writing the history of The Green Tree are included in four document cases (A3-A6). Some of this material is well organized and digested, but most of it is made up of fragments of drafts, research notes, sketches, memoranda, etc., filed topically. These items are largely the product of research by Clifford Lewis, Jr. and Mrs. Maurer. However some of the information apparently was developed by Clifford Lewis, 3rd, a serious amateur historian who shared his father's interest in the history of the company. In addition there are two folders of biographic sketches of trustees which were commissioned by The Green Tree and prepared by Ernest Spofford of the Historical Society of Pennsylvania in 1931.

Box A3 contains Spofford's biographic sketches of trustees and treasurers. The first folder of biographies contains an alphabetical list of trustees, 1784-1952, and a chronological list of trustees, presiding officers, and treasurers. Also included in Box A3 is a register of meetings of the trustees showing dates and places of meeting and attendance. There is a typescript and photocopy of studies by Mr. Lewis on the following topics: The Archives of The Green Tree; The Perpetual Policies of The Green Tree; Growth of Funds; Insurance in Force; Ages of Policies; Statistical Material, 1784-1934; and The Biography of Policy #2186.

Boxes A4 and A5 contain material in some detail on the following topics: Offices and Meeting Places of The Green Tree; Yellow Fever; Currency, Banks, and Banking; Policies and Policyholders; Fires and Firefighting; Funds of The Green Tree; Donations and Contributions; the Shippen-Wistar and Cadwalader Houses; McCall House (insured by Mutual Assurance Company Policy #1); Dickinson House (home of a leading Revolutionary figure); Early Clerks and Superintendents. There are also three folders of extracts from newspapers of the 1780's; extracts from the Minutes of the Board of Trustees, 1784-1803; a resume of Minutes; and a folder regarding the Deed of Settlement, including various printed versions. Finally there are three folders of biographic material, two of which are arranged alphabetically and one which includes information regarding trustees.

Box A6 contains raw research material arranged alphabetically by topic (examples: the City Tavern, rewards for exertions at fires; news of Philadelphia). Much of this data has been incorporated in the manuscript histories of The Green Tree. There is, however, a large quantity of extraneous information in these files.

In celebration of the company's bicentennial Carol Wojtowicz wrote a third history of the company which was published in two parts, the first in 1984 and the second in 1985. They were mailed to policyholders in 1984 and 1985 with annual meeting materials. In 1984 the emphasis was placed upon the people who formed the Green Tree, governed, and staffed it over the years and the ways in which they influenced its growth. In 1985 Carol Wojtowicz examined the external influences on the company's development: economic, social and political. The histories, outlines, and drafts are found in Box A7 together with correspondence files and background research notes. Box A8 contains background information, primary and secondary sources and notes used in the preparation of these histories.

The company also published two full-length books; **The Architectural Surveys**, in 1976 and the **Catalogue of The Green Tree Collection**, as its contribution to the Bicentennial celebration of the United States. They retained Dr. Anthony N. B. Garvan to write the books. **The Architectural Surveys** reproduced the first ten years of the company's extant surveys together with information on the early policyholders and the history of the policy. An extensive prologue placed the founding of the company in context, describing other insurance ventures, fire prevention efforts, the background of influential founders, and aspects of Philadelphia life. Garvan also provides a brief analysis of Philadelphia architecture as revealed through The Green Tree documents and a synopsis of early office procedures. The company initially planned to publish a second volume of surveys from 1794 -1801 the end of the seven-year renewable surveys. This was never accomplished although research on those policies and policyholders was done. Box A9 contains rough drafts and page proofs for the first volume. Box A10 contains research notes, correspondence and book review files, again for Volume I. Box A11 contains research notes and copies of materials prepared for publication in Volume II. Box A12 contains camera copies of surveys for Volume II as well as rough drafts.

The **Catalogue of The Green Tree Collection** presents detailed descriptions of fire marks, the company's early office furniture and equipment, portraits, decorative arts and fire fighting artifacts. An introduction to each section and the book in general places the individual pieces in context. Correspondence, book reviews and drafts are found in Box A13. A14 holds additional chapter drafts, printer mock-ups and blue-lines.

Box A15 and A16 contain sundry eighteenth and early nineteenth Century papers. Except for cancelled policies and surveys, the minutes of meetings of the Board of Trustees (which are terse and devoid of extraneous information and detail), and early financial records, there is little pre-twentieth century material in the archives of The Green Tree. The several moves of the company's offices probably account in part of this. However, the explanation for lack of a sizable amount of general correspondence and office records from the first century of the company's operation lies in the fact that the Mutual wrote insurance only on houses within very narrow geographic limits and most of the company's business was consequently conducted in person.

Box A15 and 16 contain the following: a letter book containing copies of The Mutual Assurance Company's outgoing correspondence dated August 24, 1835 - November 14, 1862. There are 58 letters by Lawrence Lewis and David Lewis regarding policies, mortgages, taxes, and Mutual's operating practices; a folder of approximately 25 letters from the fire marshall and volunteer fire and hose companies, 1812-1862; a folder of appeals for charitable and patriotic contributions (6 items) 1845-1864; a folder of correspondence, etc., regarding office routine, 1793-1876; a folder of committee reports, 1805-1854; a folder of letters of members of the Board of Trustees, 1820-1845; a folder of letters regarding waiver of penalties, 1807-1841; a folder of correspondence concerning the McMurtrie Mortgage, 1785-1835; a folder of correspondence regarding mortgages and loans, 1809-1905; a letter of Matthew Clarkson dated May 6, 1794; a marine insurance policy of Robert Wharton; a folder of miscellaneous correspondence, 1806-1957; a folder of election records; a receipt book of John Clement Stocker; correspondence of Lawrence Lewis (1833-1856), of David Lewis (1856-1881), and of Clifford Lewis

(1881-1919).

Much of this material has been repaired and restored and many of the letters are mounted in folders. However, there are very fragile items among the material in Boxes A15 and A16, and they should be handled with care.

Section B: Minutes of Meetings and Related Records

Minutes and other records relating to the meetings of the Board of The Mutual Assurance Company and The Stock Insurance Company of The Green Tree, and of the committees of these Boards, comprise Section B of The Mutual Assurance Company's archives. Included are 32 document cases of correspondence, notes, minutes, reports, and miscellaneous related material.

There are six boxes (B1-B3.1) of typescripts of the Minutes of the Board of Directors, 1784-1917, generally two sets of each minute book. The originals of these minutes are stored with other bound volumes in the archives.

The files relating to meetings of the Board of Directors of The Mutual Assurance Company, 1920-1973, total 15 boxes (B4 -B18). Contents are varied during the early years, becoming more routine in later years. The following types of materials are irregularly present for the monthly meetings of the Board; notes for minutes, drafts of minutes, financial and business activities reports, memoranda, committee reports, and correspondence relating to the meetings (mostly letters announcing meetings and responses). Similar records are present concerning the annual meetings of policyholders and special meetings of the Board. Records for more recent meetings are currently retained by NGM.

The correspondence is mostly that of the Treasurer, Chairman of the Board, and other active members. It concerns almost exclusively Mutual Assurance Company business, with a very few personal notes and comments. There are approximately 15-20 letters of Owen Wister's in this material. These records are filed chronologically by year only, as is much of Section B.

Records of the Finance Committee of The Mutual Assurance Company, deriving from 1925-1970, comprise four document cases (B19-B22). This is mostly routine material consisting of correspondence of the Treasurer, committee members and Mutual's brokers regarding transactions, meetings, and investment practice and philosophy. In addition there are notes and memoranda regarding the meetings, a smattering of printed business surveys and reports, and records of security transactions (irregularly present) and other financial reports. These records are filed chronologically by year only.

