



Smithsonian  
*National Museum of American History*  
*Kenneth E. Behring Center*

## Scurlock Studio Records, Series 8: Scurlock Studio Business Records

NMAH.AC.0618.S08

David Haberstich and Vanessa Broussard-Simmons

The collection was acquired with assistance from the Eugene Meyer Foundation. Elihu and Susan Rose and the Save America's Treasures program, provided funds to stabilize, organize, store, and create digital surrogates of some of the negatives. Processing and encoding funded by a grant from the Council on Library and Information Resources.

2001

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## Collection Overview

<b>Repository:</b>	Archives Center, National Museum of American History
<b>Title:</b>	Scurlock Studio Records, Series 8: Scurlock Studio Business Records
<b>Identifier:</b>	NMAH.AC.0618.S08
<b>Date:</b>	1907-1996, undated
<b>Extent:</b>	66 Boxes
<b>Creator:</b>	Scurlock, George H. (Hardison), 1919-2005 Scurlock, Robert S. (Saunders), 1917-1994 Custom Craft Scurlock Studio (Washington, D.C.) Scurlock, Addison N., 1883-1964
<b>Language:</b>	English
<b>Summary:</b>	The Scurlock photographic studio was a fixture in the Shaw area of Washington, DC from 1907-1996, and encompassed two generations of photographers, Addison N. Scurlock (1883-1964) and his sons George H. (1920- 2005) and Robert S. (1916-1994). Series 8 consists of paperwork pertaining to the administration of the business, the financial documentation of the business, the records of sales, the advertising signs and promotions of the business, the files kept on employees, and other materials kept at the Scurlock Studio. An overview to the entire Scurlock collection is available here: <a href="#">Scurlock Studio Records</a>

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## Administrative Information

### Forms Part Of

This series forms part of the [Scurlock Studio Records](#) group.

Scurlock Studio Records

- [Series 1: Black and White Photographs](#)
- [Series 2: Color Photographs](#)
- [Series 3: Framed Prints](#)
- [Series 4: Black-and-White Silver Gelatin Negatives](#)
- [Series 5: Color Negatives](#)
- [Series 6: Color Transparencies, Slides, and Other Formats](#)
- [Series 7: Black-and-White Color Separation Negatives and Matrices](#)
- [Series 8: Scurlock Studio Business Records](#)
- [Series 9: Custom Craft Business Records](#)
- [Series 10: Capitol School of Photography](#)
- [Series 11: Washington Stock](#)
- [Series 12: Background Materials and Publications](#)

## Preferred Citation

Scurlock Studio Records, Archives Center, National Museum of American History. Smithsonian Institution

## Restrictions

Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.

## Restrictions

Collection is open for research.

Gloves must be worn when handling unprotected photographs and negatives. Special arrangements required to view negatives due to cold storage. Using negatives requires a three hour waiting period. Contact the Archives Center at 202-633-3270.

## Conditions Governing Use

When the Museum purchased the collection from the Estate of Robert S. Scurlock, it obtained all rights, including copyright. The earliest photographs in the collection are in the public domain because their term of copyright has expired. The Archives Center will control copyright and the use of the collection for reproduction purposes, which will be handled in accordance with its standard reproduction policy guidelines. Archives Center cost-recovery and use fees may apply when requesting reproductions.

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## Biographical Note

The Scurlock photographic studio was a fixture in the Shaw area of Washington, DC. from 1911 to 1994, and encompassed two generations of photographers, Addison N. Scurlock (1883-1964) and his sons George H. (1920- 2005) and Robert S. (1916-1994). [More...](#)

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## Scope and Contents

Materials contain information relating to the administrative, personnel, financial, sales, promotion, and publicity of the business. Documents including both Scurlock Studio and Custom Craft names are found among these materials because the Scurlock Studio was the primary business. In addition, materials with an unclear origin of either the Scurlock Studio or Custom Craft is also included in this series. The series is arranged into six subseries: 8.1: Administrative files; Subseries 8.2: Financial; Subseries 8.3: Sales; Subseries 8.4: Advertising and marketing; Subseries 8.5: Employee and personnel; and Subseries 8.6: Office files.

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## Arrangement

Arranged in 6 subseries.

