

MSS 136

Clifton Manufacturing Company

SERIES #3 FINANCIAL, 1880 - 1967

The financial records of the Clifton Manufacturing Company document a wide variety of corporate activities from paying its workers to purchasing raw cotton to the sale and transfer of its stock. These records represent only a portion of all the financial records generated by Clifton, the missing records being lost or destroyed. In addition to the microfilm records other material for this series is located in oversize. There is overlap in subjects and type of material among the series in this collection but this is particularly the case with the financial records because almost all the firm's records are related in one manner or another to financial matters. The series is divided into eleven subseries including the microfilm and oversize material.

The Bank Correspondence and Statements subseries, 1883-1956, is primarily from the 1920s and 1930s. It includes routine deposit tickets and account statements. The correspondence documents the relationship among Clifton, its banks and its business clients regarding the purchase of cotton and sale of cloth. There is correspondence concerning the investment of Clifton's funds in financial instruments such as notes. There is also material related to stock transfers and a 1927 listing of stockholders with the number of shares held.

The Company Store subseries, 1890-1967, is primarily from the 1940s and 1950s. It includes scattered reports on sales, inventory and profit of the store, canteen, and lunch wagon. The series has correspondence, bills and receipts from suppliers of goods sold. There are recommendations for wage increases for company store employees. There are credit applications by mill workers identifying amount of purchase, downpayment, and in some cases the amount of weekly deduction from their paycheck as well as some lists of unpaid accounts.

The Freight subseries, 1888-1897, documents the shipment of bales either of cotton or of cloth by railroad to points generally in the North. The location of shipment, number of bales, and cost are included. There are some charges for other items also included in this subseries.

The Hotel subseries, 1949-1961, has income statements for this hotel which was operated by Clifton Mills. They include the names of guests, amounts of payment received, and costs incurred in the operation of the hotel.

The Insurance Policies and Correspondence subseries, 1894-1962, includes information about reducing or increasing coverage related to changes in inventory and

plant, safety and cost savings inspections, and claims. A number of oversize items have been removed from this series. Clifton Manufacturing held numerous policies with a number of insurance companies; of particular note are the files from the A. M. Law Company which includes matters related to stock transfers as well as insurance and the Liberty Mutual Insurance Company which has a good run of employee related accident claims.

The Invoices, Receipts, and Sales subseries, 1880-1956, includes a variety of financial documents. There are miscellaneous invoices for the purchase of cotton and lumber as well as for the sale of scrap metal and lumber. Shipping receipts from 1927 document where cloth was sent, the sales agent, purchaser, quality and design (insignia) on cloth that was shipped worldwide. The weekly and daily sale reports of the Print Cloth Group of the Cotton Manufacturers, 1933-1936, includes date of sales, number of yards sold, construction, grade, delivery date, terms, and price.

The Stockholder Correspondence subseries, 1883-1939, is mainly about the purchase and sale of shares of Clifton stock, dividends, and the firm's future prospects. There is a good set of letters from Francis J. Pelzer.

The Wage Rates subseries, 1931-1957, includes wage surveys conducted by the American Cotton Manufacturers Association of wages in cotton mills for many different categories of workers for the US and then for the states of Alabama, Georgia, North Carolina, and South Carolina. The wage change request forms explain why a change in an individual's wage scale is needed and the amount requested. Wage assignment forms document finance company liens on the wages of workers at Clifton. Wage rates and wage rate increases document salary increases made at the mills by categories of employees.

The Wage Rolls subseries, 1880-1945, includes some early records documenting construction, expansion and repair of the mill complex from the 1880s to 1900s. Overtime records include composite weekly totals, 1954-1961. Bond Sales and Other Deductions include scattered records of deductions from the payroll between 1943-1945, 1948 with statistics about workers at the mills regarding occupation, sex, race, union membership, and purchase of savings bonds. There are payroll records for teachers, librarians, and some skilled laborers, for the 1880s, and 1900s-1920s as well as summations of the weekly payroll, 1905-1939.