There are two folders of memoranda, correspondence, confirmations, etc., regarding security transactions, 1961-1966, filed separately at the end of the Finance Committee chronological material in Box B22.

Material relating to The Mutual's Insurance Committee, 1920-1970, is contained in two boxes (B24-B25). This is largely correspondence with a lesser amount of memoranda and miscellaneous material. Early material is irregular and is general in subject matter. Material from the late 1930's and 1940's is

heavier and more substantive, regarding the scope of The Green Tree's operations, relations with the Insurance Department of Pennsylvania, the payment of commissions to brokers, wording of policies, interpretation of the Charter and Deed of Settlement, and other legal and policy matters. An important part of the correspondence is that of the Legal Counsel, Theodore W. Reath.

There is one box of records regarding the activities of the Committee on Charitable Contributions, 1950-1969 (B23). This consist of correspondence, reports, memoranda, minutes, etc. regarding Mutual's charitable contributions. There are interesting letters soliciting gifts, reflecting corporate philosophy and individual opinion about philanthropy, and concerning tax benefits. There are also lists showing the record of Mutual's charitable contributions throughout its history. Later listings of charitable contributions made can be found in the Board minutes generally made at the December meeting.

There are a total of seven boxes of material relating to the meetings of the Board of Directors and committees of The Stock Insurance Company of The Green Tree, 1949-1970 (B26-B32). Of these, five concern the meetings of the Board and include memoranda, agenda, minutes, a slight amount of correspondence, and reports of the financial status and security transactions of the Stock Company. The remainder of the Stock Company material (Boxes B31 and B32) consists of a box and a half of records of the Finance Committee, 1949-1970, which is almost entirely summaries of security holdings; and a folder of memoranda, 1959-1965, concerning the Insurance Committee.

Section C - Cancelled Surveys and Policies (Boxes C1-C205)

A highly important component of The Mutual Assurance Company's archives is the 205 document case collection of cancelled surveys and policies. These represent a continuous, and surprisingly complete, record of the company's early term (1784-1801) and perpetual insurance business from the time of its inception until the present.

Of the 205 cases in this section, sixty-seven (C1-C67) contain cancelled surveys, filed numerically by policy number. (Some of the early surveys have survey numbers which are at variance with their policy numbers. These have been disregarded for the purposes of filing since the great majority of surveys has been assigned the same number of the policy.)

Prepared by surveyors employed by the company, the surveys provide descriptive information regarding the insured property in varying detail. Typically the descriptions include dimensions, type of construction, and architectural features. This may be amplified by sketches of floor plans, information about the use the structure, descriptions of auxiliary buildings, etc. Later surveys also include photographs. Information regarding fire protection and unusual risks attendant upon the structure is usually included. In numerous cases, resurveys have been made to update earlier appraisals. Many of the surveys have been annotated to indicate alterations to the structure or modification in the

nature of the risk.

Approximately 50% of the surveys for policies issued before 1801 (when the perpetual policy was adopted) survive. A partial list of missing surveys is included in Box C1. This was compiled from notes interfiled with the surveys, probably indicating that the staff or an outside researcher at some time had a need for the surveys cited.

There is one box containing surveys of what appear to be properties which were never insured. There are also some miscellaneous papers pertaining to surveys. These surveys need to be unfolded, foldered and indexed.

There are 95 (C67-C171) document cases of cancelled policies filed numerically. A rough count of policies up to Policy Number 2267 (the oldest active policy) indicates that approximately 10% are missing. Policies include the address of the property, the date of coverage, the amount of insurance and the rate of premium. They may or may not provide a brief description of the property. Many are annotated (some very extensively) indicating transfer of ownership or alterations of the risk. The date of cancellation, and occasionally the reason, is noted.

There are 33 document cases (C172-C205) of cancelled policies of The Stock Insurance Company of The Green Tree, all issued after 1949 when the company was formed. The early policies provided extended coverage and additional extended coverage on properties covered by Mutual fire insurance policies. The later policies are the first perpetual homeowners policies first written through the Stock Insurance Company.

Also found within this section are 34 boxes of microfiche images of the photographs found on the surveys. In 1984 the company converted its collection of survey negatives to a microfilm and microfiche format, as the early film which was on nitrate and cellulose bases was starting to deteriorate. Images are filmed by policy number; both a positive and negative format exist for easy reference and reproduction. Full-size photographs can be printed by sending the negative image of the microfiche to a high quality photographic lab. The master copy of this microfiche is at Arca Data Security Inc.

There are also rolls of microfilm of surveys of the Mutual Assurance Company done by the National Park Service in 1956.

A few interesting surveys and policies have been removed from the archives for display in exhibits throughout the company's offices at 414 Walnut Street or as illustrative material for Mr. Lewis' history.

N.B. Many of the earlier surveys and policies are in very fragile condition and should be handled with care.

A location index to the cancelled surveys and policies, done in the 1930s and kept current through the mid-1970s, is found in the card file cabinet. There are frequent notations to "Map no." or "Sanbourn, p. " Some of the company's twentieth century surveyors marked insured properties on the Sanbourn maps. Those maps form a part of the archives. (For Oak Lane policies -64th Street -78th Street check the North 32nd-73rd street files.)

Section D - General Papers (Boxes D1 - D

The general papers of The Mutual Assurance Company consist of 68 document cases of correspondence, memoranda and notes, circulars, and other records filed topically. Although there are occasional exceptions, by the far largest part of this material derives from the years between 1906 and 1946. Most of the papers surviving from the years before 1906 have been filed in Section A; general correspondence beginning with 1946 has not yet been brought into the archives. The bulk of the correspondence is made up of letters addressed to the Treasurer and of carbon copies of his letters. Much of the material in Section D is routine, reflecting the day to day operations of the company.

A brief inventory of the contents of each box in this section with occasional comment follows:

Boxes D1.1 through D1.12 contain papers filed under the general heading "Acquisitions and Real Estate." This material is highly important in documenting the provenance of much of Mutual's furniture, china, glassware, silver, art and museum pieces as well as providing information about the acquisition and renovation of its offices. This material, in variance from the remainder of Section D, contains numerous bills, receipts and research notes deriving from Mr. Lewis's and Mrs. Maurer's study of the history of the company.

Box D1.1 contains material on the Shippen-Wistar and Cadwalader Houses including deeds, contracts, etc.; a 1973 architectural study of the Shippen-Wistar house by Winterthur scholar Wendy Wicks; correspondence and notes regarding the history of the houses and their early residents; bills, correspondence, etc. concerning the company offices at 526 Walnut Street and the move from there to the present offices; correspondence and other material pertaining to the organization of the Colonial Dames, tenants in the Shippen-Wistar and the Cadwalader houses before and for a brief time after the properties were acquired by Mutual; and papers relating to 404-406 Locust Street.

Box D1.2 includes plans, bills, correspondence, etc., pertaining to the renovation and decoration of the Shippen-Wistar and Cadwalader Houses in 1926 and alterations made in 1947 and 1957.

Box D1.3 includes further information regarding buildings and grounds, notably correspondence pertaining to the redevelopment of the Society Hill and Independence Hall areas and scattered committee reports of the Real Estate and Furniture Committee.

Box D1.4 includes files on the heating system, the vault, and the protective system, and committee reports, bills, plans, and correspondence regarding the gardens including quite a bit of material about the landscaping of Mutual's grounds in 1936. There is also a folder of material relating to the Historical Plaques affixed to the Shippen-Wistar House (including blueprints) and other plaques honoring individuals connected with the Mutual.