- 8.1: Administrative Files

- 8.2: Financial
- 8.3: Sales
- 8.4: Advertising and Marketing
- 8.5: Employee and Personnel
- 8.6: Office Files

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

### Subjects:

African American entertainers -- 20th century  
African American photographers  
African Americans -- History -- 20th century  
Commercial photography -- 20th century -- Washington (D.C.)  
Photography -- 20th century -- Washington (D.C.)  
Politicians -- 20th century  
Portraits -- 20th century  
Segregation

### Types of Materials:

Color separation negatives  
Dye transfer process  
Matrices, color separation  
Photographs -- 20th century  
Studio portraits

### Names:

DuBois, W.E.B. (William Edward Burghardt), 1868-1963  
Howard University -- 20th century  
Washington, Booker T., 1856-1915

### Geographic Names:

Shaw (Washington, D.C.)  
Washington (D.C.) -- African Americans  
Washington (D.C.) -- Small business -- 20th century

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## Container Listing

### Subseries 8.1: Administrative Files, 1911-1994, undated

Materials document the day-to-day activities of the studio and include correspondence, studio session registers, appointment books, building documents, journals, color printing laboratory notebooks, standard forms, and product literature. Materials are arranged first by type and then in chronological order.

Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details..

Box 1, Folder 1

Ledger, volume number 1, 1911-1922  
*1 Item (45.3" x 34.0").*

[Image\(s\): Scurlock Studio Records, Ledger Volume 01](#)

Scurlock Studio (Washington, D.C.), Author  
Listing of photo orders.

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Ink on paper.

Place: Washington (D.C.) -- 20th century  
Genre/Form: Ledgers (account books) -- 20th century  
Culture: African Americans -- Washington (D.C.)

Box 1, Folder 2

Ledger, volume number 2, 1922-1927  
*1 Item (45.3" x 34.0").*

[Image\(s\): Scurlock Studio Records, Ledger Volume 02](#)

Scurlock Studio (Washington, D.C.), Author  
Job Numbers: 15,000-21,400

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Listing of photo orders.

Ink on paper.

Place: Washington (D.C.) -- 20th century  
Genre/Form: Ledgers (account books) -- 20th century  
Culture: African Americans -- Washington (D.C.)

Box 1, Folder 3

Ledger, volume number 3, 1928-1935  
*1 Item (45.3" x 34.0").*

[Image\(s\): Scurlock Studio Records, Ledger Volume 03](#)

Scurlock Studio (Washington, D.C.), Author  
Job Numbers: 21,500-27,200

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Listing of photo orders.

Ink on paper.

Place: Washington (D.C.) -- 20th century

Genre/Form: Ledgers (account books) -- 20th century

Culture: African Americans -- Washington (D.C.)

Box 2, Folder 1  
Studio session register, 1935-1939  
[Image\(s\): Studio Session Register](#)  
Job Numbers: 27,300-42,100

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Box 2, Folder 2  
Studio session register, 1939-1943  
[Image\(s\): Studio Session Register](#)  
Job Numbers: 42,100-47,300

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Box 3, Folder 1  
Studio session register, 1943-1947  
[Image\(s\): Studio Session Register](#)  
Job Numbers: 47,500-52,500

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Box 3, Folder 2  
Studio session register, 1947-1952  
[Image\(s\): Studio Session Register](#)  
Job Number: 52,500-56,700

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Box 4, Folder 1  
Studio session register, 1952-1959  
[Image\(s\): Studio Session Register](#)  
Job Numbers: 56,700-60,400

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

Box 4, Folder 2  
Studio session register, 1959-1965  
Job Numbers: 60,500-63,600

**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**

- Box 4, Folder 3 Studio session register, 1965-1969  
**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**
- Box 5, Folder 1 Studio session register, 1966-1971  
[Image\(s\): Studio Session Register](#)  
Job Numbers: 2,000-9,200  
**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**
- Box 5, Folder 2 Studio session register, 1972-1976  
Job Numbers: 9,500-14,999  
**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**
- Box 5, Folder 3 Studio session register, 1976 July-1986 March  
Job Numbers: 15,600-30,000  
**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**
- Box 6, Folder 1 Studio session register, 1985-1994  
**Series 8: Business Records, Subseries 8.1: Studio Session Registers are restricted. Digital copies available for research. See repository for details.**
- Box 6, Folder 2 Correspondence, 1933
- Box 6, Folder 3 Correspondence, 1955
- Box 6, Folder 4 Correspondence, 1959
- Box 6, Folder 5 Correspondence, 1968
- Box 6, Folder 6 Correspondence, special projects, outgoing, 1970-1975
- Box 6, Folder 7 Correspondence, customers, outgoing, 1971-1979
- Box 6, Folder 8 Correspondence, customers, incoming, 1972-1982
- Box 6, Folder 9 Correspondence, outside funding, 1973-1976
- Box 6, Folder 10 Correspondence, minority and small business, 1973-1979