The Equipment/Supplies/Orders/Timebooks subseries has a variety of information almost all of which is in softcover booklets. The equipment/supplies booklets have information about repair expenditures for various parts of the mill. Some detail small routine purchases while others have charges made by other firms for work done at the mill. The order books list date, construction of cloth produced,

purchaser or agent, their address, number of bales used and remarks. Other order books are organized by time of construction of the cloth and list date, pounds of cotton used, price per pound and total cost of the order. The Spinning Room Time Books, 1930-1950, are not identified by mill number. They list employee name, hours of work, and type of construction produced. Other miscellaneous time books, some called weekly and some monthly, vary in their contents but do list employee name, days/hours worked, and sometimes the rate of pay.

The Microfilm Subseries, 1880-1956, consists of fifty rolls of microfilm and is further divided among a number of types of records: wage rolls, child labor wage rolls and permits, wage ledgers and rolls, time books, account books, cash books, cotton records, day books for the horse team, and pick sheets. The first twenty-two rolls were filmed at the South Carolina Department of Archives and History's Records Center and the balance at the Clemson University Records Center. Some of the originals are of poor quality and there are a number of cases where there are missing records.

Information about the payment of workers is found in the wage rolls/wage ledgers and the time books and both should be consulted. The Wage Rolls include the name of employee, days/hours worked, deductions for the company store, and are organized by mill department or job. Sometimes, the number of pieces produced and who received payment (if not the employee) is included. There are scattered wage rolls beginning with 1880 through 1905, and then rolls for the following years: 1914, 1916-1919, 1928, 1931, 1932, 1934-1936.

The Child Labor Wage Rolls, 1900-1926, have the name of the employee between the ages of fourteen and sixteen, the hours of the day they worked, their rate of pay, the department they worked in, and sometimes their age. The parent or guardian completed the Child Labor Permits form, 1925-1929, which included their date and place of birth.

Time Books, 1881-1904, were kept at the department level and appear to have been kept by department supervisors. They give name, number of days or hours worked, and in some cases, indicate who received payment if not directly the employee.

There are a variety of account books from the firm's early years. General Corporate Accounts, 1885-1898, include summations of the corporation's various accounts on a monthly basis including the disbursement of funds and receipt for sale of goods. Sales Account Books, 1893-1902, detail the names of customers, their place of business, date and terms of sale, and amount of the sale. Accounts Payable, 1900-1905, 1915-1920, volumes list in chronological order the person or company to

be paid, amount of the invoice, any discount, freight charge, total amount paid, date paid, and in some cases, the location of the person or business. The Sales Account Ledgers, 1900-1910, are organized by name of sales account and include sums posted and type of cloth sold.

The Cash Books and Journals, 1884-1939, record the disbursement of funds other than for workers' wages. They are arranged chronological order and vary in the amount of detail provided although the names of payee, account debited and reason for payment are sometimes given. Salaries of Clifton's executives as well as those of teachers and librarians paid by the Company are sometimes included. The Journals include this information in columns.

The Cotton Purchased volumes, 1889-1923, include date of purchase, name of seller, number of bales purchased, number of pounds of cotton purchased, and amount paid. In addition, sometimes the location of purchase, bale numbers, and seller's mark are included. The volumes contain inventories of cotton on hand.

The Cotton Record books, 1938-1956, are a daily record of bales used, gross and net weight of the cotton in a bale and what was the construction of the fabric.

The Day Book of the Horse Team, 1899-1915, records the use of horse teams for deliveries, construction and production activities. It gives the date, number of teams used, and purpose.

The Pick Sheet Reports, 1943-1954, are weekly reports on the productivity of weavers includes information about bonuses. Names of weavers, their production, piece rate, and whether or not they received a bonus are included. The reports include the names of the individuals with the highest and lowest production. Additional pick sheet reports are found in the Operations and Production Series.

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- 467 July 25, 1941 - February 21, 1942
- 37 468 February 23, 1942 - August 22, 1942
- 469 August 24, 1942 - February 20, 1943
- 470 February 22, 1943 - October 2, 1943
- 471 October 4, 1943 - May 13, 1944
- 472 May 15, 1944 - November 12, 1944
- 473 November 13, 1944 - May 5, 1945
- 474 May 7, 1945 - October 12, 1945
- 475 October 15, 1945 - June 22, 1946
- 476 March 10, 1947 - September 1, 1947
- 477 September 8, 1947 - February 29, 1948
- 478 March 1, 1948 - October 7, 1948
- 479 October 11, 1948 - June 24, 1949
- 480 July 1, 1949 - May 19, 1950
- 38 Time Books: T. C. Thompson and Brothers:
- 481 October 1903 - December 1903
- 482 December 1903
- 483 Time Book: Weave Room Looms, 1903
- Weekly Time Books:
- 484 May 1922 - November 1923
- 485 April 1926 - February 1927
- 486 December 1927 - May 1928
- 487 August 1947 - April 1948
- 488 July 8, 1950 - January 13, 1951
- 489 January 20, 1951 - August 11, 1951
- 490 August 18, 1951 - April 5, 1952
- 491 November 30, 1957 - November 22, 1958
- 492 November 29, 1958 - November 7, 1959