D1.5 contains 1934 and 1940 appraisals of Mutual's property by the Keystone Appraisal Corporation; a folder of correspondence on museum acquisitions and offerings, and another on the disposal of outdated and surplus furniture. There is a large lot of bills, letters, etc., regarding the purchase of Erskine-Danforth reproductions in the 1920's and a folder of material pertaining to the efforts of The Green Tree to purchase antique iron balconies. There are folders on the following specific topics: the Arms of England fireback, the Duncan Phyfe antique table in the board dining room, the John Wood clock, and the Canal Panels in the garden wall.

Box D1.6 contains inventories of furniture, glassware, etc., copies of bills, and research notes regarding the furnishing of the present and earlier offices of The Green Tree. It also contains correspondence of the Bicentennial Committee.

Box D1.7 contains correspondence of the Real Estate Committee from the 1970s, photographs of 240 S. Fourth St. and material pertaining to the 1983 renovations.

Box D1.8 contains material pertaining to the purchase of the Bishop Stevens House at 232 S. Third Street.

Box D1.9 contains materials pertaining to the sale of 240 S. Fourth Street in 1988.

Box D1.10 contains material pertaining to the purchase of 414 Walnut Street including the National Register Nomination form, correspondence and drawings from Cynthia Drayton, and correspondence pertaining to The Green Tree sign. A supplemental volume contains information on the financing, renovations and acquisitions. An additional volume contains contractors specifications for renovations. This box has been retained for the time being by NGM.

Box D1.11 contains deeds and properties of title for 400-414 Walnut Street as well as some of The Mutual's earlier offices. (Deeds for 400 - 414 Walnut Street were retained by NGM.)

Box D1.12 contains the materials pertaining to the Agreement of Sale for Old Dominion Insurance Company in 1989. (This box was retained by NGM)

Box D1.13 contains some internal Green Tree memos pertaining to the acquisition of American Loyalty Insurance Company in 1989 in addition to some advertising materials showing their affiliation as a Green Tree company.

Boxes D2.1 - D2.5 contains correspondence, samples etc.memoranda, etc., regarding Advertising (including a 1908 booklet issued by The Green Tree);as well as " A Comparative Study of the TV Commercials of Green Tree and the National Associations of Health and Life Insurance Companies prepared for Dechert Price & Rhoads as part of the trademark suit (Box D2.1). Box D2.4 contains articles from the 1960s, 1970s and 1980s from other publications referring to The Green Tree.

Box D3 covers Art (general information, including 1967 correspondence with Winterthur about the photography of Mutual holdings for their collection of photographs of American Art before 1900; for material regarding Mutual's

collection of portraits, see Box D36); Audits (audit reports are filed in Section E); Banks; and Bonds.

Box D4 covers Brokers, including insurance brokers (there is a folder of material regarding the payment of commissions to brokers, a controversial subject at the Mutual) and securities brokers; the offer of insurance on the James Buchanan house in Lancaster, PA, the subject of some correspondence in 1944; Buildings and Grounds (covering real estate owned by The Green Tree other than its office buildings); and Solicitations of Business (mostly dating from the 1950's).

Box D5 contains material pertaining to the Charter and Deed of Settlement including interpretations and numerous printed versions of both;

Box D6 contains material pertaining to the Incorporation of The Mutual Assurance Company and The Stock Insurance Company, trademark certificates. (This box was retained by NGM.)

Box D7 contains samples of Christmas cards printed and circulated by the company to policyholders, vendors and friends from 1973 to the present.

Box D8 contains Circular Letters (received and sent out by The Mutual); and Contributions (solicitations, summaries of contributions, etc.; see also papers regarding the Committee on Charitable Contributions in Section B).

Box D10 includes reports of the Committee on Accounts (late nineteenth-century reviews of the accounts of the Treasurers) and Deed (eighteenth and nineteenth century parchment deeds on property other than Green Tree offices).

D11.1 and 11.2 contains guest lists, receipts for food, beverages, etc., letters of acceptance and regret in response to Green Tree invitations, menus, etc., pertaining to Mutual's monthly trustees' dinners and its annual policyholders' luncheons and outside dinners. Box D12 contains menus for Mutual's dinners filed chronologically.

Boxes D13 through D19 pertain to dividends and the payment of Mutual's annual dividends to policyholders. Box 13 contains some items regarding dividend-earning stocks and securities held by The Green Tree; the remainder of this material regards Mutual own dividend payments. It includes a large amount of correspondence from policyholders.

Box D20 includes information regarding Elections of the Board of Trustees (see also Boxes D30 and D31 for early lists of Voters) and Fire Companies' requests for financial aid.

Box D21 covers Finances (including work sheets, statistics, and Clifford Lewis, Jr.'s Forecast of Growth of Funds); Fire Departments; the Fire Insurance Patrol; and Fire Marks (including important material about the acquisition of fire marks by The Mutual and the distribution of reproductions of early fire marks).

Box D22 contains guide books, clippings, circulars, etc. on Philadelphia and particularly the Society Hill and Independence Hall areas. Guidebooks listing the Mutual offices are included.

Box D23 covers Green Tree Garden Parties; General Meetings and Proxies (see also proxies in Boxes D36 and D37); and History--mostly letters requesting and providing information about the history of the company and related subjects.

Box D24 has several folders of general correspondence regarding Insurance, much of it concerning Mutual's policies and services to its policyholders. Material under the general topic "Insurance" continues in Box D25.

Material in Box D26 pertains to the Mutual Assurance Company's reports to the Insurance Commissioner, 1873-1906. Box D27 covers the Insurance Department of Pennsylvania's audits of the Green Tree. Box D28 has general correspondence regarding Insurance and correspondence with the Insurance Department of Pennsylvania. Box D29 contains preliminary surveys made on properties which were rejected for Green Tree Insurance.

Box D30 contains information regarding Legal Opinions by Mutual's legal counsel (see also files on trustees who served as counsel such as John Cadwalader, Theodore Reath, and George Munson), and Lists of Voters in Nineteenth Century elections of the Board of Trustees.

Box D31 contains additional lists of Voters; a folder of papers pertaining to the lightning Clause; a folder of Maps and correspondence about maps; a folder of Miscellaneous correspondence; and inquiries about The Mutual Assurance Company (these were mostly generated by a 1950's newspaper advertising campaign; also included are inquiries about houses covered by early Green Tree surveys including Franklin's house and the "President's House"). Mutual Assurance Company inquiries continue in Box D32, which also contains files on The Mutual Insurance Institute; Office Maintenance; the Old Companies; and Green Tree Open House.

Box D33 had additional material regarding Mutual's Open Houses; Organizations (such as the Insurance Federation, the Chamber of Commerce, etc.). Box D33a contains guest books for various events. Boxes D34 and D34a contain Pension Trust Plans (including rejected plans); and Personnel records pertaining to Marie Remi and George Klein, two employees who were assisted during their retirement years by The Green Tree although they retired before any formal pension plan had been adopted. They also contain personnel related items: employee handbooks, newsletters.

Box D35 contains printed pamphlets, letters, and historical material regarding the Philadelphia Contributionship and a folder of circulars, correspondence, etc., about Philadelphia on Parade, a 1936 exposition of Philadelphia businesses.

Box D36 has information relating to Policies (including a history of Policy Number 1743, a policy which lay dormant for many years than surfaced with a Twentieth Century loss, a claim which was paid by Mutual); Portraits (requests for information about, loan and sale of Mutual portraits; appraisals; correspondence about insurance, storage, and respiration); Proxies (including negative responses on the 1950 question of the contribution of company funds to the Community Chest, the Wharton School, the University of Pennsylvania, and

the YWCA.

