



The Historical
Society of
Pennsylvania

Collection 3097

New Century Trust
Records

ca. 1854-2004 (bulk 1882-2000)

103 boxes, 73 volumes, 3 flat files, 49.7 lin. feet

Contact: The Historical Society of Pennsylvania
1300 Locust Street, Philadelphia, PA 19107
Phone: (215) 732-6200 FAX: (215) 732-2680
<http://www.hsp.org>

Processed by: Cary Majewicz

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number)

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Abstract

The New Century Trust was founded in 1893 as the incorporated body of the New Century Working Woman's Guild. Eliza Sproat Turner (1826-1903), a progressive women's activist, helped create both organizations. Over several decades, the trust oversaw and provided financial support for the guild's activities for women in the workforce, such as evening classes and lectures. For many women, the guild provided a haven away from the stresses of work, a place where they could obtain low-cost meals, sleeping accommodations, and even emergency financial assistance. In 1887, the guild began publishing a newspaper written by and for members, the *Journal of Women's Work*, which offered event calendars, advice columns, short stories, and poems. It also eventually formed its own library, gymnasium, and a variety of internal committees on which the members could serve. In 1895, the guild shortened its name to The New Century Guild and became a member of the Federation of Women's Clubs of Pennsylvania.

The records of the New Century Trust include their own and mostly those of the New Century Guild and its predecessor, New Century Working Women's Guild. Spanning from the mid 1800s to the early 2000s are board and committee meeting minutes, administrative files, membership materials including members' information cards, financial records, photographs, artifacts, clippings, and ephemera.

Background note

The New Century Guild, like many women's clubs, can trace its roots to women's religious societies of the early 1800s, such as the Sisters of Charity, founded by Elizabeth Seton (b. 1774) around 1809 in Baltimore, Maryland. This Roman Catholic organization was open to apostolic women and was devoted to helping children of the poor. During the early 1800s, women around the United States organized their own religious societies that were dedicated to everything from fundraising to mission work to education and childcare. By 1839, there are almost 700 such organizations in the U.S.

Although many women enjoyed charity work, those that could afford it sought to form their own purely social clubs, much in the same way men had for decades. During the mid to late 1800s, products of the Industrial Revolution had made life, especially home life, easier for many women. "In the latter half of the eighteenth century, life in [the

United States] lost its early rigors and took on a degree of ease and gracious living.”¹ Many women had obtained a degree of freedom from housework and had more free time to pursue, if they wished, non-charitable and non-religious opportunities.

However, charitable ventures for women by no means disappeared. During the American Civil War (1861-1865) Clara Barton, Dorothea Dix, and others influenced many women to join in war relief efforts. (Among their ranks was a young writer from Philadelphia named Eliza Sproat Turner.) In these gatherings, women found allies in attaining their common goals. During the Great Central Fair of the U.S. Sanitary Commission, held in Philadelphia in June 1864, women and men, together, raised over a million dollars in war relief.

In 1869, Elizabeth Cady Stanton and Susan B. Anthony established the National Women’s Suffrage Association. The women’s movement was growing, and around the country, women (primarily those with wealth and means) recognized the need for more organizations that promoted and protected their interests. In Philadelphia, Turner was a strong proponent of suffrage, and several months after the National Women’s Suffrage Movement was founded, she help organize, in December 1869, the Pennsylvania Women’s Suffrage Association, with Mary Grew the association’s first president.

Seven years later, Turner joined the Women’s Pavilion of Philadelphia’s 1876 Centennial Exposition. During the festivities, she distributed an essay entitled “New Century for Women,” and spoke out in support of women’s clubs. Several women took notice and, in January 1877, a few months after the exposition, met with Turner at the home of Mrs. J. Peter Lesley. This was the first meeting of what would become the New Century Club of Philadelphia. Together with Charlotte L. Pierce, Turner created the club’s central principle: to be an “organized center of thought and action among women, for the protection of their interests.” Its first elected president in 1877 was Mrs. Sarah C. Fraley Hallowell. The club would provide for women refuge from the stresses of the home and workplace, and develop in them an appreciation for science, literature, and art. For its first two years, the club held meetings and classes in several different locations on the 1100 block of Girard Street. By 1879, they had raised enough money to rent a whole house (#1112) on the same street.

“In 1881 some of the club members, aware of their many opportunities for self-improvement, determined to extend these benefits to other women, particularly those employed who had little or no time leisure time during the day in which to study.”² Thus, in October 1881, the club started offering night classes for working girls and women in literature, French, singing, drawing, physiology, “oral reading,” history, bookkeeping, and German. By February 1882 there were more applicants for the classes than the club could accept. Additional classes were created in millinery, grammar, dressmaking, cooking, embroidery, home nursing and child care, and hygiene; and class times expanded to include Saturday nights.

¹ *100th Anniversary: the New Century Guild* (Philadelphia: the New Century Guild, 1982), 26.

² *Ibid*, 27.

In response to the increasing popularity of the evening classes, and believing that working women needed their own representation in the club, Turner formed the New Century Working Women's Guild in late 1882. Guild work soon encompassed most of Turner's time, but it was work that she deeply enjoyed. "She was never happier than when solving problems for her girls and working and planning for them."³ For the guild's newspaper, the *Journal of Women's Work*, Turner and other members wrote articles and stories on social relationships, family matters, and the status of women in America. The guild proved so popular and its membership grew so rapidly that it eventually moved to its own location at 1131-1132 Girard Street (now Ludlow Street), where it would remain until the early 1890s.⁴

Around the mid 1880s, the guild put together gymnasium facilities, which were praised by George W. Childs, *Public Ledger* editor. During this time, men took notice of the club and guild, especially when they saw how profitable trained young women could be to a company. Childs and Anthony J. Biddle, a Philadelphia civic leader and financier, offered funds to support the creation of more trade classes at the guild. This led to the question of admitting men into the guild, something which Turner personally wanted. The idea was discussed at an 1888 meeting, but no decision was reached at the time.

Guild membership grew steadily over the 1880s. In 1886, 586 were enrolled in classes; by 1887, that number had increased to 720. In 1888, student enrollment dropped to 488, due in part to an economic depression caused, in part, by the blizzard of 1888, which struck New York City and partially paralyzed businesses on the east coast. The guild regained students in the next years, and enrollment rose to 791 by 1891.

In 1892, the guild trade and gymnasium classes moved to the new Drexel Institute of Art, Science, and Industry, which was founded by Anthony J. Drexel in 1891. This significantly reduced the number of women at the guild. Even so, the executive board of the guild sought larger quarters, and found them at 1225-1227 Arch Street in 1893. During that same year, Turner helped create the New Century Trust, which, as the incorporated body of the guild, would help secure the guild a permanent home and a sound financial future.

The relationship between the trust and the guild was similar to that of a board and its committees, in that the trust monitored and to a certain degree controlled the guild without interfering with its daily activities. In its own by-laws, the guild stated that it operated "within the organization of" the trust and that "its operations [were] subject to the approval of the trust's Board of Trustees." Essentially, the guild was a committee of the trust, and maintained its own by-laws, elections, accounts, and activities, which were

³ Ibid, 16.

⁴ Meanwhile, the New Century Club continued as a separate, women's rights-oriented organization. It maintained its interest in the guild through its own Committee on Guild and Evening Classes. The New Century Club created its own financial agent, the New Century Company, in 1891. The company's initial purpose was to raise money for a new club house, and it secured property at 124 South 12th Street in Philadelphia. Here was built a new house designed by a female architect. The club rented the house from the company and remained in this same location until 1973, when the house was demolished. Although the exact date of the club's demise is somewhat vague, the remaining club members of this time held meetings in various locations until at least 1977.

all subject to the trust's approval and could be changed by the trust at any time. It was the trust's responsibility to make sure that the guild's activities conformed to its charter duty: to provide for "the social, industrial, and educational culture and improvement of working girls and women, without any sectarian distinction." The guild's successes and setbacks were, therefore, a reflection of the trust's administrative choices and managerial capabilities.

The Guild fell on hard times brought about by the Panic of 1893. Membership decreased rapidly, and by 1895 there were only 117 registered students. In an effort to attract new members, the guild started the "Noon Rest" in 1894. Around noon each day, the guild offered working women a hot meal, at reduced cost, and time to relax in their quarters. The idea worked, and as membership grew, the guild began offering temporary lodging and emergency financial support for members in need. Over the next ten years, the guild thrived, but saw the deaths of several of its senior staff members, including the guild's first president, Eliza Turner, who died in 1903.

As the guild's Arch Street neighborhood became more commercial over the early 1900s, the members again sought a new residence. When a "handsome Victorian property"⁵ at 1307 Locust Street became available, the guild acquired the property. The house first opened to members on June 6, 1906.

In November 1906, the guild declared in its *Journal*, "In all respects we feel that we have finally attained what our dear Guild Mother [Eliza Turner] had in mind—a restful place for the brain-weary business woman; a home where every member will feel she is a necessary part of the Home Beautiful, and that, to perfect its inspiration, she must extend the hand of good fellowship to all her fellow workers."

The guild continued its growth into the 20th century and strongly supported women's causes, such as labor rights and suffrage. Guild members assisted in war relief efforts during World Wars I and II. Numerous social committees were formed, such as the Current Events Group and the Social Activities Group. To its entertainment roster, the guild added theatrical and musical groups who came to perform at the guild several times a year. When guild members started volunteering as ushers or to cook for the entertainers, the idea was formed to start weekly dinners for members. At first, dinners were served once a week, on Thursday. Over the years, service expanded to include several nights a week. As late as the 1990s, the guild was still offering dinners to members three days a week. By the end of 2003, even though the guild had undergone several administrative changes, it had added at least fourteen new members and still offered two dinners and a luncheon each month, as well as a variety of programs.

The New Century Trust, a non-profit organization, still resides in the guild's house at 1307 Locust Street. It continues to promote opportunities for working women and offers services such as educational and training programs and small business grants.

⁵ 100th Anniversary, 49.

Scope & content

The records of the New Century Trust incorporate those of the trust as well as the New Century Guild for Working Women and the New Century Guild, and span one hundred and fifty years, from about 1854 to 2004, with the bulk of the material dating from 1882 to 2000. The majority of this collection relates to the guild's administrative, financial, and social activities; however, the records of the trust are especially prominent in first and second series of this collection. Since the trust maintained an overarching responsibility for the guild, the records of both organizations are intermingled. This comprehensive collection contains board and committee meeting minutes and minute books, administrative files, membership materials including members' information cards, financial records, photographs, artifacts, clippings, and miscellaneous ephemera. Since these are primarily organizational records, researchers will find scant personal information on members save for that which is contained in personal correspondence from members and in the guild's membership files.

This collection is arranged roughly according to subject, and then chronologically within each subject. The subsequent series and subseries are based on categories that were assigned by a previous archivist before the records were donated to HSP. The files have been kept in the order they were found, including portions of the collection that had been processed by the previous archivist. Loose or miscellaneous material has been interfiled within the arrangement. The records have not been divided into those of the guild and trust because this distinction was not evident in the original order; therefore, most folders contain mixed documents. If a folder contains only the records of one of these groups, it is noted in the folder's title. The arrangement includes five series, with two of those series being further divided into numerous subseries.

Please note that certain materials in this collection are closed to researchers until specific dates. Please see the Restrictions note on page 17 and the Box and Folder List starting on page 18 for further details.