Microfilm List

Box Roll

39 #1

Wage Rolls

January - December 1880

January - December 1881

- January - June 1882
 April - May, August - September, December 1883
 January - February, July-August, November - December 1884
 January, October, December 1885
 April - December 1887
 January - August, November - December 1888
 January - December 1889
 January - February 1890
 January - September 1893
- #2 April - July 1894
 March - May 1897
 July - August, November 1899
 1903, No Date
 January - February, May - December 1903
 January - December 1904
 January - May 1905 (ending Spooling #2)
- #3 May 1905 (Beginning with Machine Shop #2)
 July - December 1905
 January - May 1914
- #4 June 1914
 July - December 1914
 January - May 1916
- #5 May 1916 (starting Outhands #1)
 June - October 1916
- #6 November - December 1916
 January - March 1917
- #7 April - June 1917
 July - September 1917
 October 1 - October 20, 1917
- #8 October 27 - December 1917
 January - March 1918
 April - May 4, 1918

- #9 May 18 - June 1918
 July - September 1918
 October - November 8, 1918

- #10 November 9 - December 1918
 January - March 1919
 April - May 5, 1919

- 40 #11 May 10 - June 1919
 July - September 1919
 October - December 6, 1919

- #12 December 6-31, 1919
 January - March 1928
 April - May 26, 1928

- #13 May 29 - June 1928
 July - September 1928
 October - October 27, 1928

- #14 November 3 - December 1928
 January - March 1931

- #15 April 1931
 August - September 1931
 December 1931
 March 1932
 April - June 1932
 July - September 1932
 October - October 15, 1932

- #16 October 22 - December 1932
 January - March 1934

- #17 April - June 1935
 July - September 7, 1935
- #18 September 7 - 28, 1935
 October - December 1935
 January - February 27, 1936

- #19 February 27 - March 1936
 April - June 1936
 July - August 8, 1936
- #20 August 13 - September 24, 1936
 October - December 1936
- 41 #21 **Child Labor**
 No Date
 ca. 1900-1919
 1910-1919
 April, July, September 1912
 September 1917
 October - December 1917
 1918 No Mill #
 January - December 1918
 1919 No Mill #
 January - December 1919
 1920 No Mill #
 January - December 1920
 1921 No Mill #
 January - September, November 1921
- #22 1920 - 1929
 1922 No Mill #
 January - December 1922
 1923 No Mill #
 January - December 1923
 1924 No Mill #
 January -December 1924
 1925 No Mill #
 January - December 1925
 1926 No Mill #
 January - May 1926
 Child Labor Permits October 1925
 June, December 1926
 January - February, April - December 1927
 January 1928 - January 1929

Wage Ledgers

April 1883 - June 1884 #1

July 1884 - August 1885 #1

September 1885 - October 1886 #1

Outhands January 1884 - February 1892

Wage Ledgers and Rolls

#23

#1 No Date (5)

#3 No Date

#24

1884

#2 1890

#2 1893 - 1895

#1 January 1896 - 1897

#25

#3 1897

#2 February 1898 - May 1899

#2 February 1898 - December 1899

#1 July 1899 - 1900

#26

November 1899 - September 1900

1900 - 1901

1901, 1902 - #3

January 1902 - 1903 (pages 1-100)

#27

January 1902 - 1903 (beginning page 101)

May-June 1903 #3

September 1908 - February 1911

September 1912 - August 1914 #2

#28

December 1912 - August 1914

September 1913 - February 1916

September 1914 - May 1916 #1 (pages 1-100)

#29

September 1914 - May 1916 (beginning page 101)

September 1914 - May 1916 #2

March - May 1916 #3

Time Books, Card Room

1887

1889 - 1896

September 1890 - August 1892 (to page 130)