Box D37 has additional Proxies, as well as files on Publications (mostly questionnaires from business publications and a few publications with articles about The Green Tree); Resolutions; and Riders.

Box D38 includes files on Salaries; State Regulations; and Statements (1914-1918) Audit Reports and Statements to the Insurance Commission, 1907-1911).

Box D39 contains the following Statistical Reports: Non-Linear Transfers; 1947 Report to the Trustees; Policies Assigned as Collateral; Unprotected Policies; Risks (listed by class); Cancelable and Noncancellable policies; Losses, 1926-1951; Losses, 1944-1956 and Deposits and Dividends.

Box D40 has Statistical Reports on Losses, 1954, and Cancellations, 1944-1953; plus several folders on Taxes, mostly regarding Federal Income Taxes.

Boxes D41 and D42 include papers about taxes, covering federal, state, and local taxes and tax appeals.

Box D43 has the following: Taxes; Transfers; Treasurers (with folders of correspondence, speeches, etc. of Treasurers David Lewis, Clifford Lewis, Jr., and J. Morgan Denison); Trustees-general correspondence, obituaries and memorials (see also files of individuals Trustees), and trustees' powers, including the authority to invest the funds of the company.

Box D44 and part of D45 contain files of correspondence, Statistics, etc. relating to Trustees Fees. The remainder of Box D45, Boxes D46, D47, and D48 contain files of correspondence and other matter relating to individual Trustees, filed alphabetically. (Recent trustee files have been retained by NGM.)

Box D49 contains certificates of election of Trustees.

Box D50 contains research notes, reminiscences, correspondence, etc. regarding the toast to the memory of George Washington which traditionally ends the Trustees' monthly dinners, Washington's Visit to the Shippen-Wister House, and other material regarding Washington.

Boxes D51 and D52 contain general papers of The Stock Insurance Company of The Green Tree filed alphabetically by topic.

Section E- Financial Records (Boxes E1-E98)

The financial records of The Mutual Assurance Company Archives consist of ninety-seven document cases of receipts, reports, accounts, etc. These are supplemented by bound financial records stored in the company archives (see attached inventory). It should be particularly noted that certain bills and receipts, especially those pertaining to acquisitions of furnishings, decorative pieces, and museum items, have been removed from the financial

records and are filed with the general papers, mostly under heading "acquisitions", but a few may be found under particular topics such as "portraits." Check also the individual object files in the file cabinet in the outer office.

There are nineteen boxes (E1-E19) of Treasurer's Accounts, 1785-1912. The earliest of the Treasurer's Accounts have been restored and rebound in a folder along with other financial records of the Eighteenth Century. (Note: Treasurer's accounts after 1912 are bound and stored either in the archives.)

Records of fire losses, 1793-1836, are housed in six document cases (E20-E25). These records consist mostly of bills and receipts for goods and services employed in restoring and repairing fire losses. A number of bills of superintendent George W. Wharton is included.

There are two boxes containing audits of The Mutual Assurance Company records by outside accountants, 1926-1971 (Boxes E26 E27), and two boxes of audits of The Stock Insurance Company of The Green Tree, 1947-1971 (E28-E29).

There are sixteen boxes of various annual reports and other miscellaneous financial records (E30-E45). Four of these (E30-E33) contain balance sheets, reports of accounts, stock accounts, and property records from the years 1831 through 1869. E34 consists of stock accounts from the years 1870-1904; E35 contains balance sheets, 1870-1910; and E36 includes schedules of property (bi-annual lists of mortgages held by the company), 1878-1909; Box E37 contains statements of insurance business, 1870-1910; and lists of fire losses, 1870-1910. Box E38 includes condensed statements of receipts and payments from the years 1905-1910; lists of assets 1872-1910; lists of mortgages, 1872-1 , and stock accounts, 1905-1910. Box E39 contains mortgages, titled searches, and powers of attorney, 1805-1904. Box E40 includes bonds, leases, etc., 1828-1858; and sundry blueprints, titles, and specifications, 1829-1873. Box E41 contains records of deposits for insurance, 1792-1796; insurance withdrawals and refunds, 1811-1815; receipted checks, 1838-1839; and receipted payments, 1816-1919. Box E42 includes contractors' bills, 1830-1862, and receipted payments, April 1833-September 1834. Boxes E43 and E44 contain records of contributions to Volunteer Fire Companies, and Box 45 includes Annual reports 1870-1919 and a few receipted bills.

There are three boxes (E96-E98) of printed Annual Reports of The Mutual Assurance Company.

Box E99 contains early bank books of The Mutual Assurance Company.

The remaining boxes in Section E contain bills and receipts of various types. Most of these are for routine operating costs and business expenses. There are 29 bound receipt books (E46-E75.1) numbered 10 though 38, covering the period from 1882 to 1947. These contain authorizations for payment signed by members of the Board of Trustees. Bills for miscellaneous operating expenses, purchases of supplies, furnishings, fire losses, etc. are tipped in.

There is also one scrapbook (E75a) with receipts glued in dating from the years 1868 through 1876. One unboxed volume of receipts (oversized) for the years 1916-1921 is also found in this section.

There are five boxes of routine receipted bills, 1888-1915, (E76-

E80); three boxes of receipted payments, 1820-1826, (E81-E83); four boxes of routine expenses, 1834-1907 (E84-E87); and five boxes of bills and expenses, 1814-1883 (E88-E92). Finally there are three boxes of petty cash receipts, (1934-1962) (E93-E95). These cover only about one month of expenses from each year. They were retained as examples of petty cash expenditures; the remainder of the petty cash vouchers from these years were destroyed as part of the scheduled destruction program of office records.

(Note: The various routine receipts from company files have not been consolidated and filed in strictly chronological order. Therefore it may be necessary to consult folders in several boxes in order to see all of the receipts from a given period.)

Section G - Bound Volumes

Annual Statement of The Mutual Assurance Company to the Insurance Commissioner, 1912-1994. 50 volumes bound in black leather. Work copies of statement, 1912-1961; plus photocopies of completed statement, 1928-1961.

Soft bound statements - 1980-1991. 27 volumes, some duplicates.

Consolidated Annual Statements - 1985, 1986, 1988, 1989.

Annual Statement of The Stock Insurance Company of The Green Tree to the Insurance Commissioner, 1949-1994. 13 volumes bound in green leather. Work copies of statement with photocopies of completed statement.

Soft bound statements and photocopies - 1981 - 1991.
21 volumes, some duplicates.

Annual Statement of Valley Insurance Company to the Insurance Commissioner, 1989- 1990.

Annual Statement of American Loyalty Insurance Company to the Insurance Commissioner. 1989,1990.

The Mutual Assurance Company Minutes and Corporate Documents

Note: All minutes of The Mutual Assurance Company and The Stock Insurance Company of The Green Tree, including both Board and Committee minutes from 1973 through 1995 have been retained by NGM.

The Mutual Assurance Company

Certified Copy of Charter, Printed Laws, and Amendment to Charter. This volume, which is bound in leather and cloth, contains an undated, certified copy of the Deed of Settlement in manuscript with names of subscribers and addresses of houses insured (entered in various scripts). Plus a printed copy

of an "Act for incorporating the Society known by the name and stile of The Mutual Assurance Company..." February 24, 1786 (6 pages). Plus a printed copy of amendment to the above act (with official seal attached), 1813 (4 pages).

Additional Copies of Deed of Settlement:

Deed of Settlement, 1784 with marginal notes bound in leather
Deed of Settlement, 1801 with notes interliend and inserted for amendments adopted in 1818. Interlined.
Deed of Settlement, 1801, softbound.
Deed of Settlement, 1818, interlined, 2 copies.
Deed of Settlement, 1818, softbound, 2 copies.
Deed of Settlement, 1855, softbound, 2 copies.