Box 7, Folder 1	Correspondence, community events, 1973-1990
Box 7, Folder 2	Correspondence, 1974
Box 7, Folder 3	Correspondence, 1976
Box 7, Folder 4	Correspondence, special projects, incoming, 1976-1980
Box 7, Folder 5	Correspondence, copyright violations, 1976-1989
Box 7, Folder 6	Correspondence, 1977
Box 7, Folder 7-8	Correspondence, 1978
Box 7, Folder 9	Correspondence, 1979
Box 7, Folder 10	Correspondence, 1980
Box 7, Folder 11	Correspondence, 1981
Box 8, Folder 1	Correspondence, special projects, 1981-1991
Box 8, Folder 2	Correspondence, 1982
Box 8, Folder 3-4	Correspondence, 1983
Box 8, Folder 5	Correspondence, 1984
Box 8, Folder 6	Correspondence, 1985
Box 8, Folder 7	Correspondence, 1986
Box 8, Folder 8	Correspondence, 1987
Box 8, Folder 9	Correspondence, 1988
Box 9, Folder 1-2	Correspondence, 1989
Box 9, Folder 3	Correspondence, 1990
Box 9, Folder 4	Correspondence, 1991

Box 9, Folder 5	Correspondence, 1992
Box 9, Folder 6	Correspondence, 1993
Box 9, Folder 7	Correspondence, 1994
Box 9, Folder 8	Correspondence, undated
Box 9, Folder 9	Color printing laboratory notebook, circa 1960s
Box 9, Folder 10	Color printing laboratory notebook, 1963 July-November
Box 9, Folder 11	Color printing laboratory notebook, 1966 February-October
Box 9, Folder 12	Color printing laboratory notebook, 1970-1986
Box 9, Folder 13	Color printing laboratory notebook, 1982-1984
Box 9, Folder 14	Color printing laboratory notebook, 1984 July-1985 October
Box 10, Folder 1	Color printing laboratory notebook, 1985 November-1987 May
Box 10, Folder 2	Color printing laboratory notebook, 1987 June-1989 April
Box 10, Folder 3	Color printing laboratory notebook, 1989 April-1990 July
Box 10, Folder 4	Color printing laboratory notebook, 1990 July-1992 January
Box 10, Folder 5	Color printing laboratory notebook, 1992 January
Box 10, Folder 6	Diary or memorandum calendar, 1942
Box 10, Folder 7	Journal, 1950-1982
Box 10, Folder 8	Labels for photographs, 1959, 1951, undated
Box 10, Folder 9	Dunbar High School, handwritten notes, 1950s
Box 10, Folder 10	Howard University, class of 1962 student list, 1962
Box 10, Folder 11	Fairmont Heights High School, class of 1963 sitting numbers, 1963 Job Number: 62782

Box 10, Folder 12	Mount Jezebel Baptist Church, choir sitting cards, 1964 February
Box 11, Folder 1	Cortez-Peters Business School, class of 1965 sitting numbers, 1965
Box 11, Folder 2	Bell Vocational High School, sitting numbers, 1966
Box 11, Folder 3	Washington Metropolitan Area Transit Authority (WMATA), 1975
Box 11, Folder 4	Washington Metropolitan Area Transit Authority (WMATA), 1976
Box 11, Folder 5	Washington Metropolitan Area Transit Authority (WMATA), 1979-1991
Box 11, Folder 6	Appointment book, 1980
Box 11, Folder 7	Appointment book, 1981
Box 12, Folder 1	Appointment book, 1982
Box 12, Folder 2	Appointment book, 1983
Map-folder 4	Construction plans, 1983
Map-folder 38	Construction plans, 1984
Box 12, Folder 3	McLean, 1986 June
Box 12, Folder 4	Category breakdown, 1987
Box 57, Folder 1	Examples of mats, 1987
Box 12, Folder 5	African Methodist Episcopal (AME) Church bishops, 1992, 1987, undated
Box 12, Folder 6	Lists of historic photographs, 1990
Box 57, Folder 2	Calendars of activities, 1990-1992
Box 56, Folder 1	Calendars of activities, 1993-1994
Box 12, Folder 7	Copyright release, 1994
Box 12, Folder 8	Blank sitting forms, undated
Box 12, Folder 9	Construction documents, undated