Series I (*Administration*) documents the daily and internal operations of the trust and guild. This series has been divided into seven subseries: *Board and other committees*, *Membership*, *Personnel*, *Dining room*, *Insurance*, *Correspondence*, and *Miscellaneous*. The first subseries (*Board and other committees*) is made up exclusively of meeting minutes from the guild's executive board and other committees, most notably, the business committee. In addition to loose minutes, there are also ten bound volumes, some of which contain minutes of the first meetings of the New Century Guild of Working Women. The membership material in the second subseries consist of records of member's dues owed and paid, cards and slips noting members' personal information, length of membership, and to which committees they belonged, and minutes of the guild's membership committee. This subseries also includes minutes and correspondence from the Seniors/Grand Seniors Committee which consists of those women who had been members of the guild for five to twenty-five years or more. The third subseries (*Personnel*) contains employee work files, unemployment tax information and booklets, workmen's compensation forms, and payroll information. Materials in the fourth subseries (*Dining room*) pertain specifically to the guild's food service operations, including their regular members' dinners and special events. There are financial

statements and volumes, receipts and reimbursement forms, and lunch and dinner reservation forms. The fifth subseries (*Insurance*) contains records of insurance policies held by the guild and trust from the 1940s to 2004. The correspondence in the sixth subseries includes copies of letters mailed to trustees, members, and staff. The final subseries (*Miscellaneous*) contains a variety of material such as address books, guest registration forms, invoices and correspondence concerning the costs of printing the guild's newsletter, and questionnaires.

Series 2 (*Financial*) has also been divided into several subseries: *Executive board and trust*, *Special funds, wills, bequests*, *Investments and other funds*, *Taxes*, and *General*. As a whole, this series presents the guild's and trust's financial states over a period of more than one hundred years. Since the trust was responsible for financing the guild's operations, these records also show in detail the flow of money from one to the other. The first subseries (*Executive board and trust*) contains statements, volumes, receipts, and forms that pertain to the trust's finances. There are also specific records of how money was spent by the guild's executive board. The second subseries (*Special funds, wills, bequests*) includes records of planned giving, details on member's bequests, and copies of member's wills. There are also details on special funds that were donated by members or made up from their bequests, such as the Shrigley hospital bed fund and the A.K. Carruth restricted fund. The materials in the next subseries (*Investments and other funds*) highlight the trust's investments. While several banks managed the trust's investments over the years, the two most prominent in this subseries are Mellon and Girard. There are also detailed statements on the trust's "current" and "permanent" accounts. The *Taxes* subseries chiefly contains federal, state, and city tax forms; however, there is also correspondence between the guild, trust, their tax lawyers, and the Internal Revenue Service. Housed in the last subseries (*General*) are monthly bank account statements, bills, invoices, receipts for repairs and improvements, miscellaneous correspondence, and yearly and multi-year presentations of overall financial status of the guild and trust.

Series 3 (*Programs and publications*) contains a mix of material published by the guild (such as yearbooks and newsletters) and material about their educational and social programs. There are original and hand-edited issues of the guild's newsletter, several guild yearbooks, copies of their charters and by-laws, published annual and triennial reports, and special publications such as *The Annals of the New Century Guild* and *100th Anniversary, 1882-1982*. There are also membership brochures and fact sheets. Other materials in this series document the guild's programs for members and for the public. There is information on guild-sponsored field trips, rentals of their auditorium space, and classes and dinners. There are also flyers, event calendars, and program applications.

Series 4 (*Historic documentation and interpretation*) contains material on the guild's and trust's histories. There are reports and essays by guild members and outside writers, which include several histories of the organizations and their early members, particularly founder Eliza Turner. Also included are late nineteenth and early twentieth century letters between guild members, material pertaining to the purchase of a historic marker, papers on the guild's success in obtaining a mural painting of its building, and miscellaneous items such as plaques once displayed inside the guild's house.

Series 5 (*Images and artifacts*) includes images from events such as guild dinners, programs, concerts, and reunions. There are several boxes of photographs, glass plate negatives, prints, and drawings. Many of the photographs document the changing interior of the guild's house, from the early 1900s to the 1990s. In addition, there are early images of Eliza Turner and other founding members. Artifacts in this series include medals, a bingo board, a postage stamp, a 1932 issue of *The Moon Magazine* for the blind, and a ca. 1840 penny stamp. There are also several folders of piano, choral, and popular music from the 1870s to the early 1900s.

Overview of arrangement

Series	Name	Extent	Open/Closed
Series I	Administration, 1882-2004		
	a. Board and other committees, 1882-2003	11 boxes, 10 vols.	Open*
	b. Membership, 1882-2004	13 boxes, 17 vols.	Open*
	c. Personnel, 1947-2004	3 boxes	CLOSED until 2022-2079
	d. Dining room, 1959-2004	8 boxes, 5 vols.	Open*
	e. Insurance, 1906-2004	4 boxes	Open*
	f. Correspondence, 1945-2004	3 boxes	Open*
	g. Miscellaneous, 1906-2004	3 boxes, 2 vols.	Open*
Series II	Financial, 1882-2004		
	a. Executive board and trust, 1882-2004	11 boxes, 19 vols.	Open*
	b. Special funds, wills, bequests, 1882-2004	9 boxes, 3 vols.	Open*
	c. Investments, securities, and other funds, 1945-2003	16 boxes, 5 vols.	Open*
	d. Taxes, 1941-2003	7 boxes	Open*
	e. General, 1885-2004	16 boxes, 8 vols.	Open*
Series III	Programs and publications, 1888-2003	8 boxes	Open*
Series IV	Historical documentation and interpretation, 1888-1997	2 boxes, 1 flat file	Open
Series V	Images and artifacts, ca. 1854-ca. 2002	8 boxes, 4 vols., 2 flat files	Open*

* An asterisk indicates that a series or subseries contains restricted materials, but the entire series or subseries is not restricted. Files that are closed until 2018 but may be accessed with permission of the New Century Trust's president are boxed at the end of the collection. Please see the Box and Folder listing beginning on page 18 for details.

Series descriptions

Series 1. Administration, 1882-2004 (Boxes 1-32, 85-90, Vols. 1-34)

a. Board and other committees, 1882-2003.

This subseries is made up almost entirely of meeting minutes of the New Century Guild's Executive Board (or Executive Committee as it was first called) and its many committees. The Executive Board minutes cover the years from 1882 to 2000. Handwritten minutes are contained in ten volumes; transcribed copies and regular typed minutes are available in Boxes 1 to 3.

In late 1882, the New Century Club approved the creation of the New Century Working Women's Guild. The early minutes of the guild's Executive Committee reveal guild purchases, classes, finances, and the formation of numerous sub-committees, among them Business, Eligibility (or Membership), and Entertainment. As the guild evolved, the meeting minutes reflect its extension of classes and services, and include discussions of membership and financial statistics, lists purchases of magazines and books for its library, lengthy committee reports, and news on guild events.

Beginning in the 1930s and 1940s, there is a general division in minutes between those of the Executive Board and those of the guild's regular monthly meetings. The monthly regular or "business" meetings were open to all members and usually included committee and financial reports. Researchers should note that since copies of regular meeting minutes were made for the Executive Board, these copies are mixed (chronologically) with minutes of the Executive Board, all of which were kept in 3-ring binders. This material has been removed from binders, kept in order, and placed in folders.

This subseries also contains several folders of material pertaining to the trust's governance of itself and the guild, with particular emphasis on the trust's efforts to regain its non-profit status, which it lost in the early 1970s. There are papers on proposed changes to the guild's by-laws, examinations of the trust's mission statement, and several documents clarifying the relationship between the trust and the guild.

Lastly, there is a significant amount of minutes and miscellaneous records from meetings of numerous guild sub-committees, such as the Willing Hands Committee, the Educational Committee, and the House Committee.

b. Membership, 1882-2004.

Material in this subseries highlights the guild's broad membership and how it has grown and evolved since the guild's inception. There are slips and cards of members' personal and contact information, volumes of member lists and dues paid, membership applications, some minutes of the Membership Committee, and material from the Seniors/Grand Seniors Committee.

The first volume in this subseries, "Consecutive Roll of the New Century Guild, vol. 1, 1882-1903," demonstrates well the detail with which the guild kept records on its members. Recorded are membership numbers and statistics (e.g., new members, deaths, married members, members of the Executive Board). There is also information about each member, such as her name, address, year she joined the guild, occupation, and comments. Near the end of the book are statistics about the members' occupations by year, which included dressmaker, janitress, and stenographer, among others. By 1886, more occupations were noted: upholsterer, nurse, teacher, housekeeper, dentist, artist, etc. In the "comments" sections are notes on the members' past or current inclusion on the Executive Board and if the member taught evening classes. By 1903, there were 2055 members; most were from Philadelphia, but some were from the city's suburbs and New Jersey.

Early members (who joined between 1882 and the early 1900s) were also required to fill out membership slips, which contain names, addresses, occupations, dates of election (or admissions) and dues received. Starting around the 1920s, the guild began to keep track of "resigned," "delinquent," or "deceased" members by writing on individual index cards members' names and years as a member. These cards were then filed under the appropriate heading. All told, there are five boxes of member slips and cards. Boxes 13, 14, 85, and 87 contain membership applications from 1953 to 2003, which include the same information as the early member slips. (Please note that boxes 85 and 87 are closed to researchers until 2018). These slips and applications are in order of members' numbers (which they received when their application was accepted) rather than alphabetically by last name.

Also included in this subseries are meeting minutes from the guild's Membership Committee and the Seniors/Grand Seniors Committee. The latter committee was comprised of members who had served for at least five (Seniors) or twenty-five (Grand Seniors) years.

Please note that, in addition to closed files, this subseries contains two volumes (Volumes 19 and 24) of which portions are closed to researchers. The open portions have been photocopied and foldered. These volumes may be accessed with permission from the New Century Trust's president and the restriction will be lifted on January 1, 2018.

c. Personnel, 1947-2004.

These records consist of employee files, payroll records, unemployment compensation notices and tax forms, and papers from the State Workers Insurance Fund. Additionally, there are employees' letters of resignation, workers' compensation forms and reports, employment applications and résumés, and job inquiries. The material in this subseries is closed to researchers for a period of 75 years from creation dates. Please see the restrictions note on page 17 and the Box and Folder List starting on page 18 for details on when this material will be opened.

d. Dining room, 1953-2004.

The material in this subseries documents the guild's food service activities over a period of fifty years. There are financial records, reservation sheets, menus, dining

room policies and procedures, papers from kitchen renovations and repairs, and kitchen staff information. The advent of the guild's "Noon Rest" in the 1890s marked the beginning of its tradition of providing hot meals for members. Sometime during the early 1900s, the guild also began serving dinner on selected nights. Members had to register and pay a small fee for their dinners. By 1960, dinner service had become a regular event.

The largest portion of this subseries consists of financial material, in Boxes 24 to 26, such as bank account statements and reports to the board. The monthly dining room reports to the board contain income and expenditure lists, which include the number of dinners held and people served. There are also summaries of the dining room bank balance, petty cash holdings, and inventory credits. Additional material includes food receipts and reimbursement forms from the 1990s and a set of dining room account books from the 1960s to the 1990s.

Adding to the financial papers is a sizable group of lunch and dinner reservation sheets and petty cash settlement forms from 1990 to 2001. Although the format of the reservation sheets changed over time, the recorded information is generally the same: event (lunch, dinner, or special occasion), time, list of members' names, and dues paid. Later reservation sheets sometimes included the name of the main entrée (e.g. pot roast, beef stroganoff, orange roughy, etc.) Filed with most of the reservation sheets are additional financial papers, receipts, and petty cash settlement slips that show how much money was spent for and earned from a particular meal.

Please note that, in addition to the closed files, this subseries contains one volume (Volume 32) that contains material closed to researchers. The open portion has been photocopied and foldered. This volume may be accessed, however, with permission from the New Century Trust's president and the restriction will be lifted on January 1, 2018.

e. Insurance, 1945-2004.

Aside from several folders of insurance policies, this subseries also contains house and furnishing inventories and appraisals, which were done for insurance purposes, and correspondence. The inventories and appraisals in Box 28 Folder 7, provide an interesting and detailed look into the contents of the guild's house at 1307 Locust Street. House appraisals from 1945 and 1971 revealed the house's rising worth, from \$24,000 to \$58,000. There are also inventories of the house's "furniture and other articles," which included everything from paintings to tables to bookcases. In 1969, the guild hired the Samuel T. Freeman and Co., Auctioneers and Appraisers, to conduct an appraisal of the house's furnishings. Removed to Box 89 are recent appraisals of several of the guild's artworks.

f. Correspondence, 1945-2004.