Minutes and Journals

DATES OF MINUTES AND JOURNALS:

September 29, 1784 - January 13, 1802
July 1, 1795 - September 25, 1805. (397 pages)
October 7, 1805 - December 13, 1809. Minute Book No. 2. (397 pages)
December 14, 1809 - December 10, 1813. Minute Book Number 3. (480 pages)
* December 13, 1813 - September 25, 1821. Minute Book Number 4.
January 12, 1814 - September 30, 1829. (pages are not numbered)
*September 28, 1821 - December 1832. Minute Book Number 5. (460 pages)
October 5, 1829 - December 12, 1849. (419 pages)
*January 1833 - February 1849. Minute Book No. 6 (506 pages)
*March 1849 - October 1863. Minute Book No. 7 (475 pages)
January 1850 - May 1875. (656 + pages)
June 1873 - September 1894. (pages are not numbered).
September 28, 1894-March 13, 1912. Manuscript. (pages un-numbered).
April 10, 1912-April 11, 1917. Manuscript with typed inserts. (188pp)
May 1917- September 24, 1921.
October 3, 1921-August 8, 1928. (244 pages)
September 12, 1928-January 12, 1938. Typescript (348 pages)
February 9, 1938-December 10, 1947. Typescript (406 pages)
January 14, 1948 - December 9, 1953.
January 13, 1954-December 10, 1958. Typescript (150 pages)
1959 -1963
1964-1968
1969-1972

* Although listed on the spine as Minute Books, these are journals.

COMMITTEE MINUTES

Insurance Committee, 1925 - 1972
Finance Committee, 1936-1969

The Stock Insurance Company

MINUTES, The Stock Insurance Company of The Green Tree. 1949-1972, 5 volumes.

COMMITTEE MINUTES

Finance Committee Minutes, 1949-1969

Insurance Committee Minutes, 1949-1971

Aisle 7, Section 2, Shelf 1

DEPOSITS WITHDRAWN, Mutual Assurance Company, 1833- 1924. 9 volumes; numbers and dates below. These volumes contain a record of deposits withdrawn upon cancellation of policies. The receipts are signed by members of the Board of Trustees and by the recipient of the deposit.

DATES OF RECEIPT BOOKS OF DEPOSITS WITHDRAWN:

No. 1-September 11, 1833 -May 27, 1843

No. 2-June 2, 1843 - January 11, 1851.

No. 3-January 15, 1851 - November 20, 1860.

No. 4-December 26, 1860 September 8, 1871.

No. 5-September 20, 1871 - April 1883.

No. 6-April 21, 1883 - February 6, 1895.

No. 7-February 14, 1895 - May 25, 1907.

No. 8-June 15, 1907 - April , 1919.

No. 9-April 10, 1919 - April 4, 1924.

RECEIPT BOOKS, Mutual Assurance Company 1825-1882. 10 volumes; dates and numbers below. These are volumes of receipts, with bills and receipts tipped in, covering miscellaneous business and offices expenses.

DATES OF RECEIPT BOOKS:

Unnumbered - September 5, 1825 - December 12, 1871.

Unnumbered - September 11, 1833 - September 15, 1841.

No. 2-September 1841 - February 25, 1848.

No. 3-October 6, 1848 - January 6, 1855.

No. 4-January 10, 1855 - October 31, 1860.

No. 5-October 31, 1860 - September 23, 1865.

No. 6-September 23, 1865 - November 2, 1870.

No. 7-November 5, 1870 - September 1, 1874.

No. 8-September 12, 1874 - November 1, 1878.

No. 9-November 5, 1878 - December 8, 1882.

INCOME BOOKS, Mutual Assurance Company. 4 volumes, dates as follows: (Note: These list bond holdings, rate of return, income from investments, etc. Except for the first volume listed, all have clippings of statements of assets of The Green Tree and The Contributionship, notices of meetings, and obituaries of Clifford Lewis (in 1902-1922 volume) pasted in the front and back).

DATES OF INCOME BOOKS:

January 1856 - June 1868. (pages not numbered)

July 1868 - December 1884. (pages not numbered)

January 1885 - December 1901. (204 pages)

January 1902 - December 1922. (252 pages)

INCOME BOOK, Mutual Assurance Company. October 1922 - January 1943. (256 pages). Lists bond holdings, rate of return, income, etc.

REPORT BOOK, Mutual Assurance Company, 1829-1888. 2 volumes, as listed below. (Note: These contain the following: New policies and additions (policy number, name of insured, situation of property, amount, rate); Alterations allowed (policy number, date, name of insured, situation of property); and Approval of transfers (number of policy, date, by whom transferred, to whom transferred)).

DATES OF REPORT BOOKS:

May 13, 1829 - October, 1857. (pages not numbered)
October 16, 1857 - June 13, 1888. Report Book No. 2
(pages not numbered).

REPORT BOOKS, The Mutual Assurance Company, 1913-1967. 13 volumes, dates as listed below. These volumes contain data as follows: new and additional insurance (policy number, date, name of insured, location of property, amount of insurance); and, approval of transfers (policy number, date, by whom transferred, to whom transferred).

Dates of Report Books:

February 1913 - December 1922
December 1922 - October 1926
October 1926 - December 1929
January 1930 - June 1935
July 1935 - September 1939
September 1939 - June 1944
July 1944 - August 1947
September 1947 - December 1950
January 1951 - March 1954
April 1954 - March 1956
March 1956 - September 1959
October 1959 - February 1964
February 1964 - December 1967
January 1968- February 1973
1973-October 1976

REPORT BOOK, Mutual Assurance Company, June 14, 1888 - July 11, 1900. This volume lists the following: New Policies and additions (policy number, name of insured, situation of property, amount, rate); Alterations allowed (policy number, date, name of insured, situation property); and Approval of transfers (numbers of policy, date, by whom transferred, to whom transferred).

REPORT BOOK, MUTUAL ASSURANCE COMPANY. August 8, 1900 - February 12, 1913. Contains the following: New policies and additions (policy number, name of insured, situation of property, amount, rate); Alteration allowed (policy number, date, name of insured, situation of property); and Approval of transfers (number of policy, date by whom transferred, to whom transferred).

General Note in re Inventories: When a discrepancy exists between the dates listed in the spine title or cover titles and the dates actually covered in the text of the material, the dates found in the text are recorded.

CASH BOOKS/TREASURER'S ACCOUNTS, 1815-1849. 2 volumes, dates as follows:

Dates of Cash Books/Treasurer's Accounts

No. 2 - April 1815 - October 1828 (pages are not numbered)

No. 3 - November 1828 - July 1849 (182 pages)

CASH BOOKS, Mutual Assurance Company, 1849-1914. 12 volumes, dates as listed below:

DATES OF CASH BOOK:

September 1849 - December 1868 (pages not numbered)

January 1869 - June 1880. (pages are not numbered)

July 1880 - September 1898. (497 pages)

October 1898 - July 1914. (503 pages)

July 1914-September 1926

October 1926-September 1928

October 1928-July 1934

July 1934-May 1940

May 1940-April 1945

May 1945-January 1950

February 1950-December 1953

January 1954- December 1958

January 1959-December 1963

January 1970-December 1975

GENERAL EXPENSE ACCOUNTS

July 1934-December 1944

January 1945-December 1963

1965-1975

EXPENSES, 1911-1912

PETTY CASH BOOKS, 1869-1980. 6 volumes.