#30 September 1890 - August 1892 (beginning page 131)
1890 - 1893 #2
1893 - 1895 #1
1895 - 1897

42 #31 1901 - 1904 #2
September 1902 - June 1903
March - May 1903 #3
February - November 1904 #1

Cloth Room

1899 - 1903 #2

1890 - 1898 #2

September 1890 - October 1891 #1

May 1900 - June 1903 #3

February 1903 - November 1904 #1

April 1903 - October 1904 #1

#32 **Time Books, Outhands**

March 1889 - May 1893 #2

April 1889 - September 1899

June 1890 - April 1894

December 1894 - July 1896

March 1895 - May 1897 #3

August 1896 - July 1898 #1

#33 August 1898 - April 1900 #1
September 1898 - April 1900 #3
May 1900 - December 1901 #1
May 1900 - December 1901 #3
July 1901 - June 1903 #3
February 1902 - June 1903 #1
March 1902 - November 1903 #1

Time Books, Spinning Room

July 1887 - September 1888

- #34 October 1888 - October 1889
November 1889 - April 1892
September 1890 - October 1896 #1
September 1891 - June 1892
April 1892 - October 1893 #1 (to page 100)
- #35 April 1892 - October 1893 #1 (beginning page 101)
July 1892 - February 1894
November 1893 - January 1897 #1
June 1895 - July 1896 #1
1889 - 1890 (out of sequence)
- #36 October 1895 - November 1896 #2
November 1896 - May 1898 #1
June 1898 - March 1900 #1
May 1898 - May 1900 #3
December 1899 - June 1903 #1
May 1900 - August 1904 (to page 40) #1
- #37 May 1900 - August 1904 #1 (beginning page 41)
May 1902 - May 1903
July 1902 - October 1904 #2
March - October 1904 #1
May - November 1904 #2
September - November 1904 #1

Time Books, Twisting Room

May - June 1881
April 1883 - April 1886
June 1886 - June 1890
August 1888 - July 1897

#38 **Time Books, Weave Room**

December 1887 - November 1888
December 1888 - November 1898
February 1889 - March 1890
April 1890 - November 1894

- September 1890 - October 1891
- #39 January 1893 - April 1894 #2
November 1893 - July 1894
August 1894 - March 1895 #1
July 1896 - April 1898 #1
January 1897 - March 1900 #3 (to page 99)
- #40 January 1897 - March 1900 #3 (beginning page 100)
April 1897 - February 1900 #3
March 1898 - March 1900 #3
May 1901-May 1903 #1
July 1902 - May 1903 #3
May 1903 - October 1904 #2
March - November 1904 #1
- 43 #41 **Account Books**
General Corporate Accounts
1885, 1895
1892 - 1893
Sales Accounts, 1893 - 1902
General Corporate Accounts, 1894 - 1898
Accounts Payable,
 February 1900 - March 1902, #2
 1902 - 1905 #3
Sales Account Ledger 1903 - 1906
Accounts Payable 1915 - 1920
Sales Account Ledger, 1900 - 1903
Sales Account Ledger, 1907 - 1910
- #42 **Cash Books**
1884 - 1885
1886 - 1887
1890 - 1892
1892 - 1893
Journal Cash Disbursements, September 1892 - October 1894
- #43 1893 - 1894
1896 - 1897
August 1897 - October 1898
March 1900 - March 1901

- March 1901 - July 1902
 1905 - 1907
 1910 - 1913
 1913 - 1916
- #44 1916 - 1920
 1920 - 1923
 1924 - 1929
 Cash Journal, 1925 - 1926
 Cash Book, 1933 - 1938
 Cash Journal, September - October 1939
- #45 **Cotton Purchases,**
 July 1889 - February 1903
 Cotton Books
 November 1900 - November 1901
 1901 - 1904
 February 1903 - December 1906
- #46 April 1913 - September 1915
 Deliveries, 1915 - 1923
- Cotton Record**
- November 1938 - July 1947
 August 1947 - September 1956
- Day Book for Horse Team**
 September 1899 - November 1904
 December 1904 - February 1915
- Pick Sheets,**
- #47 1943 - 1946
- #48 1947 - 1951
- #49 #3 April, 1952 - June 1954
- #50 #4 May 1950 - December 1953
 #5 January - December 1954