The correspondence in this subseries relates to the guild's administrative functions. There are two folders of general correspondence that cover committee meetings, members and employees, house functions and use of the house by members, food service and special events, and general policies and procedures. Following this are three folders of trustee correspondence, which is chiefly financial in nature. There

are also folders of incoming and outgoing correspondence for specific staff members: Laura Beale Toy, guild president in the 1970s and early 1980s; Ruth Styer, guild treasurer during the 1990s; and Sally Ann Tobias, resident concierge during the 1990s. Also in this subseries is correspondence concerning the guild's 100th anniversary, its inclusion in the Pennsylvania Federation of Women's Clubs, and the guild's success in obtaining an historical marker and mural for its building.

g. Miscellaneous, 1906-2003.

This subseries contains an interesting assortment of documents. In Box 31 Folder 10 is a copy of the 1906 deed transferring ownership of the property at 1307 Locust Street from William A. Drysdale to the New Century Trust. There is a folder of additional inventories of house furnishings from 1981, 1997, and 2001. Unlike the inventories in subseries e, it seems these inventories were done solely for the members rather than for insurance purposes. There are several folders of material from the preparation, editing, and printing of the guild's newsletter. Additionally, there are member questionnaires, address books, and policies on guest registration and lists of overnight guests.

Series 2. Financial, 1882-2004 (Boxes 32-71, 90-100, Vols. 35-69)

a. Executive board and trust, 1882-2004.

The financial records of the guild's executive board and the New Century Trust span over one hundred years and include bank statement, account books, and reports on approved bills and petty cash accounts.

The thirty-five volumes in this subseries include ledgers, journals (or transfer binders) and cashbooks. Among the earliest volumes are guild executive board account books on evening classes and office supplies from 1882 to 1900. These show what classes were offered by the guild as well as how much monthly tuition each class gained. From this tuition, the guild paid its teachers, for a new gymnasium, and for general supplies.

In Boxes 32 and 33 are several folders of disbound volumes and old ledger sheets that include pages from the trust transfer binder, 1938 to 1954, and pages from a trust combined journal and ledger from 1973 to 1976. In Box 38 are pages from the guild's executive board cashbook and ledger from the 1970s to the 1990s.

Aside from bound and disbound volumes, there are guild board and trust financial reports. Specifically pertaining to the New Century Trust are cash reports of the treasurer from the 1950s and 1960s that detail the trust's yearly receipts, disbursements, assets, liabilities, and investments. From more recent years (1998 to 2000) are extensive print outs of the trust's transactions that include line items for membership dues, salaries, investments, and taxes. They also include details on money earned from and spent on guild activities, such as dinner and programs.

Financial papers of the New Century Guild's executive board make up the majority of this subseries. Most extensive is a series of reports on petty cash and approved bills that span from 1965 to 1999 and are housed in Boxes 33 to 37 and 91. The guild's petty cash account was essentially utilized for household and office supplies.

There are also several folders of receipts for items paid for with petty cash. These reports and receipts, along with the guild's bills for utilities, charitable contributions, and wages were examined by the guild's finance committee, who then put together reports on "bills for approval," which included lists of paid and unpaid bills of which they approved payment. From 1965 to about 1977 these reports and receipts were filed separately; but starting around 1978 the reports and receipts were filed together in stapled packets in monthly order.

Following these reports are board bank statements, miscellaneous reports on board expenses, the board's cash accounting records, and yearly compilations of financial reports to and of the board.

Please note that, in addition to the closed files, this subseries contains one volume (Volume 53) that is closed to researchers, but may be accessed with permission from the New Century Trust's president. This restriction will be lifted on January 1, 2018.

b. Special funds, wills, bequests, 1882-2004.

This subseries focuses on monies the trust and guild received through members' bequests and donations. While these papers highlight the generosity of numerous members, most folders contain only copies of wills and legal correspondence. There are, however, a few funds for which there are more extensive records.

In 1924, guild member Clara Austin Shrigley donated \$5,000 to what became known as the "Clara Austin Shrigley Memorial Fund." This money was intended for the Women's Southern Homeopathic Hospital of Philadelphia (which later became the Broad Street Hospital) for the purpose of securing a bed for use specifically by guild members. Prior to this, the guild had a hospital bed committee and a \$5,000 endowment for a bed at the Women's Hospital of Philadelphia. The guild managed these funds under its "Hospital Bed Fund," which eventually included an emergency hospital fund. In 1952, the jurisdiction over the Shrigley Fund was transferred, by court order, to the New Century Trust, but the guild continued to manage the bed at the Women's Hospital and the emergency hospital fund.

The guild also managed other notable funds such as the Harper Fund and the Cope Memorial Fund. In the 1930s, member Lillie du Puy Van Culin Harper left the guild \$500 in trust for the Willing Hands Committee. There are several folders of material on this fund which includes copies of her will, estate principal and income statements, and correspondence. In the 1960s, the guild started the Katherine and Mary Cope Memorial Fund from \$3,000 bequests from each sister. Over time, this money was used to fund the guild's dinner and selected programs and special events.

Beyond the files pertaining to specific requests are general records of the guild's special funds which, besides those previously discussed, include funds for the guild committees, the president's office, and specific programs. There are five boxes of receipts, reimbursement forms, bank account statements, account book sheets, trial balance and committee reports, and correspondence. This subseries also contains three volumes.

c. Investments, securities, and other funds, 1885-2004.

Material in this subseries shows, in more detail, how the New Century Trust managed its own money and effectively supported the New Century Guild. There are fund reports, investment reviews. Making up a significant portion of this subseries are investment and account statements from the trust's primary banks: first Girard Trust, and then Mellon.

The New Century Trust, as the incorporated body of the New Century Guild, was responsible, to a certain degree, for the guild's financial well-being. These records, which span primarily from the 1970s to the 2000s, reveal that the trust's money fell into three general categories: invested funds, current funds, and permanent funds. Invested funds were those placed into stocks, bonds, and other securities. Current funds were used to finance guild operations, and permanent funds were generally used for taxes and other fees. The trust's investments were managed by Girard Bank from the 1970s to the mid 1980s and by Mellon Bank from the mid-1980s to at least 2004. These records, filed by year, include ledger sheets, financial reports made for the board, investment reports and portfolios made by the banks, numerous account and assets statements, and investment reviews.

d. Taxes, 1941-2003.

At five boxes, this is the smallest financial subseries. It contains over sixty years worth of the trust's and guild's tax records. The majority of the material consists of federal, state, and local tax forms; however, there are also scattered letters from accountants, instructional booklets, and copies of board financial reports.

e. General, 1942-2004

This subseries documents the guild's daily bookkeeping and upkeep. Housed in fourteen boxes are yearly financial reports of the trust and of the guild's treasurer, general banking statements, utility bills, receipts, and invoices for maintenance, renovations, and repairs. This series also contains annotated copies of the same trust cash reports that can be found in subseries a. The copies in this subseries, which cover a longer span from the 1940s to the 1970s, were made for the guild and filed accordingly by their bookkeepers.

In Boxes 65 to 68 and 95 to 98 is the first major portion of this subseries: general accounting records that include copies of board and committee expense reports, business checking account statements, correspondence from accountants, general ledgers, and purchase request forms. There are also, in Box 97, printouts of all the trust's most recent accounts as of 2003.

The other major group under this subseries, which is housed in Boxes 68 to 71 and 98 to 100, is made up of bills, invoices, receipts, and correspondence relating to the guild's utilities, renovations, and repairs. In addition to almost two decades worth of phone, gas, oil, and electric bill stubs are receipts, invoices, and correspondence from cleaning and pest control services, general contractors, light repair service companies, office supply companies, and food service companies.

Series 3. Programs and publications, 1888-2003 (Boxes 72-76, 100-102)

The guild's primary publication was its newsletter, *The New Century Journal*. It was founded in 1887 as a newspaper entitled the *Journal of Women's Work*. Around 1890, the newspaper's format changed to a more user-friendly newsletter and it was renamed the *Working Women's Journal*. By the 1950s, the newsletter was called *The New Century Journal of Women's Interests*. In 1995, the newsletter's name changed one last time to *The New Century Journal*. Although this series contains a few photocopies of newsletters of the 1880s, the majority date from the 1950s to 2000s.

Several elements of the newsletter have remained constant over time: calendars of events, lists of new members, reports from the board, and reports on programs. Early newsletters also contained advice columns, lists of books added to the guild's library, short stories, poems, and letters to the editors. More recent newsletters have been vehicles for the guild's dinners and programs, and include calendars, reports on events held at or sponsored by the guild, and menus.

Making up the second portion of this series are records from the guild's programs, including fundraisers and regular and special events. Materials include itineraries from and reports on guild field trips, committee meeting minutes, financial papers (receipts, bills, and invoices), flyers, proposals, calendars, and correspondence.

Series 4. Historical documentation and interpretation, 1888-2004 (Boxes 76-66, FF 1)

What this series lacks in size (18 folders) it makes up for in content. It contains items related to efforts by guild members and others to record and interpret the history of the guild as an organization, as well as its individual members. Materials include correspondence, clippings, booklets, programs, biographical essays, scrapbooks, and copies of a publication on the guild's 100th anniversary.

Some of the earliest material begins with the death of the guild's founder, Eliza Sproat Turner. Mentioned consistently throughout the material in this series is Turner's dedication to the guild and the promise of its members to carry on her legacy. The folder of her biographical material contains several early members' recollections by of Turner's leadership of the guild in the 1880s and 1890s, a time when many thought it would never succeed. In Box 77 folder 7 is an essay entitled "Presidents of the New Century Guild," in which Turner and other guild presidents, until 1945, are honored.

Those searching for a more comprehensive portrait of the guild's activities will find such information in the scrapbook in Box 77 Folders 2 to 4, the chronology in Box 77 Folder 8, or the copy of the guild's publication *100th Anniversary, 1882-1982*, in Box 77 Folders 11 and 12. The scrapbook contains newspaper clippings on the guild's events and members in the early 1930s. There are articles on the guild's classes, causes, and membership, many of which contain pictures of and interviews with the members themselves. The "New Century Guild Chronology" is an apparently unpublished draft of the guild's daily happenings from 1882 to about 1958. Compiled from the guild's newsletter and board minutes are snippets on significant events, anniversaries, and classes. Also included are notes on membership

and staff changes, house repairs and renovations, and changes in the guild's operations. Finally, the publication *100th Anniversary, 1882-1982*, details the guild's history from its founding in 1882. In addition to a lengthy discussion on Eliza Sproat Turner, it describes the history of the guild's classes, its membership base, its various residences, and its committees and programs.

Series 5. Images and artifacts, ca. 1854-2004 (Boxes 78-84, 102, Vols. 70-73, FF 2-3)

This final series provides a visual record of the guild, its residence, members, and events over a period of more than one hundred years. In addition to photographic prints, there are film negatives, glass negatives, and copper plates. A large number of photographs have been placed, roughly in chronological order, in an album (Box 78). Artifacts include sheet magazines, music and song books, a penny stamp, a 1932 issue of *The Moon Magazine* for the blind, a bingo board, and a hymnal. Also in this series is a copy of Turner's poetry book called *Out-of-Door Rhymes*, as well as her notebook entitled *Miscellany*, in which Turner wrote a few poems and prose.

Boxes 78 (the photo album) and 81 both contain an assortment of images that fall into three general sets: formal and informal pictures of guild members; photographs of the rooms and interiors of the guild's residence at 1307 Locust Street; and photos of events, such as guild dinners, concerts, assemblies, and holiday gatherings. Box 81 contains early- to mid-twentieth century images of guild members using the guild's facilities, having tea, using the library, etc. There are also, in this box and the album, early portraits of guild leaders, including Eliza Sproat Turner, Edith Brubaker, Lillie du Puy Van Culin Harper, and Mary Mumford.