December 1869-September 1897.

September 1897-November 1922.

November 1922-December 1931.

January 1932-December 1934.

January 1935-December 1954.

January 1955-July 1980.

JOURNALS, The Mutual Assurance Company, November 1863 - September 1887. One volume, 543 pages. The following data is recorded: Cash Account, Interested Account, Deposits, Losses by Fire, and Contingent Expenses.

JOURNALS, Mutual Assurance Company, 1887-1944. 4 volumes, dates listed

below. The following data appears in the Journals: Cash Account, Interest Account, Deposits, Losses by Fire, and Contingent Expenses.

DATES OF JOURNALS;

October 1887 - September 1910 (397 pages)
September 1910 - June 1922 (398 pages)
July 1922 - December 1944 (399 pages)
January 1945- December 1975

LEDGERS, Mutual Assurance Company, July 1, 1795 - September 1845.

Three volumes, dates listed below. These volumes contain the accounts of Green Tree Treasurers George Emlen, Joseph Sims, William Poyntell, John B. Palmer, etc. Al.

DATES OF LEDGERS

July 1, 1795 - December 6, 1809
December 15, 1809 - September 25, 1823
September 1823 - September 1860
1869-1953

GENERAL LEDGERS

1954-1960
1964-1975

TREASURERS' ACCOUNTS, The Mutual Assurance Company, 1912-1934.

Two volumes, dates listed below. These volumes contain periodic balance sheet. typescript

DATES OF TREASURER'S ACCOUNTS:

September 11, 1912 - April 9, 1924
April 9, 1924 - July 11, 1934

DIVIDEND PAYMENTS AND RECORDS, 4 volumes.

INCOME TAX DEPRECIATION LEDGER

STOCK AND BOND REGISTER. 2 volumes

THE MUTUAL ASSURANCE COMPANY, ca. 1935-1970

THE STOCK INSURANCE COMPANY OF THE GREEN TREE, 1956-1970

Stock Insurance Company of The Green Tree

Cash Books, 3 volumes

1949-1953
1954-1959
1960-1967

Ledgers, 2 volumes

1955-1963
1964-1975

Journal, 1949-1975

SEVEN YEAR POLICY INDEX, The Mutual Assurance Company.

Approximate dates,

1784-1815. These five volumes, numbered 1 through 5, provide an index of the term policies issued by The Green Tree.

REGISTERS AND INDEX TO REGISTERS, The Mutual Assurance Company.

4 volumes. These volumes list, and index, the first 5000 policies issued by The Green Tree.

REGISTERS

Additional registers cover the following perpetual fire policies issued between 1801 and 1975.

1168-8221
8222-10197
10198-11200
11201-12197
12198-13199
13200-14230
14231-15236
15236-16240
16241-17255
17256-17961

TRANSFER REGISTER, Mutual Assurance Company, August 12, 1801 - November 4, 1864. Register of policies beginning with the fire perpetual policy (includes numbers 1168 through 7075). This register shows policy number, name of owner, and address of property. Transfers of policy are recorded on pages opposite the entries of policies. This book is in poor condition. Volume 2 contains information on policies from 7076-8168.

INDEXES

There are four volumes of alphabetical indexes. There is also one alphabetical index which contains basic policy information as well.

ALPHABETICAL MORTGAGE INDEX

STREET REGISTER. Lists insured properties by street location. 2 volumes.

STORE OCCUPANCY REGISTER. Properties listed by street location includes policy number, location, amount of insurance, ca. 1873.

PERMISSION FOR ALTERATIONS AND REPAIRS, 1849-1877. Includes number of unused forms.

REPORTS ON CANCELLED POLICIES:

1924-December 1932
April 1934 - August 1942
August 1942-March 1949
April 1949-December 1952

REPORT ON CANCELLATIONS: 5 volumes includes new insurance, reductions in coverages

1949-1952
1953-1957
1958-1962

1963-1966
1967-1969
1970-1972
1973-1976

RECORD OF LOSS BY FIRE. Lists policy, other insurance carriers, location, date and cause of loss etc. 2 vol.

1899-1945
1945-1947

LOSS RECORD. 1 volume 1947-1978. Lists policy number, owner, location, date of loss, date reported, comments, etc.

SURVEYOR'S LEDGER. Listing by street of properties insured and notes on those resurveyed.

MONTHLY REPORT ON NEW BUSINESS, 1922-1924
MONTHLY REPORT OF NEW BUSINESS, JANUARY 1925- JULY 1951.

STOCK INSURANCE COMPANY

LOSS RECORDS, 2 volumes
1949-1963
1963-1978

POLICY REGISTERS, 2 volumes
1949-1955
1955-1976

INVESTMENTS - CLOSED OUT TRANSFER BINDER

AGENCY UNDERWRITING GUIDE

Section H - Graphic & Audio

In this section are included oral history tapes and transcripts as well as company related videotapes, tapes of radio advertisements and photographs of company buildings and employees.

Box H.1. Oral History

Transcripts & Notes of:
Clifford Lewis, III
J. Ray McLane - past President of American Loyalty Ins. Co.
Conrad Choynecky - Green Tree Surveyor
Anthony Mackiewicz - Green Tree controller

Box H.2 Oral History

Audio Tapes

Box H.3
Radio Spots

Cassette Tapes

Box H.4
Video Cassettes

Company Related

Box H.5
Slides

Employees

Box H.6
Company Trustees

Portraits of:
Unidentified man
D. Murray Chesten
John Lambert
Clifford T. Lewis, Jr.
David Lewis
George W. Norris, M.D.
William Fisher Norris, M.D.
J. Dickson Sergeant
E.L. Stewardson, Esq.
George E. Wagner
James D. Winsor, Jr.

Board of Trustees-Group Photographs

January 14, 1931
1950
1959
April 9, 1969
December 8, 1971
May 14, 1975
December 15, 1976
December 21, 1979
November 11, 1981

Box H.7
Company Trustees & Employees

Year End Celebration at the Downtown Club, n.d.
Halloween, 1992, n.d.
Conrad Choynacky Retirement (Last "in-house" Company Surveyor), n.d.
Picnic at Brandywine Park, 1991
Trustees Dinner, n.d.
Employee Appreciation Day, 1993
Last Annual Meeting at 240 S. 4th St., 1988
United Way Drive, 1991

Holiday Party and Halloween, 1990
Brundaye (?) Retirement Dinner
Rose Garden Picnic, 1990
Personnel, Officers & Trustees
Slides for Employee Orientation Video, 1991
Office Staff, c.1915

Box H.8

"Framing the Board" Exhibit

Board Room Photographs used in the exhibit "Framing the Board."

Box H.9

Fire Related Photographs

Demonstration of the American Federation of Insurance Agents, 1932
Linden T. Harris Collection of Fire Marks and the Wanamaker's Fire
Display during Fire Prevention Week, October 8, 1944.
Philadelphia Fire Department Demonstrations
Sharpless pastel of Clarkson's "The Great Conflagration, July 9, 1850."
"The Great Explosion in New York," February 4, 1850.
"View of the Great Fire at Oswego," July 30, 1850.
"The Great Fire of the City of New York," December 16, 1853.
Fire Mark No. 1 of The Mutual Assurance Company

Box H.10

238 & 240 S. 4th Street

Interior and exterior views of the dwellings before and after renovations.

Box H.11

Miscellaneous

Photographs of school buildings within the school district of the city of Easton.
Photographs appearing in volume one of The Architectural Surveys, 1784-1794.
Supporting photographic evidence for trademark litigation.
Deed of Settlement.
Advertisement for the Insurance Society's Career Opportunity program.
Unidentified street scenes.
Photograph of Rembrandt Peale's portrait of George Washington.
Unidentified man.
Interior views of an unidentified house.
Interior and exterior views of The Mutual Company offices at 414 Walnut Street.
Exterior views of The Mutual Company office at 526 Walnut Street.
Interior views of The Mutual Company offices, c. 1930.

Box H.12

Oversized Prints & Photos

Clifford Lewis

David Lewis
J. Sergeant
William D. Winsor
Unidentified man
Charcoal sketch of an unidentified man.
Board of Trustees, January 14, 1931.
Unidentified group of men.
Two Green Tree advertisements with company employees.
Three Green Tree print advertisements.
Watercolor of the Second Bank of the U.S. - Acknowledgements from the Framing the Board show.
Two watercolors of the 240 S. 4th Street garden by Kenneth Galbraith.
Photographs of various Henry B. McIntire drawings.
McCarrick drawings.
Archibald McCall mansion by Frank H. Taylor.
Reproductions of prints "The Cross Roads: Philadelphia A.D. 1784" and "The Risque attending Trees." Philadelphia A.D. 1784.

Box H.13
Oversized Photographs

Archibald McCall Mansion
232-234 S. Third St.
238-240 S. Fourth St.
Front Door of 240 S. Fourth St.
American Philosophical Society, Policy #7616.
Carpenter's Hall, Policy #9207.
Chew House, Policy #12621.
Christ Church, Policy #8950.
Free Quaker Meetinghouse.
Friend's Meetinghouse, Policy #7843.
Morris House (225-227 S. Eighth St.), Policy #9316.
Morris House (5442 Germantown Ave.). Policy # 7329.
Old Pine Street Church.
Pennsylvania Hospital, Policy #4213.
St. Peter's Church.
Powell House.
Stansfield Playground.
Wakefield.
Wentworth, Policy #9001.
Wistar House (Grumblethorpe).
Wyck House, Policy #12911.

Box H.14
Oversized - Miscellaneous

Maps of Girard and Camac/Markoe properties in North Philadelphia.
Photocopies of a letter from C.W. Peale to J. Muir, January 27, 1804.
Copies of maps of Philadelphia, 1796 and Hartsfield Tract and Gahanna, Ohio.

Aisles 6 & 7

This section contains samples of miscellaneous advertising materials, policy holders Christmas card communication material, Law & Charter information, Sanborn maps, recently cancelled policies and surveys (1983-1996), oversized graphics and newspapers.

Copy filed in 1st Box of Cancelled surveys

The following surveys are missing:

Policy No.	5433
"	" 7104
"	" 7963

The following surveys have new numbers:

Policy No.	3663	is now	Policy No.	9024
"	4486	"	"	8465
"	4569	"	"	6748
"	4805	"	"	8420
"	4812	"	"	6157
"	4985	"	"	8893
"	6892	"	"	6839
"	7104	"	"	8372
"	7864	"	"	2237

The following surveys have been renumbered:

Policy No.	2074	from	926
"	2254	"	689-690
"	2255	"	845-848
"	2271	"	1094

The following surveys have been reinsured under different numbers:

Policy No.	2031	was originally	No(s).	882 & 883
"	2166	"	"	1545
"	2264	"	"	815 & 816
"	2273	"	"	1073

Surveys 2036:

See earlier surveys for term policies 209-210

DOCUMENTS, BILLS, PHOTOGRAPHS, PHOTOSTATS &C.,

in Box - taken from THE MASTER COPY OF
THE GREEN TREE GROWS IN PHILADELPHIA

PAGE 9 glossy photograph of the fireback with Royal Coat of Arms
found in Wistar house.

12 photostat of "A New Society" from Pennsylvania Gazette, August 25,
1784.

13 2 photostats in re: Matthew Clarkson Penn. Packet, 1783 &
Penn. Journal 1784.

15 Policy No. 956 & 957 with John Jenning's notation in re: Lottery
tickets John Dunlap's bill for advertizing. election of Trustees
John Jenning's expense account prepared for the Trustees in
October 1799.

17 Deed of Settlement 1791.

18 photostat of original Petition for a charter (see
correspondence about the original itself, with Shippen- Lewis
filed in Folder #56 in Fire Proof Desk) Jan. 30, 1929

20 Christopher Wispart's bill for painting badges September
11, 1793.

26 Photostat of Policy No. 81 Francis Hopkinson's House
April 18, 1785

28 Typescript of Franklin's speech in re: The Constitution 31 list
of members of The Mutual Assurance Company October
2, 1790

32 bill for repairs resulting from First Fire Loss - Mordecai Lewis
(see also bound copy of similar material. Inside drawer of Fire
Proof, lower right hand side) 1792. 39 report to the Board in

re: 4 men who exerted themselves at "The Late Fire in Pine Street (see
also bound copy about the Silver Can, inside drawer of Fire Proof
Desk, Lower right hand side) 1975.

42 Correspondence in re: Masonic Hall, rebuilt after
destructive fire 1819-1929 1855-

43 Report of the Committee to examine & revise the Deed of
Settlement 1844.

50 Typescript of letter from G. W. Wharton. Original is bound
into covers, and filed in the inside drawer, lower right hand side of
Fire Proof Desk 1840.

56 Glossy photograph of Fire Mark No. 1

58 letter to David Lewis from A. W. Blackburn, fire Marshall of
Philadelphia 1860.

60 letter to
Trustees from offices of Harmony Fire. Co. & inviting contribution
1829.

61 letter to Trustees from offices of Southwark Hose Co.
inviting contributions 1828.

62 letter to Trustees from offices of Columbia Engine Co. &
Schuylkill Hose Contributions 1869, 1853

63 Broadside: "The Old Philadelphia Fire Department Period of
1850

65 Newspaper clipping **The Evening Bulletin** in re: Mall
Project 1952

73 Typescript from The Minutes in re: death of Thomas Ewing June
13 1810 74 Policy No. 1168

with 2 Stamp Tax impressions 1801. 75 Report of Committee on
alterations to the Deed of Settlement 1801.

76 Report of Treasurer (Joseph Sims) also table of Pounds into Dollars 1800

79 Photostat of letter to Joseph Townsend by Caleb Carmalt of Contributionship in re:the Deed of Settlement of The Mutual Assurance Company 1801

84 Short account of Thomas Leiper's "railroad," **Sunday Inquirer**, July 29 1957

85 Correspondence & newspaper clipping in re: Canal Panels letter in re: Company's stock in the Schuylkill Navigation Co. 1845

94 Photostat in re: John Morrell, **Pennsylvania Journal**, June 4, 1785

99 Report of the Committee in re: charges for incidental expenses April 14, 1830

105 Copy of newspaper account of Franklin's return to Philadelphia, September 21, 1785

106 Photostat of General Assembly's bill granting John Fitch the sole right of making & using his Steam Boat **Pennsylvania Journal**, December 9, 1786.

108 Deed for 54 Walnut Street

109 Joseph Burden's two bills for arm chairs Nov. 26 1812 and Jan. 1813.

111 typescript of Extracts from Minutes-in re:Purchase of Office September 1812. John B. Palmer's account to the Board Jan. 1813 bill for wines, dinners, & amendment to Charter, October 1818

114 Repair Bill from Phillip Justus 1813; plumber & carpenter bills for 1831

115 Sheaf of 6 bills & expenses accounts for the period 1813-1816 covering items such as china, naval prints, sideboard & carpentry 1816.