The second group of images is that of the guild's rooms and interiors. Among the earliest are copper plates (in Box 79) and glass negatives (in Box 82), all from around 1900. (Prints made from these items have been placed Box 81.) There are original copies of the prints as well as more recent copies and digital copies on CD. Other interior photographs show the guild in the 1950s and at Christmas time in the 1970s. There are also copies of pages from a scrapbook of guild interiors created in the early 1980s. The original photographs were removed from the scrapbook and placed in the album.

The final portion of photographs consists of guild events. While most of these photos are in the album, in Box 81 is a scrapbook of the guild's Senior Luncheon on May 14, 1988 which honored the guild's long-term members. In the album are numerous other photographs, most from the early 1980s to the late 1990s, showing the guild members at holiday dinners and gatherings, musical programs, lectures, and, notably, at the unveiling of their historical marker in the late 1990s.

Separation report

To HSP's library:

The New Century Journal of Women's Interests. Philadelphia: New Century Guild, 1941-1981.
4 bound volumes: v. 55 (1941) – v. 64 (1950); v. 64 (1951) – v. 73 (1960); v. 74 (1961) – v. 83 (1970); v. 84 (1971) – v. 94 (1981). [HQ 1906 .P5 N494]

Related materials

At HSP:

Lantern and Lens Gild of Women Photographers records (Collection 3085)
Garden Club of Philadelphia records (Collection 1476)
Philadelphia Federation of Women's Clubs records (Collection 3050)
Civic Club of Philadelphia records (Collection 1813)
Women's Way of Philadelphia records (no number)

Bibliography

100th Anniversary: the New Century Guild. Philadelphia: The New Century Guild, 1982.

Croly, Jane Cunningham. *The History of the Women's Club Movement*. New York: Henry G. Allen, 1898.

Subjects

Women – Pennsylvania – Philadelphia – Biography
Women – Pennsylvania – Philadelphia – Correspondence
Women – Pennsylvania – Philadelphia – History
Women – Pennsylvania – Philadelphia – Intellectual life – 19th century
Women – Pennsylvania – Philadelphia – Intellectual life – 20th century
Women – Pennsylvania – Philadelphia – Social conditions
Women – Pennsylvania – Philadelphia – Societies and clubs – Directories
Women – Societies and clubs – Periodicals
Women – Societies and clubs – Programs
Women – Societies and clubs – 20th century
Women – Societies and clubs – United States – History – 19th century
Women – Societies and clubs – United States – History – 20th century

New Century Guild (Philadelphia, Pa.) – History
New Century Guild (Philadelphia, Pa.) – Periodicals
New Century Guild for Working Women (Philadelphia, Pa.)
New Century Trust (Philadelphia, Pa.)

Turner, Eliza (Sproat) Mrs., 1826-1903

Administrative Information

Restrictions

Records dating from 1998 to 2004, which are in boxes 85 to 103 and include volumes 19, 24, 32, and 53, are closed for ten years, and may only be accessed with permission of the New Century Trust president. They will be opened to researchers in 2018.

All payroll and employee files in boxes 21, 22 and 23 are closed for 75 years from creation dates. Please see the Box and Folder List starting on page 18 for dates when these files will be opened. Files will be opened on January 1st of the appropriate years.

Acquisition information

Gift of the New Century Guild, 1987.

Gift of the New Century Trust, 2007.

Accession numbers: 1987:19, 2007.048.

Preferred citation

Cite as: [Indicate cited item or series here], New Century Trust records (Collection 3097), The Historical Society of Pennsylvania.

Processing note

Processing made possible by a generous donation from the New Century Trust.

Portions of this collection were processed by a previous archivist before it was donated to HSP. Every effort has been made to retain the overall original order of this collection, including the processed portions.

Box and folder listing

Series 1. Administration. a. Board and other committees

Folder title	Date	Box/Vol.	Folder	Open/Closed
New Century Guild meeting minutes	1882-1893, 1897-1946	Vols. 1-6	n/a	Open
NCG Executive Board meeting minutes	1893-1922	Vol. 7- 10	n/a	Open
Mixed meeting minutes, 1882-1896	1986, n.d.	1	1-5	Open
Items removed from Volume 4	1916, n.d.	1	6	Open
NCG Executive Board meeting minutes	1934-1940, 1948-1952	1	7-8	Open
NCG Executive Board meeting minutes	1954, 1956- 1968	2	1-2	Open
President's reports	1969, 1972, 1973	2	3	Open
NCG Executive Board meeting minutes	1969-1979	2	4-5	Open
NCG Executive Board meeting minutes – drafts and copies	1977-1981	2	6	Open
NCG Executive Board meeting minutes	1980-1984	2	7	Open
NCG Executive Board meeting minutes	1984-1989	3	1	Open
Board minutes – president's copies	1986-1989	3	2	Open
Board reports	1990-1992	3	3	Open
NCG Executive Board meeting minutes	1994-1997	3	4-5	Open
NCG Executive Board meeting minutes	1998-2000 (bulk 1998- 1999)	85	1	Closed until 2018
NCG Executive Board meetings – miscellaneous	1977-1984	3	6	Open
NCT meetings	1960, 1968- 1975, 1990, 1996-1997	3	7	Open
NCT meetings and correspondence	1998-2004	85	2	Closed until 2018
Copies of board minutes for NCT	1971-1988	4	1-3	Open
Committee reports to NCG Executive Board	1974, 1975, 1982, 1983	4	4-5	Open
Board material for Ruth Styer	1981-1984	4	6-7	Open

Copies of board material for Livia Sparagna	1990-1993	5	1-3	Open
Copies of board material for Livia Sparagna	1998-2001, 2004	85	3-4	Closed until 2018
NCG business meeting minutes and reports	1947-1956, 1958-1973, 1978-1988	6	1-7	Open
NCG business meeting minutes and reports	1984-Apr. 1991	7	1-7	Open
NCG business meeting minutes and reports	May 1991-1997	8	1-7	Open
NCG business meeting minutes and reports	1998	85	5	Closed until 2018
NCG business meetings – miscellaneous	1992, 1995, 1996	9	1	Open
Annual meetings	1930-1977	9	2	Open
Annual meetings	1998-1999	85	6	Closed until 2018
Annual reports	1986, 1990, 1991, 1992 (bulk 1991)	9	3	Open
Triennial reports	1968-1970	9	4	Open
Tax exempt status correspondence	1942, 1961-1962, 1972-1975	9	5	Open
NCT and NCG by-laws revisions	1955, 1987, 1994-1997, n.d.	9	6	Open
NCT and NCG by-laws revisions	1999-2000	85	7	Closed until 2018
Legal and accounting papers concerning NCT's non-profit/tax exempt status	1986-1997	9	7	Open
Legal and accounting papers concerning NCT's non-profit/tax exempt status	1998-2001	85	8	Closed until 2018
NCT and NCG mission/goals/objectives	ca. 1999-2001	85	9	Closed until 2018
NCT conflict of interest policy	ca. 2000	85	10	Closed until 2018
Relationship between NCT and NCG	2000	85	11	Closed until 2018
Miscellaneous	ca. 1998-2000	85	12	Closed until 2018
75 th anniversary committee	1957	9	8	Open
Ad Hoc committee	2000-2001	86	1	Closed until 2018

Appropriations	1975, 1980-1982	9	9	Open
Committee funds	1984-1986	9	10	Open
Educational committee	1959-1986	9	11	Open
Entertainment committee	1964-1978	9	12	Open
Finance committee	1998-2000	86	2	Closed until 2018
Flower committee	1971-1982	9	13	Open
Founder's Day committee	1963, 1967, ca. 1994	9	14	Open
Friendly Visitor's committee	1950-1976, 1977, 1986	9	15	Open
Games committee	1964-1975	9	16	Open
Hospital beds report	1976-1977	9	17	Open
House committee	1960-1974	9	18	Open
House committee inventories	1970, 1993	10	1-2	Open
Inside House committee	1970	10	3	Open
Library committee reports	1960-1997	10	4-5	Open
Library committee – bills, invoices, receipts, subscriptions	1969-1996	10	6	Open
Management committee	1998	86	3	Closed until 2018
Nomination committee	1997	10	7	Open
Social Service committee	1951-1982	10	8	Open
Task Force Team meeting	1999	86	4	Closed until 2018
Ways and Means committee	1953-1980	10	9	Open
Willing Hands committee	1969, 1977	10	10	Open

Series 1. Administration. b. Membership

Folder title	Date	Box/Vol.	Folder	Open/Closed
Consecutive Roll of the New Century Guild, vol. 1	1882-1903	Vol. 11	n/a	Open
List of members and dues paid	1882-1907, 1928-1944, 1963-1974	Vols. 12-17	n/a	Open
Items removed from Vol. 16	ca. 1945-1962	13	1	Open
List of members and dues paid	1963-1974	Vol. 17	n/a	Open
List of members and dues paid/renewals	1969	Vol. 18	n/a	Open
List of members and dues paid (from Vol. 19)	1986-1997	13	2	Open

List of members and dues paid	1986-2003	Vol. 19	n/a	Closed until 2018
Items removed from Vol. 19	1974, n.d.	13	3	Open
Alphabetical index of members	1951- ca. 1974	Vol. 20	n/a	Open
Items removed from Vol. 20	1949, 1959, 1960, n.d.	13	4	Open
New membership slips (applications)	1887-1890, 1892-1894	11	n/a	Open
New membership slips (applications)	1895-1901, 1903-1904	12	n/a	Open
Ledger of member's names	ca. 1900	Vol. 21	n/a	Open
List of new members	1951-1974	Vol. 22	n/a	Open
List of members and dues paid/new members	1975-1992	Vol. 23	n/a	Open
List of new members (from Vol. 24)	1992-1997	13	5	Open
List of new members	1992-2003	Vol. 24	n/a	Closed until 2018
"Who's Who in the Guild" information cards	ca. 1944	18	n/a	Open
Life member applications	1947, 1963- 1989, 1998	13	6	Open
Applications for membership	1953-1981	13	7-11	Open
Applications for membership	1982-1997	14	1-2	Open
New members' receptions reports	1959-1982	14	3	Open
Member's dues slips	1998-2003	87	n/a	Closed until 2018
Applications for membership	1998-2000	86	5	Closed until 2018
Applications for membership	2000-2003	88	1	Closed until 2018
New members – lists, contact information	1966-1997 (bulk 1997)	14	4	Open
New members – lists, contact information	1998, 1999	88	2	Closed until 2018
"New Member Nights" annual reports and financial statements	1992-1997	14	5	Open
Seniors/Grand Seniors member cards	ca. 1886-ca. 1974	18	n/a	Open
Grand Seniors and Seniors registrar's book	1895-1960	Vol. 25	n/a	Open
Grand Seniors and Seniors minute books	1926-1981	Vols. 26-27	n/a	Open
Minutes of meetings of senior section	1923-1967	14	6	Open

Senior/Grand Seniors meeting reports and member lists	1942-1953	14	7	Open
Seniors meeting/banquet reports and correspondence	1956-1963	15	1	Open
Florence Eakins Grand Seniors Fund	1959, 1969-1977	15	2	Open
Senior Banquet reports and correspondence	1964-1984	15	3-7	Open
Deceased members cards	ca. 1920-ca. 1974	16	n/a	Open
Resigned/delinquent members cards	ca. 1920-ca. 1974	17-18	n/a	Open
Senior Banquet reports and correspondence	1986-1992, 1994-1995	19	1-2	Open
Membership committee meeting notes	1929-1945, 1947-1961	19	3-4	Open
Membership committee monthly reports	1959-1988	19	5-6	Open
Membership committee monthly reports	1992-1997	19	7	Open
Membership reports for <i>The New Century Journal</i>	1965-1974	19	8	Open
Annual and Triennial membership reports	1970-1986	20	1	Open
Members' business meeting	1990-1997 (bulk 1992-1993)	20	2	Open
Members' business meeting	1999	88	3	Closed until 2018
Elections – ballots and results	1947-1985, 1987, 1989-1990, 1996, 1997	20	3-4	Open
Elections – ballots and results	1999	88	4	Closed until 2018
Member's deaths, resignations, expulsions	1948-1992	20	5	Open
Correspondence	1967-1979, 1983, 1987, 1992-1996	20	6-7	Open
Membership directories	1974-1995	20	8	Open
Miscellaneous	1979, 1986, 1995-1996	20	9	Open
Miscellaneous	1999-2003	88	5	Closed until 2018

Series 1. Administration. c. Personnel

Folder title	Date	Box/Vol.	Folder	Open/Closed
Resignations	1947-1974 (bulk 1954-1956)	21	1	Closed until 2022-2049
Workmen's compensation/injury reports	1954-2004 (bulk 1954-1960)	21	2	Closed until 2029-2079
Personnel Committee reports and correspondence	1954-1974	21	3	Closed until 2029-2049
Job inquiries and thank you notes	1960-1964	21	4	Closed until 2035-2039
Employment applications, cover letters, resumes	1982-1989, 1997, 1998	21	5	Closed until 2057-2064, 2072, 2073
Employee file	1997-2002	21	6	Closed until 2072-2077
Employee file	1985	21	7	Closed until 2060
Employee file	1990-1994	21	8	Closed until 2065-2069
Employee file	1990-1991	21	9	Closed until 2065-2066
Employee file	1994	21	10	Closed until 2069
Employee file	1974-1999	21	11	Closed until 2049-2074
Employee file	1974	21	12	Closed until 2049
Employee file	1978-1981	21	13	Closed until 2053-2056
Employee file	1994-2002	21	14	Closed until 2069-2077
Employee file	1975-1992	21	15	Closed until 2050-2067
Employee file	1994	21	16	Closed until 2069
Employee file	1978-1986	21	17	Closed until 2053-2061
Employee file	1983-1988	21	18	Closed until 2058-2063
Employee file	1982-1983	21	19	Closed until 2057-2058
Employee file	1993	21	20	Closed until 2068

Employee file	1988	21	21	Closed until 2063
Employee file	1972-1988	21	22	Closed until 2047-2063
Employee file	1984-1986	21	23	Closed until 2059-2061
Employee file	1974-1978	21	24	Closed until 2049-2053
Employee file	1998-2002	22	1	Closed until 2073-2077
Employee file	1981-1987	22	2	Closed until 2056-2062
Employee file	1988-1989	22	3	Closed until 2063-2064
Employee file	1986-1988	22	4	Closed until 2061-2063
Employee file	1989-2002	22	5	Closed until 2064-2077
Employee file	1981	22	6	Closed until 2056
Employee file	1977-1988	22	7	Closed until 2052-2063
Employee file	1997-2002	22	8	Closed until 2072-2077
Employee file	1978	22	9	Closed until 2053
Employee file	1974-1987	22	10	Closed until 2049-2062
Employee file	1997-1998	22	11	Closed until 2072-2073
Employee file	2000	22	12	Closed until 2075
Employer taxes	1974-2002 (bulk 1987- 2002)	22	13	Closed until 2049-2077
Tax booklets	1988, 1990- 2001	22	14	Closed until 2063, 2065-2077
Employee taxes	1996-2002	22	15	Closed until 2071-2077
Payroll	1975-2001	23	1-2	Closed until 2050-2076
PA unemployment compensation	1987-2002	23	3	Closed until 2062-2077
Unemployment compensation notices	1994-2000	23	4	Closed until 2069-2075
Employee unemployment case	1996-1997	23	5	Closed until 2071-2072

Kitchen staff payroll	1997-1998	23	6	Closed until 2072-2073
Kitchen staff – wages paid	1997-1998	23	7	Closed until 2072-2073
State Workers Insurance Fund	2002-2004	23	8	Closed until 2077-2079
Miscellaneous	1969-2004	23	9	Closed until 2044-2079

Series 1. Administration. d. Dining Room

Folder title	Date	Box/Vol.	Folder	Open/Closed
Financial statements	1959-1971	24	1	Open
Bank account	1965-1966, 1970	24	2	Open
Financial statements	1972-1975	24	3	Open
Bank account	1972-1975	24	4	Open
Financial statements	1976-1978	24	5	Open
Bank account	1976-1978	24	6	Open
Financial statements	1979-1981	24	7	Open
Bank account	1979-1981	24	8	Open
Financial statements	1982-1985	25	1	Open
Bank account	1982-1985	25	2	Open
Financial statements	1986-1989	25	3	Open
Bank account	1986-1989	25	4	Open
Financial statements	1990-1995	25	5	Open
Bank account	1990-1995	25	6-7	Open
Financial statements	1996-1997 (bulk 1996)	26	1	Open
Bank account	1996	26	2	Open
Financial statements	1998-2001	88	6	Closed until 2018
Bank account	1997	26	3	Open
Reservation notes, lists, correspondence	1990-1996	26	4	Open
Dinner reservations and cash box settlements	1994-1996	26	5-8	Open
Dinner reservations and cash box settlements	1997	27	1	Open
Dinner/lunch reservations	1998	88	7	Closed until 2018
Dinner reservations and cash box settlements	1998	88	8	Closed until 2018

Luncheon reservations	1999	88	9	Closed until 2018
Dinner reservations	1999	88	10	Closed until 2018
Luncheon reservations	2000	88	11	Closed until 2018
Dinner reservations	2000-2001	89	1-2	Closed until 2018
Dinner/lunch reservations	2002, 2003 (bulk 2002)	89	3	Closed until 2018
Food receipts and reimbursement forms	1992-1994, 1996-1997	27	2-7	Open
Food receipts and reimbursement forms	1998-1999	89	4-7	Closed until 2018
Food receipts and reimbursement forms	2000	90	1-2	Closed until 2018
Policies and procedures	1953, 1996, n.d.	27	8	Open
Kitchen repairs, renovations, additions	1958-1959, 1976, 1994- 1996, n.d.	27	9	Open
Dining room ledger	ca. 1966- 1979	Vol. 28	n/a	Open
Dining room journals	1975-1986, 1989-1995	Vols. 29-31	n/a	Open
Dining room journal (from Vol. 32)	1995-1997	27	10	Open
Dining room journal	1995-1999	Vol. 32	n/a	Closed until 2018
Dinner menus	ca. 1996, n.d.	27	11	Open
Kitchen assets and expenditures	1996-1997	28	1	Open
Receipts and purchase request forms – C. Mayer	1997	28	2	Open
PGW service	1997	28	3	Open
PGW service	1998	90	3	Closed until 2018
Catered and special dinners	1997	28	4	Open
Miscellaneous	1974-1997	28	5	Open
Miscellaneous	2000, 2002, 2004	90	4	Closed until 2018

Series 1. Administration. e. Insurance

Folder title	Date	Box/Vol.	Folder	Open/Closed
Title insurance	1906	28	6	Open

Inventories and appraisals	1945, 1947, 1969, 1971	28	7	Open
Appraisal of NCG paintings	2001, 2004	90	5	Closed until 2018
Insurance Company of North America	1947, 1965, 1971, 1978, 1982)	28	8	Open
Perpetual fire insurance	1949, 1951, 1971	28	9	Open
Stokes, Packard and Smith	1950-1953, 1959	28	10	Open
List of policies held	1961-1970, n.d.	28	11	Open
Marsh & McClennon	1971-1977	28	12	Open
Pennsylvania Manufacturers' Association Insurance Company	1973-1977	28	13	Open
Hare & Chase	1976-1986	28	14	Open
Hare & Chase	1987-1997	29	1-2	Open
Hare & Chase	1998-2003	90	6	Closed until 2018
Great Southwest Fire Insurance Company	1977-1980	29	3	Open
Insurance Placement Facility of Pennsylvania	1977-1980	29	4	Open
State Workmen's Insurance Fund	1977-1997	29	5-8	Open
State Workmen's Insurance Fund	1998	90	7	Closed until 2018
Harleysville Mutual	1984, 1986- 1988	29	9	Open
Ohio Casualty	1990-1992	29	10	Open
Ohio Casualty	1993-1997	30	1	Open
Ohio Casualty	1998, 2000- 2001, 2003- 2004	90	8	Closed until 2018
Miscellaneous	1966-1997	30	2	Open
Miscellaneous	1998-2003	90	9	Closed until 2018

Series 1. Administration. f. Correspondence.

Folder title	Date	Box/Vol.	Folder	Open/Closed
General	1945-1995	30	3-4	Open
Trustees	1948-1970, 1980-1984, 1986-1995	30	5-7	Open

General and Trustees	1999-2003	90	10	Closed until 2018
Laura Beale Toy – incoming	1970-1981	30	8-9	Open
Ruth Styer – incoming and outgoing	1982-1985	31	1	Open
Donation acknowledgements	1983-1984	31	2	Open
Sally Tobias – incoming and outgoing	1991-1995	31	3	Open
Miscellaneous	1976, 1996	31	4	Open
Pennsylvania Federation of Women's Clubs	1951-1984	31	5	Open
Gimbel Award	1976-1984	31	6	Open
Guild's 100 th Anniversary	1982	31	7	Open
Thrift sales	1989-1996	31	8	Open
National Register of Historic Places	ca. 1991	31	9	Open
American Association of University Women	1999	90	11	Closed until 2018
Guild mural/Mural Arts	1999-2001	90	12	Closed until 2018
Philadelphia Historical Commission	2000, 2004	90	13	Closed until 2018
Groups that inquired about renting space at NCG	2002-2003	90	14	Closed until 2018

Series 1. Administration. g. Miscellaneous

Folder title	Date	Box/Vol.	Folder	Open/Closed
Historic documents/donations to HSP	1906, 1939, 1943, 1997	31	10	Open
Blueprints	1929	31	11	Open
Office and safety equipment/repairs	1935-1997	31	12	Open
Office and safety equipment/repairs	1998, 1999, 2002, 2003	91	1	Closed until 2018
Overnight guests and guest registration	ca. 1950, 1979, 1997, n.d.	31	13	Open
Overnight guests registration	1998-2002	91	2	Closed until 2018
Printed material	1957, 1999, n.d.	31	14	Open
Address books	ca. 1970-ca. 1990, ca. 1974	Vols. 33-34	n/a	Open

Inventories of house furnishings	1981, 1997	31	15	Open
Inventories of house furnishings	ca. 2002	91	3	Closed until 2018
<i>New Century Journal</i> preparation and editing	1982-1991	32	1-2	Open
<i>New Century Journal</i> printing costs	1990-1997	32	3	Open
<i>New Century Journal</i> printing costs	1998-2002	91	4	Closed until 2018
Organizational brochures, pamphlets, flyers	ca. 1990, 1997, n.d.	32	4	Open
Organizational programs	2001, 2002	91	5	Closed until 2018
Questionnaires	ca. 2000	91	6	Closed until 2018
Address book	2001	91	7	Closed until 2018
Kitchen equipment	2002, n.d.	91	8	Closed until 2018
Miscellaneous	1996-2003	32	5	Open
Miscellaneous	1998-2002, 2004	91	9	Closed until 2018

Series 2. Financial. a. Executive board and trust.