116 Ann Carson's bill for glassware 1812 and a bill for Madeira 1816.

117 Bass Otis' bill for head of George Washington; expense account for 1816.

127 John Neagle's bill for portrait of James C. Fisher 1840.

John Neagle's bill for 2 portraits -Robert Wharton & Daniel Smith 1845

130 Committee's report on why the Company's business "is diminishing," 1825.

132 Policy No. 5291 for Merchant's Exchange, showing various "permissions" 1834.

133 A gas permit 1837.

134 Treasurer's Bond (John B. Palmer) 1811; Report on the Accounts of John B. Palmer, Deceased 1829;receipt for \$457.03, signed by his widow; Minutes of Special Meeting of the Board; April 1, 1829

148 George B. Healy's bill for portrait of Thomas Biddle 1856

Thomas Eakins' bill for portrait of Gen. George Cadwalader 1880;Thomas Eakin's bill for second portrait of George Cadwalader 1881;letter of resignation from Richard Willing November 14, 1855

159 Bill from Moses Thomas, auctioneer from furniture in 526 Walnut St. 1856

160 Bill for "stopping rat holes, painting 526 Walnut and Chandeliers 1856

161 Photograph of 526 Walnut Street

162 Bill for office door, originally at 54 Walnut Street, now at 240

S. 4th 1871

174 Resolutions in re: contributions to the Civil War effort 1862
 "Putting the house in National Mourning" (item in expense
 account) 1865.

175 Photograph of the James Dundas Mansion, Broad & Walnut & the
 Dundas Elm.

190 John Cadwalader's Opinion in re: the tug "Ellen Pratt" 1882

198 Photograph of portrait of John Lambert, painted by John
 Lambert, Jr.

200 Resolution in re: increasing the volume of business 1910.

201 copy of John Cadwalader's Opinion in re: The Finance
 Committee

202 Treasurer's Bond for John C. Stocker (a specimen of for
 practice) 1829.

203 copy of John Cadwalader's Opinion in re: Classification &
 Rotation of Trustees; letter on the same and a chart illustrating
 the rotation 1903-1910.

206 Photograph of portrait of J. Dickinson Sergeant by Celia
 Beaux; Photograph of portrait of S. Weir Mitchell by John Singer
 Sargent

207 Letter from Dr. George Strawbridge in re: Dividends 1910;
 note to the Board & reply from the Treasurer (Clifford
 Lewis)

208 Marked copy of the Charter of 1813; "Times" account of Hand- in-
 Hand's right declared dividends 1897.

210 Letter authorized by Board, sent to all Policyholders in re:
 dividends 1912

211 Correspondence & resolutions in re: selling 526 Walnut
 Street; envelope containing **Evening Ledger's** "Old Concern to Move 1912

213 Typescript of notes on McCall Mansion (Policy No. 1); 2
 newspaper clippings in re: fire marks & badges

215 Photograph of doorway or screen in Cadwalader House, showing lead
 eagle

217 Printed copy of Cadwalader Letter; clippings in re: Wisteria vine
 1912

218 List of monies owing the estate of Dr. Caspar Wistar,
 Deceased 1812

221 Photograph of Shippen-Wistar House before its restoration

222 Photostat of back view of Dr. Shippen's house & diagram of floor
 plan

225 John Dickinson, President of Pennsylvania requests
 additional insurance on his house, Policies, 69-73, already insured in
 the Contributionship 1785.

Inventory- Historical Records, Valley Insurance Company

Box of assorted documents

Charters for Lurgan Mutual with amendments and approved policies, 1945- 1946.

By-Law for Lurgan Mutual

Charter of Franklin County Mutual Insurance Company

Statement (annual?) for Franklin County Mutual Insurance Company

Annual Statements to Insurance Department - Franklin County Mutual Insurance Company

Annual Statements to Insurance Department-Franklin County Mutual 1925, 1929-37, 1946-52, 1953-65

Printed charter & by-laws for Franklin County Mutual

Act of Incorporation and by-laws for Franklin Co. Mutual -1895

Printed by-laws of Centennial Mutual, 1940

Policy Samples

Notice Samples, assessment 1917
Blank checks, Franklin County Mutual
PA Insurance Department Directives
Lurgan calendars, 1880-1887
Centennial blotter
Reinsurance Contract with Lloyds of London
Assorted annual statements
Printed booklet-Instructions to Agents
Commonwealth of Pennsylvania - Surplus letters
Pennsylvania Mutual Reinsure Exchange, 1962 annual report to members
1860's sample application form for the Lurgan Mutual Insurance Company
Photographs of Lurgan - 1860's and the first Lurgan office, Mowersville
Photographs of Directors of Franklin County Mutual, Ca. 1900?
Bound Volumes

Friendship Mutual

Assessment records, 1924, 1930, 1935, 1938, 1953-64 (dates uncertain)
Day Books, 1894-97, 1897-1900, 1900-1903, 1903-1905, 1905-1908, 1909-1912, 1912-1914, 1915-1920.
Treasurer's Accounts 1899-1937
Minutes 1899 (organization date) 1926, 1927-1953
Records of Risks in Force 1922- 1935
Risks in Force, Losses, Borrowed Money 1908-1934
Minutes, Accounts etc. 1961-1966
Annual Statements, annual meeting minutes 1953-1962 Cash Book 1912-1937
Policy register 10465-12004
Alpha assessment registers? 1903-1909, 1912, 1940
Loss register 1953
Assessment register (by policy) 1943

Lurgan Mutual Fire Insurance Company

General Accounts 1940-1960's
Policy Accounts 1950's 1960's
Inf. Policy Register 134027, 139398, 121719-133979(?)

Lurgan Mutual Fire Insurance Company

Box - Pennsylvania Insurance Department Reports & rough papers, audits, etc.

Loose policy accounts records, 1950's 1960's
Papers pertaining to consolidation of company 1962 and earlier assessments 1947, 1932
Minutes 1859-75, 1875-1945, 1946-62
Accounts 1950's-60's, 1968
Day Book 1965
Packet of Proxies
Cash Policies - Centennial Mutual 1960's
Accounts by Agency (company?)

Policy Accounts 1950's, 1960's

Franklin County Mutual

Alphabetical policy registers 1890's, 6118-7684 (1906?)
Policy registers 1899-1905 (4507-6115), 1900-1910 (7696-9163),
1940's minimal descriptions
9175-10663, 10664-12150, 12151-13973, 13988-16121,16145-
17996,18011-19772,19798-21623,22378-25970
Papers - Special meeting 1965
Check Stub 1909-1918
Day book 1894 1907
Alphabetical listing - assessments?
Alphabetical policy and accounts, Ca. 1920

Cumberland Valley Farmer's Mutual

Miscellaneous papers
Applications, policy forms etc.
Policy card (by agent?)
Agent records
Accounts by agent?
Alphabetical register accounts - assessments? 1890's 1930's
Reinsurance listings by other local companies, 1950's
Policy accounts 1950's 60's

Centennial Mutual

Ledger, 1961
Premium Ledger, 1950's
Minutes 1876-1891, 1881-1907, 1907-1935, 1936-1947, 1958-1959?
Policy register 1962
Policy Ledger by agents 1955
Assessment Accounts Ledger 1940's 1950's

Franklin County

Cash Book 1850-76
Loss Book 1955-64
Minutes 1851-1957
Annual Meeting minutes 1960-1965
Check receipts 1894-1909, 1910-1925, 1926-1936,
Cash Book 1937-38
Policy Register with rate listings, Ca. 1920 and one other 20th
century volume and one volume 1880's-90's
Cash receipt book 1908-11
General Account and Loss Ledgers 1933-60
Day Book, cash receipts 1920-30, 1930-47, 1948-64
Journal 1934-40
Policy records 1908-26
Alphabetical listing - assessments