Folder title	Date	Box/Vol.	Folder	Open/Closed
NCG Executive Board evening classes and office accounts (book "A")	1882-1889	Vol. 35	n/a	Open
Items removed from Vol. 35	ca. 1891	32	6	Open
NCG Executive Board evening classes and office accounts (book "B")	1889-1894	Vol. 36	n/a	Open
NCG Executive Board evening classes and office accounts (book "C")	1895-1900	Vol. 37	n/a	Open
Items removed from Vol. 37	1897, 1901	32	7	Open
NCG Executive Board treasurer's account (book "A")	1882-1889	Vol. 38	n/a	Open
NCG Executive Board treasurer's account (book "B")	1889-1893	Vol. 39	n/a	Open
Items removed from Vol. 39	1894, n.d.	32	8	Open
NCG Executive Board treasurer's account	1891-1898	Vol. 40	n/a	Open
Items removed from Vol. 40	1893	32	9	Open

NCG Executive Board treasurer's account (book "D")	1901-1906	Vol. 41	n/a	Open
NCG Executive board ledger	1931-1941	Vol. 42	n/a	Open
NCT general transfer ledger sheets	1938-1954	32	10-11	Open
NCT journal and general ledger/transfer binder	1945-1973	Vol. 43	n/a	Open
NCT general ledgers	ca. 1971-1997	Vols. 44-45	n/a	Open
NCG executive board cashbooks	July 1949-Dec. 1973	Vols. 46-51	n/a	Open
NCT cash reports of the treasurer	1956-1967	32	12	Open
NCT bank account	1966	32	13	Open
Trust CPA financial statements	1972, 1973, 1974	33	1	Open
Trust trial balance book	1972-1983	33	2	Open
Trust journal and ledger	1973-1976	33	3	Open
Trust accounting reports	1998-2000	91	10	Closed until 2018
Trust transactions	1999	91	11-12	Closed until 2018
Board petty cash	1965-1969	33	4	Open
Finance committee, bills approved	1966-1976	33	5	Open
Board petty cash	1970-1976	33	6	Open
Board bills for approval	1971, 1973-1975	33	7	Open
Petty cash receipts	1973-1974	33	8-9	Open
Petty cash receipts	1975	34	1	Open
Board petty cash and bills for approval	1975-1976	34	2	Open
Petty cash receipts	1976	34	3	Open
Board petty cash and bills for approval	1977	34	4	Open
Board bills for approval	1977, 1978	34	5	Open
Board petty cash statements	1978	34	6	Open
Board petty cash and bills for approval	1979	34	7	Open
Board petty cash and bills for approval	1981-1986	35	1-7	Open
Board petty cash and bills for approval	1987-1994	36	1-8	Open
Board petty cash and bills for approval	1995-1997	37	1	Open
Board petty cash and bills for approval	1998-1999	92	1	Closed until 2018
Board bank account and expenses	1973-1975	37	2	Open
Board bank account	1977-1996	37	3-7	Open

Board cash accounting sheets	1973-1975	38	1	Open
Board cash book and general ledger	1974-1981	38	2	Open
Old board ledger	1978-1990	38	3	Open
Board cash book	1982-1997	38	4-6	Open
Board financial statements	1977-1997	39	1-5	Open
Board treasurer's reports	1994-1995	40	1	Open
NCT/NCG cash disbursements	1997	Vol. 52	n/a	Open
Board cash receipts/disbursements	1997	40	2	Open
Board cash receipts/disbursements	1998-2000	92	2	Closed until 2018
Cash receipts book	2000-2004	Vol. 53	n/a	Closed until 2018
Miscellaneous	1976-1993, n.d.	40	3	Open

Series 2. Financial. b. Special funds, wills, bequests

Folder title	Date	Box/Vol.	Folder	Open/Closed
Shrigley hospital bed fund	1882, 1924, 1949, 1953, 1979	40	4	Open
Hospital bed committee – minutes and correspondence	1918-1987, n.d.	40	5-10	Open
Hospital bed record	1919-1971	40	11	Open
Lina Stanton Hawley bed at Women's Hospital of Philadelphia	1925, 1963	40	12	Open
Hospital bed fund record books	1938-1970	41	1	Open
Hospital beds – miscellaneous	1934-1968, 1978-1979, n.d.	41	2	Open
Estate of Alice S. Ainsworth, deceased	1971	41	3	Open
M. Elizabeth Albertson Trust Legacy	1991	41	4	Open
Mary M. Allen bequest of pictures	1942	41	5	Open
Helen Bell Trust Legacy	ca. 1896	41	6	Open
Florence E. Bridgwater Trust Legacy	1977, n.d.	41	7	Open
Albert P. Brubaker Trust Legacy	1940-1982, n.d.	41	8	Open
Laura B. Butterworth Trust Legacy	1935-1940	41	9	Open
Lisbeth Canning memorial	1955-1970	41	10	Open
A.K. Carruth restricted fund	1924, 1925, 1947	41	11	Open

A.K. Carruth restricted fund	2003, 2004	92	3	Closed until 2018
Katherine and Mary Cope Memorial Fund	1967-1980	41	12	Open
Will and estate of Katherine Cope	1965	41	13	Open
Estate of Ruth T. Dormire	28 Jan. 2003	91	4	Closed until 2018
Florence E. Eakins Grand Senior Fund	1959-1973	41	14	Open
Anne Farley Trust Legacy	1911	41	15	Open
Dorothy M. Fritz Trust Legacy	1973, 1974	41	16	Open
Estate of Deborah Anne Frost	1937	41	17	Open
Estate of Bertha L. Gilchrist – furniture	1938	41	18	Open
Will of Margaret D. Gilmour	1984	41	19	Open
Mary S. Godshalk trust legacy	1973	41	20	Open
Henrietta Graff Trust Legacy	1907, 1928, 1946	41	21	Open
Marion Ardath Gruver Trust Legacy	1985	41	22	Open
Isabella F. Guthrie Trust Legacy	1991	41	23	Open
Estate of Jessie E. Hanson – furniture	1948	41	24	Open
Harper Trust and Stocks	1985	41	25	Open
Miss Lina Hawley, donation of a sofa	1928	41	26	Open
Emma Heim Trust Legacy	1927-1937	41	27	Open
Donation to Hero Scholarship	1997	42	1	Open
Anna Hazen Howell Trust Legacy	1936, 1938	42	2	Open
Lillie du Puy Van Culin Harper Trust and estate papers	1932-1980	42	3-6	Open
Elizabeth Holloway Trust Legacy	1989	42	7	Open
Millie Jones Trust Legacy	1937-1939	42	8	Open
Kanour Memorial Fund	1969	42	9	Open
Anna T. Meyer Trust Legacy	1954, 1956	42	10	Open
Rebecca M. Miller Trust Legacy	1965	42	11	Open
Estate of M. Theresa Keehmle	1909	42	12	Open
The Philadelphia Contributionship	1988	42	13	Open
The Clara Austin Shirgley Memorial Fund	1882-1968	42	14	Open
Estate and will of Emma Springman	1989	42	15	Open
Eliza S. Turner Trust Legacy	1903, 1945	42	16	Open
Will of Katherine D. Willis	1960	43	1	Open
Gartha E. Wolfe, will	1987	43	2	Open

Investment balance sheet	31 Dec. 1946	43	3	Open
Special funds daybook sheets	1955-1964	43	4	Open
Special funds ledger sheets – committee records	1955-1972	43	5	Open
Special funds daybook	1966-1973	Vol. 54	n/a	Open
Special funds ledger sheets	1971-1983	43	6-7	Open
Special funds account statements	1972-1975	43	8	Open
Special funds receipts	1973-1976	43	9	Open
Bequests – accounts and correspondence	1974-1986	43	10	Open
Special funds bank account, reimbursement, receipts	1975-1976	44	1-2	Open
Special funds receipts	1976-1977	44	3	Open
Receipts – Flower Fund	1976-1978	44	4	Open
Special funds trial balance and committee statements	1976-1980	44	5	Open
Special funds cash book sheets	1976-1990	44	6-8	Open
Special funds bank account, reimbursement, receipts	1977	45	1	Open
Special funds bank account, reimbursement, receipts	1978	45	2	Open
Legacies, special trusts, securities account book	ca. 1979-ca. 1992	Vol. 55	n/a	Open
Items removed from Vol. 53	1986-1990	45	3	Open
Special funds bank account	1979	45	4	Open
Special funds reimbursement and receipts	1979	45	5	Open
Special funds bank account, reimbursement, receipts	1980	45	6	Open
Special funds trial balance and committee statements	1980-1984	45	7	Open
Special funds bank account, reimbursement, receipts	1981	45	8	Open
Special funds bank account	1982-1984	46	1	Open
Special funds ledger	1983-1997	Vol. 56	n/a	Open
Special funds bank account	1985-1986	46	2	Open
Special funds trial balance and committee statements	1985-1986	46	3	Open
Special funds bank account	1987-1989	46	4	Open
Special funds trial balance and committee statements	1987-1989	46	5	Open
Special funds bank account	1990-1993	46	6	Open
Special funds trial balance and committee statements	1990-1993	46	7	Open

Special funds bank account, trial balance and committee statements	1994	47	1	Open
Special funds bank account, trial balance and committee statements	1995-1996	47	2	Open
Special funds deposits	1997	47	3	Open
Special funds reconciliation summaries and appropriations	1998-2003	92	5	Closed until 2018
Miscellaneous	1965-1997	47	4	Open

Series 2. Financial. c. Investments, securities, and other funds

Folder title	Date	Box/Vol.	Folder	Open/Closed
NCT permanent fund cashbook	Jan. 1945- Mar. 1996	Vols. 57-59	n/a	Open
NCT investment reviews	1946, 1949	47	5	Open
Securities journal sheets	ca. 1950-ca. 1980	47	6	Open
Permanent fund cash reports	1953-1969	47	7	Open
Harper fund	ca. 1965- 1984	47	8	Open
NCT current fund cashbook	July 1961- Dec. 1990	Vols. 60-61	n/a	Open
Current fund cash receipts and disbursements	1970-1979	47	9	Open
Current/permanent/investment funds reports	1970-1979	48	1-3	Open
Current/permanent/investment funds reports	1980-1989	48	4-7	Open
Current/permanent/investment funds reports	1987-1989	49	1	Open
NCT monthly/annual fund statements	1981-1986	49	2	Open
Trust fund reports and ledger sheets	1983-1989	49	3-4	Open
Current/permanent/investment funds reports	1990-1997	49	5-6	Open
Current/permanent/investment funds reports	1998-1999	92	6	Closed until 2018
Trust fund reports	1993-1994	50	1	Open
Current/permanent/investment funds transactions and summaries	2000-2003	93	7	Closed until 2018
Current/permanent/investment funds miscellaneous	1958-1991	50	2	Open
Girard Trust Corn Exchange Bank account statements	1954-1959	50	3	Open

Girard Trust Bank – investment advisory account	1960-1964	50	4	Open
Girard Bank – confirmation of securities	1970-1977	50	5	Open
Girard Bank – statements of assets	1971-1979	50	6	Open
Girard Bank – accounts – NCT ledger sheets	1975-1987	50	7	Open
Girard Trust – advisory account	1972-1975	50	8	Open
Girard Trust – advisory account	1974-1976	51	1	Open
Girard Bank – account statements	1976-1982	51	2-3	Open
Girard Trust – advisory account	1977-1979	51	4-5	Open
Girard Bank – account statements	1980	51	6	Open
Girard Trust – statements of assets	1980-1983	51	7	Open
NCT investment statements, reviews, and summaries	1980-1985	52	1	Open
Girard Bank portfolio	1984	52	2	Open
Girard Bank – assets statements	1981-1984	52	3-6	Open
Girard Bank – miscellaneous	1970-1983	52	7	Open
Mellon Bank – account statements	1984	53	1	Open
Mellon Bank – asset statements	1984	53	2	Open
Mellon Bank – asset statements/ investment summaries	1985	53	3-4	Open
Mellon Bank – income statements/advisory account	1985	53	5	Open
Mellon Bank – investment management portfolio	1985-1986	53	6	Open
Mellon Bank – investment and account statements	1986	53	7-8	Open
Mellon Bank – account statements	1986	54	1-2	Open
Mellon Bank – investment statements	1986-1987	54	3-4	Open
Mellon Bank – account statements	1987	54	5	Open
Mellon Bank – income and principal transactions statements	1987	54	6	Open
Mellon Bank – investment statements	1988	54	7	Open
Mellon Bank – investment proposal	August 1988	55	1	Open
Mellon Bank – investment and principal transactions statements	1988	55	2	Open
Mellon Bank – investment and account statements	1988-1989	55	3-4	Open
Mellon Bank – income and principal transactions statements	1989	55	5	Open
Mellon Bank – account statements	1989	55	6	Open

Mellon Bank – income and principal transactions statements	1990	55	7-8	Open
Mellon Bank – account statements	1990	55	9	Open
Mellon Bank – income and investment statements	1991-1993	56	1-7	Open
Mellon Bank – income and investment statements	1994	57	1-2	Open
Mellon Bank – private asset management presentation	13 Mar. 1995	57	3	Open
Mellon Bank – quarterly investment meeting	18 Sept. 1995	57	4	Open
Mellon Bank – investment performance summary	Oct./Nov. 1995	57	5	Open
Mellon Bank – investment statement	30 Nov. 1996	57	6	Open
Mellon Bank – private asset management presentation	3 Mar. 1996	57	7	Open
Mellon Bank – investment performance summary	Dec. 1996	57	8	Open
Mellon Bank – income and investment statements	1997	57	9-10	Open
Mellon Bank – investment performance summaries	Mar., June., Sept. 1997	58	1	Open
Mellon Bank – statements of income and investments	1998	92	8-9	Closed until 2018
Mellon Bank – investment performance summary	10 Mar. 1998	92	10	Closed until 2018
Mellon Bank – private asset management account statements	1999	93	1-2	Closed until 2018
Mellon Bank – investment performance summary	21 Sept. 1999	93	3	Closed until 2018
Mellon Bank – private asset management account statements	2000	93	4-7	Closed until 2018
Mellon Bank – accounts and assets summaries	Oct., Nov. 2000	94	1	Closed until 2018
Mellon Bank – investments reviews	Jan., Apr., June 2000	94	2	Closed until 2018
Mellon Bank – private asset management account statements	2001	94	3-4	Closed until 2018
Mellon Bank – investments reviews	Apr., Dec. 2001	94	5	Closed until 2018
Mellon Bank – statements of account	2002	94	6-7	Closed until 2018
Mellon Bank – investments reviews	Mar., June., Oct. 2002	94	8	Closed until 2018
Mellon Bank – account summary	Dec. 2003	94	9	Closed until 2018

Mellon Bank – investments reviews	Mar., June., Sept. 2003	94	10	Closed until 2018
Mellon Bank – statements of account	Jan. 2004	95	1	Closed until 2018
Mellon Bank – investment review	22 Mar. 2004	95	2	Closed until 2018
Mellon Bank-- miscellaneous	1985-1993	58	2	Open
Mellon Bank – miscellaneous	1998-2003	95	3-4	Closed until 2018

Series 2. Financial. d. Taxes.

Folder title	Date	Box/Vol.	Folder	Open/Closed
Federal taxes – form 990	1941-1945, 1948, 1958, 1962-1968	58	3	Open
Taxes – correspondence	1948, 1950, 1956, 1958, 1964	58	4	Open
Wage tax deductions	1963-1971	58	5	Open
Wage and tax statements	1964-1967	58	6	Open
City of Philadelphia wage tax	1964-1971	58	7	Open
PA Bureau of Taxes for Education (Sales tax)	1968-1981	58	8	Open
Employers federal tax returns – form 941	1970-1972	58	9	Open
Taxes – correspondence	1970-1973	58	10	Open
Taxes – correspondence	1974-1979	59	1	Open
Federal taxes – forms 990, 1120, 843	1970-1979	59	2	Open
Duane, Morris and Heckscher – lawyer and tax information	1972-1979	59	3	Open
Pennsylvania unemployment compensations	1972-1981	59	4	Open
Withholdings	1972-1974	59	5	Open
Philadelphia wage tax	1972-1987	59	6	Open
Employers federal tax return – forms 501, 941	1973-1977	59	7-10	Open
Reconciliation of wage forms, W- 3's	1976-1982	59	11	Open
Federal tax returns – forms 501, 941	1978-1981	59	12-14	Open
Taxes – correspondence	1980-1989	59	15	Open
Federal taxes – forms 1120, 7004	1981-1985	59	16	Open
Pennsylvania income tax	1982-1989	60	1	Open

Pennsylvania unemployment compensation	1982-1985	60	2	Open
Federal tax returns – forms 501, 941	1982-1986	60	3	Open
PA sales tax	1982-1990	60	4	Open
Philadelphia use and occupancy taxes	1983-1986	60	5	Open
W-3's	1983-1990	60	6	Open
Taxes – city of Philadelphia	1985-1987	60	7	Open
Taxes – amended tax returns, 1984, 1985	1986	60	8	Open
Taxes – forms 1099-misc.	1986	60	9	Open
Federal tax returns – forms 501, 941	1987-1990	60	10	Open
Income tax returns	1987-1991	60	11	Open
Philadelphia wage tax	1987-1995	61	1	Open
Federal targeted jobs tax credit	1988	61	2	Open
Delinquent business tax account	1988	61	3	Open
Taxes – ledger sheets	1988-1996	61	4	Open
Worker and community right-to-know	1989	61	5	Open
Miscellaneous	1990-1997	61	6	Open
Sales tax quarterly booklets	1990-1997	61	7	Open
W-3's	1991-1994	61	8	Open
Federal taxes – form 941	1991-1994	61	9	Open
Business privilege taxes	1985, 1987, 1991-1997	61	10	Open
Wage tax	1991-1997	61	11	Open
Corporation income taxes	1993-1995, 1997	61	12	Open
Corporation income taxes	1999	95	5	Closed until 2018
Sales taxes	1993-1997	61	13	Open
Dining room taxes	1994	62	1	Open
Federal taxes – form 941	1994-1997	62	2	Open
Federal taxes – form 941	1998-1999	95	6	Closed until 2018
City of Philadelphia	1995-1997	62	3	Open
City of Philadelphia	1998-2001	95	7	Closed until 2018
Wage taxes and dues	1996-1997	62	4	Open
Wage taxes and dues	1998-1999, 2001	95	8	Closed until 2018
FUTA	1997, 1998	62	5	Open
FUTA	1998	95	9	Closed until 2018

PA unemployment compensation	1997-1999	95	10	Closed until 2018
Dues paid	1998	95	11	Closed until 2018
PA sales tax	1999-2003	95	12	Closed until 2018
W-3's	1999-2003	95	13	Closed until 2018
Wage taxes	2000-2002	95	14	Closed until 2018
Federal taxes – forms 940, 941	2000-2003	95	15	Closed until 2018
Dues	2000-2003	95	16	Closed until 2018
Tax returns	2003	96	1	Closed until 2018
Miscellaneous	1999-2003	96	2	Closed until 2018

Series 2. Financial. e. General.

Folder title	Date	Box/Vol.	Folder	Open/Closed
NCG Treasurer's account books	1885-1902	Vols. 62-64	n/a	Open
Transfer binder (journal)	1942-1955	Vol. 65	n/a	Open
Cash reports of the treasurer	1946-1947, 1949-1957	62	6-7	Open
NCT treasurer's report	1955	62	8	Open
Cash reports of the treasurer	1957-1964	62	10-11	Open
Cash reports of the treasurer	1965-1970	63	1-2	Open
Treasurer's reports	1970-1979	63	3-6	Open
Treasurer's reports	1980-1989, 1991-1992, 1995	64	1-5	Open
NCT year-end financial statements	1972-1979, 1981-1989	64	6-7	Open
NCT year-end financial statements	1990-1991, 1995-1996	65	1	Open
NCT year-end financial statements	1997-2003	96	3	Closed until 2018
Miscellaneous	1985-1989	65	2	Open
Account book – junior section	ca. 1926	65	3	Open
Mortgage balance sheets	1944-1963	65	4	Open
“Noon Rest” audit – correspondence	1947	65	5	Open

General ledger sheets	1954-1964	65	6	Open
Trial balance sheets	1955-1964	65	7	Open
Cash book sheets	1972	65	8	Open
General ledger	1973	Vol. 66	n/a	Open
House petty cash accounts/ Dining room accounts	1973, 1975/ 1974-1975	Vol. 67	n/a	Open
House petty cash account books	1975-1994	Vols. 68-69	n/a	Open
Journal sheets	1991-1996	65	9	Open
Accounting ledger sheets	1996-1997	65	10	Open
Kirchner & Strassner – lawyer fees	1962-1963	65	11	Open
Committee expenses	1962-1965, 1979	65	12	Open
Charitable contributions	1971-1997	65	13	Open
Charitable contributions	1998-2002	96	4	Closed until 2018
Accountant's statements	1972, 1973, 1980-1982	66	1	Open
Girard Bank resolutions	1982	66	2	Open
Cancelled bank account books	1983	66	3	Open
Founder's Day financial statements and receipts	1981-1984	66	4	Open
Montgomery, McCracken, Walker and Rhodes – lawyer's fees	1984-1997	66	5	Open
SMG Accountants	1986-1997	66	6	Open
Donation acknowledgments	1989-1990	66	7	Open
Check requests – programs	1988-1996	66	8	Open
Dues and reimbursements	1990-1995	66	9	Open
Shares/stock	1992, n.d.	66	10	Open
Philadelphia Contributionship and Green Tree	1992-1996	66	11	Open
Authorized signers	1996, 1997	66	12	Open
Payment request forms	1995-1996	66	13	Open
Purchase request forms	1997	67	1	Open
Purchase request forms	1998	96	5	Closed until 2018
Purchase and check request forms	1998-1999	96	6	Closed until 2018
Purchase request forms: PGW	1998-2002	96	7	Closed until 2018
Purchase request forms	1999-2000	96	8	Closed until 2018
Purchase request forms: general	2000-2002	96	9	Closed until 2018
Purchase request forms: Goldenberg, Rosenthal, LLP	2000-2002	96	10	Closed until 2018

Purchase request forms: charitable organizations/contributions	2000-2003	96	11	Closed until 2018
Beneficial Savings Bank	1985-1997	67	2-3	Open
PSFS – statements and miscellaneous	1991-1993	67	4	Open
Mellon Bank – business checking statements	1991-1997	67	5-6	Open
Mellon Bank – business checking statements	1998-2001	97	1-2	Closed until 2018
Mellon PSFS savings statements	1993-1997	67	7	Open
Mellon PSFS business checking	1995	67	8	Open
Mellon Bank checking account cashbook sheets	1996	67	9	Open
Bank signatures	1996-1997	67	10	Open
First Union – non-profit checking statements	1996-1997	68	1	Open
First Union – non-profit checking statements	1998-2001	97	3	Closed until 2018
First Union reconciliations summary	1998-2002	97	4-5	Closed until 2018
Personal banking account – Elaine Pennel	1998-2000	97	6	Closed until 2018
Citizen's Bank – business checking statements	2000-2002	97	7	Closed until 2018
Green Tree Perpetual Assurance Company	2002-2003	97	8	Closed until 2018
Checking account transaction records	2000, 2001	97	9	Closed until 2018
Profit and loss statements	2000-2001	98	1	Closed until 2018
Account balance sheets	2001-2003	98	2	Closed until 2018
Printout of all accounts	12-16 Feb. 1999	98	3	Closed until 2018
Printout of all accounts	1-31 Jan. 2001	98	4	Closed until 2018
Printout of all accounts	2002	98	5-6	Closed until 2018
Printout of all accounts	2003	98	7	Closed until 2018
Transaction report, 2001-2003	Feb. 2004	99	1-2	Closed until 2018
Miscellaneous banking	1982, 1988-1997	68	2	Open
Miscellaneous banking	1998-2003	99	3	Closed until 2018

Inspections and improvements	1950-1959	68	3	Open
House furnishings and repairs	1960-1979	68	4	Open
City of Philadelphia – licenses and inspections	1961-1978	68	5	Open
Kitchen renovations	1962, 1969	68	6	Open
Philadelphia Gas Works	1964-1967	68	7	Open
Painting	1965-1978, 1990-1993	68	8	Open
Terminix	1967-1997	68	9	Open
Terminix	1998-2003	99	4	Closed until 2018
Office supplies	1968-1976	68	10	Open
Invoices – repairs and renovations	1971-1979	68	11	Open
Roofing	1973-1988	68	12	Open
Carpenter and builder	1975-1979	68	13	Open
House services – Airways (cleaning and fireproofing)	1975-1989	68	14	Open
Summer jobs	1976-1985	69	1	Open
House – storm window-screens	1977	69	2	Open
Invoices – fire escape	1979	69	3	Open
Plumbing	1979-1983, 1993-1997	69	4	Open
Plumbing	1998, 2001- 2003	99	5	Closed until 2018
Gifts sent, re: members' deaths	1980, 1983	69	5	Open
General Refrigeration Co., Inc.	1980-1987	69	6	Open
Window Washers	1980-1988	69	7	Open
The Handyman	1980-1989	69	8	Open
House furnishings and repairs	1980-1988	69	9	Open
Chandeliers	1981, 1982	69	10	Open
Photo/framing costs	1981-1983	69	11	Open
Front doors	1982	69	12	Open
Harkins Mechanical Services	1983-1989	69	13	Open
Pomerantz and Company	1983-1991	69	14	Open
Tartan Foods	1983-1992	69	15	Open
Piano services	1984-1993	69	16	Open
Office expenses – supplies	1985-1996	69	17	Open
Office supplies and expenses	1998-2002	99	6	Closed until 2018
Philadelphia Gas Works	1986-1989	69	18	Open
Harry G. Ochs – meat distributor	1987-1991	69	19	Open
Desert caterers	1987-1991	69	20	Open
Legal services, re: damages and repairs	1987-1990	70	1	Open

4 th floor apartment	1988, 1989, n.d.	70	2	Open
Printing costs	1988-1997	70	3	Open
Contractors	1989-1996	70	4	Open
House services – SOS (fireproofing)	1990-1997	70	5	Open
Roofing	1990-1991	70	6	Open
Harkins Mechanical Co., Inc.	1990, 1994	70	7	Open
Philadelphia Gas Works	1990-1996	70	8	Open
Airways (cleaning and fireproofing)	1990-1997	70	9	Open
Airways Cleaning	1998, 2000- 2002	99	7	Closed until 2018
The Handyman Co.	1991-1992, 1994-1995	70	10	Open
Philadelphia Electric Company	1991-1993	70	11	Open
Pomerantz and Company	1991-1994	70	12	Open
Water Revenue Bureau	1991-1996	70	13	Open
Hot water heater	1991-1996	70	14	Open
Tartan Food Services	1992-1994	70	15	Open
House furnishings and repairs	1993-1997 (bulk 1995)	70	16	Open
House furnishings and repairs	1998, 1999	99	8	Closed until 2018
Kitchen petty cash receipts	1994, 1995 (bulk 1995)	70	17	Open
AT&T	1994-1997	71	1	Open
AT&T	1998-2002	99	9-11	Closed until 2018
Bell Atlantic	1995-1997	71	2	Open
Bell Atlantic	1999-2000	100	1	Closed until 2018
Verizon	2001-2002	100	2	Closed until 2018
PECO	1994-1996	71	3	Open
PECO	1999-2002	100	3-4	Closed until 2018
Heating (oil)	1994-1997	71	4	Open
Major Oil, Inc.	1998-2000	100	5	Open
Verna Electric	1995, 1996	71	5	Closed until 2018
Verna Electric	1998, 2000, 2002, 2003	100	6	Closed until 2018
House and dining room expenses	1995-1997	71	6	Open
House and dining room expenses	1998	100	7	Closed until 2018

Lapinson Supply Company	1995, 1996, 1997	71	7	Open
Lapinson Supply Company	1998-2002	100	8	Closed until 2018
Asbestos removal	1998	100	9	Closed until 2018
Roofing	2000	100	10	Closed until 2018
Peretta – cleaning service	2001-2002	100	11	Closed until 2018
Postage	2001-2002	100	12	Closed until 2018
Rhode Vacuum Cleaners	2002	100	13	Closed until 2018
Alarm systems proposals	2002	100	14	Closed until 2018
Ben's Iron Works	2002	100	15	Closed until 2018
City of Philadelphia – food prep/license	2002-2003	100	16	Closed until 2018
Red Lion Group, Inc.	2002-2004	100	17	Closed until 2018
Energy management	2003	101	1	Closed until 2018
Keast & Hood – structural engineers	2002-2003	101	2	Closed until 2018
Masonry	2003, 2004	101	3	Closed until 2018
Miscellaneous receipts and invoices	1989, 1992- 1996	71	8	Open
Miscellaneous	1954-1996	71	9	Open
Miscellaneous	1998-2003	101	4	Closed until 2018

Series 3. Programs and publications.

Folder title	Date	Box/Vol.	Folder	Open/Closed
<i>Journal of Women's Work</i> (copies)	1888-1890	72	1	Open
<i>The New Century Journal of Women's Interests</i>	1956-1985	72	2-8	Open
<i>The New Century Journal of Women's Interests/The Journal of the New Century Guild/The New Century Journal</i>	1986-1997	73	1-6	Open
<i>The New Century Journal</i>	1998-2003	101	5-9	Closed until 2018

<i>Journal</i> notes and edits	1988, 1989,	73	7	Open
<i>Journal</i> notes and edits	1990	74	1	Open
<i>Journal</i> -related pamphlets and clippings	1994, n.d.	74	2	Open
Charter and by-laws	1924, 1930, 1941, 1949, 1973, n.d.	74	3	Open
NCG yearbooks/biennial and triennial reports	1923-1968	75	n/a	Open
<i>Annals of the New Century Club</i> (2 copies)	1938	74	4	Open
Needlework Guild of America	1944, 1947- 1958	74	5	Open
Anniversary and membership booklets	1957, 1976, 1982, 1986, 1990, 1995, n.d.	74	6	Open
Lisbeth Canning memorial	1961-1981	74	7	Open
Field trip financial reports	1962-1969	74	8	Open
Philadelphia Federation of Women's Clubs	1966, 1971, 1973	74	9	Open
Annual bazaar	1968-1974	74	10	Open
Field trip financial reports and receipts	1970-1974	74	11	Open
Bible class	1970-1975	74	12	Open
Needlework Guild of America	1971-1979	74	13	Open
Education committee programs	1973, 1978, 1981	74	14	Open
Programs – financial reports, calendars, receipts, notes	1974-1993	74	15	Open
Grace Walker trip to Europe – account	1978	74	16	Open
Field trip financial reports and receipts	1980-1982	74	17	Open
Needlework Guild of America	1980-1992, 1996-1997, n.d.	76	1	Open
Needlework Guild of America	2004	102	1	Closed until 2018
Program committee	1982-1984	76	2	Open
Memorial Day program	1983	76	3	Open
Christmas dinner	1988-1992	76	4	Open
Calendar of events	1990	76	5	Open
Special functions – worksheets and receipts	1995-1997	76	6	Open
Historic marker reception	1996-1997	76	7	Open

Special funds – music appreciation	1997, n.d.	76	8	Open
Special funds – music appreciation	1998	102	2	Closed until 2018
Rentals and special functions	1997	76	9	Open
Rentals and special functions	1998, 1999, 2003	102	3	Closed until 2018
Nationalities Services Center newsletter <i>Common Ground</i>	Spring 1997, Spring 1998	76	10	Open
Nationalities Services Center – ESL training	1999-2000	102	4	Closed until 2018
New York Stock Exchange trip	17 Sept. 1998	102	5	Closed until 2018
Special funds – New Members Night	1998	102	6	Closed until 2018
Programs – Celebration Seniors	1999-2000	102	7	Closed until 2018
Program announcements	1999, 2002, 2003	102	8	Closed until 2018
Program development questionnaire	2001	102	9	Closed until 2018
Program proposals	2001	102	10	Closed until 2018
Programs – correspondence, flyers, receipts	2001-2003	102	11	Closed until 2018
Program applications	2001-2002	102	12-13	Closed until 2018
Program development group	2002	102	14	Closed until 2018
Children's Country Week Association	2002	103	1	Closed until 2018
Educational presentation evaluation forms	2002	103	2	Closed until 2018
Programs – miscellaneous	1990-1997	76	11	Open
Programs – miscellaneous	1998-2002	103	3	Closed until 2018

Series 4. Historical documentation and interpretation.

Folder title	Date	Box/Vol.	Folder	Open/Closed
Booklets and programs	1888, 1893, 1933, 1934, 1985, n.d.	76	12	Open
Biographical material on Eliza Sproat Turner	1901, 1905, 1906, 1949, n.d.	76	13	Open

Clippings	1903, 1930-2001	76	14	Open
Clippings	ca. 1920	83	1	Open
Biographical material on NCG members	1926-1985	76	15	Open
History of NCG and transcribed excerpts from early NCG journals	ca. 1930-ca. 1950	77	1	Open
Clippings	1932, 1937	n/a	FF 1	Open
Scrapbook on NCG history, ca. 1905-1933	ca. 1933	77	2-4	Open
Essays, notes, drafts	1936-ca. 1970, n.d.	77	5	Open
Transcript and letters from a presentation honoring members	1945-1946	77	6	Open
“Presidents of the New Century Guild” by Margaret Darling	ca. 1946	77	7	Open
NCG chronology	ca. 1958	77	8	Open
100 th anniversary scrapbook	1982	77	9	Open
100 th Anniversary, 1882-1982 (copy)	1982	77	10	Open
Historical marker dedication and reception	1997	77	11-12	Open
Miscellaneous	1969, n.d.	77	13	Open

Series 5. Images and artifacts.

Folder title	Date	Box/Vol.	Folder	Open/Closed
Photo album	ca. 1890-ca. 1995	78	n/a	Open
Photographs	ca. 2002	103	4	Closed until 2018
6 copper printing plates	ca. 1900	79	n/a	Open
Members and people	ca. 1900-ca. 1950	81	1	Open
Negatives	ca. 1900-ca. 1992	81	2	Open
7 glass negatives – interior views	ca. 1900	82	1-7	Open
Interior views, photos and CD	ca. 1900-ca. 1950, n.d.	81	3	Open
Garden party	June 1912	81	4	Open
Guild entertainment photograph	1917	83	2	Open
Printing blocks – <i>Journal</i> letterhead and logo	n.d.	80	n/a	Open
NCG 5 th anniversary banquet	20 Oct. 1932	n/a	FF 2	Open
“Black-eyed Susan” by Esther Heacock	1945	n/a	FF 2	Open

NCG interiors at Christmas	ca. 1970	81	5	Open
Photographic scrapbook – interior views of NCG (photocopies)	1981, 1982	81	6	Open
Senior luncheon photo scrapbook	14 May 1988	81	7	Open
Lydia Boght	n.d.	81	8	Open
Miscellaneous	ca. 1950, ca. 1980, n.d.	81	9	Open
Early 20 th c. popular music – vocal duets	1875, 1905-1907, n.d.	83	3	Open
Early 20 th c. popular music – vocal solos	ca. 1886-1928, n.d.	83	4	Open
Early 20 th c. popular music – vocal solos and duets	1890, 1901-1939, 1957	83	5	Open
German/Irish/Italian popular music	1889-1914	83	6	Open
Sacred music – vocal solos	1891, 1900, 1905, 1916	83	7	Open
Sacred music – vocal duets	1900-1907	83	8	Open
Operas and operettas – vocal solos and duets	1901-1913, n.d.	83	9	Open
Music/piano books	1902, ca. 1960, n.d.	83	10	Open
Choral music – vocal duets	1910, 1927-1935, 1941	83	11	Open
Christmas songs	1940, 1951, n.d.	83	12	Open
Instrumental music	n.d.	83	13	Open
Penny stamp, 1840	n.d.	84	1	Open
Miscellaneous songs and songbooks	1926-1929, n.d.	84	2	Open
<i>Miscellany</i> (Eliza Turner's copybook)	ca. 1854	Vol. 70	n/a	Open
Magazines: <i>The Home Magazine</i> , <i>Ladies' World</i>	May 1893, April 1896	n/a	FF 3	Open
<i>Out-of-Door Rhymes</i> by Eliza Sproat Turner	1903	Vol. 71	n/a	Open
<i>The Moon Magazine</i>	Feb. 1932	Vol. 72	n/a	Open
"A Training Course in Health-Eating" by Benjamin Gayelord Houser	1940	84	3-4	Open
Bingo board	ca. 1950	84	5	Open
Trinity Hymnal	1972	Vol. 73	n/a	Open