Box 12, Folder 10	Envelope samples, undated
Box 12, Folder 11	Historical portraits and photographs of notable black Americans, proposal, undated
Box 12, Folder 12	Lists of historic establishments and people, undated
Box 12, Folder 13	Notes, undated
Box 13, Folder 1	Presentation folder samples, undated
Box 56, Folder 2	Presentation folder samples, undated
Box 13, Folder 2	Rolodex, undated
Box 13, Folder 3	Sale of property notice, undated
Box 13, Folder 4	Scurlock archives, fine photographic collectibles for enjoyment and investment, undated
Box 13, Folder 5	900 U Street proposal, undated
Box 13, Folder 6	Blank envelopes, undated
Box 13, Folder 7	Blank order forms, undated
Box 13, Folder 8	Letterhead stationary, undated
Box 13, Folder 9	Mailing labels, undated
Box 13, Folder 10	Studio stamp, undated
Box 13, Folder 11	Training forms, undated
Box 13, Folder 12	Wedding photography contract form, undated
Box 13, Folder 13	Shipping invoice, undated
Box 13, Folder 14	Sitting numbers, undated
Box 13, Folder 15	Small Business Administration, undated

- Box 13, Folder 16      Wedding information for Brown-Rice, undated
- Box 13, Folder 17      Wedding information for Debbie and Kirby, undated
- Box 14, Folder 1      Wedding price lists, undated

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### Subseries 8.2: Financial, 1949-1994, undated

Materials document the money received by the Scurlock Studio for products and services rendered and the disbursements of this cash. Documents primarily include invoices, receipts, daily balance sheets, business loan records, financial statements, monthly expense reports and real estate expense records. The balance sheets make up the largest portion of this subseries. These records precede other financial documentation and is arranged in chronological order. Remaining financial documents follow the balance sheets and are also arranged in chronological order.

- Box 15, Folder 1      Daily balance sheets, 1969-1972
- Box 15, Folder 2      Daily balance sheets, 1972 July 25-31
- Box 15, Folder 3      Daily balance sheets, 1972 August 1-31
- Box 15, Folder 4      Daily balance sheets, 1972 September 1-30
- Box 15, Folder 5      Daily balance sheets, 1972 October 2-30
- Box 15, Folder 6      Daily balance sheets, 1972 November 2-30
- Box 15, Folder 7      Daily balance sheets, 1972 December 1-29
- Box 15, Folder 8      Daily balance sheets, 1973 January 2-31
- Box 15, Folder 9      Daily balance sheets, 1973 February 1-29
- Box 15, Folder 10      Daily balance sheets, 1973 March 2-31
- Box 15, Folder 11      Daily balance sheets, 1973 April 2-30
- Box 16, Folder 1      Daily balance sheets, 1973 May 1-31
- Box 16, Folder 2      Daily balance sheets, 1973 June 1-29
- Box 16, Folder 3      Daily balance sheets, 1973 July 2-31
- Box 16, Folder 4      Daily Balance Sheets, 1973 August 1-24

Box 16, Folder 5	Daily Balance Sheets, 1973 September 4-29
Box 16, Folder 6	Daily Balance Sheets, 1973 October 1-31
Box 16, Folder 7	Daily Balance Sheets, 1973 November-December
Box 16, Folder 8	Daily Balance Sheets, 1974 January-February
Box 16, Folder 9	Daily Balance Sheets, 1974 July
Box 16, Folder 10	Daily Balance Sheets, 1974 August
Box 16, Folder 11	Daily Balance Sheets, 1974 September-December
Box 17, Folder 1	Daily Balance Sheets, 1975 January 2-31
Box 17, Folder 2	Daily Balance Sheets, 1975 February 3-28
Box 17, Folder 3	Daily Balance Sheets, 1975 March 1-24
Box 17, Folder 4	Daily Balance Sheets, 1975 April 1-30
Box 17, Folder 5	Daily Balance Sheets, 1975 May 1-31
Box 17, Folder 6	Daily Balance Sheets, 1975 June 2-30
Box 17, Folder 7	Daily Balance Sheets, 1975 July 1-31
Box 17, Folder 8	Daily Balance Sheets, 1975 August 1-29
Box 17, Folder 9	Daily Balance Sheets, 1975 September 2-29
Box 17, Folder 10	Daily Balance Sheets, 1975 October 1-31
Box 17, Folder 11	Daily Balance Sheets, 1975 November 1-29
Box 17, Folder 12	Daily Balance Sheets, 1975 December 1-31
Box 17, Folder 13	Daily Balance Sheets, 1976 January 2-30
Box 18, Folder 1	Daily Balance Sheets, 1976 February 2-28

Box 18, Folder 2	Daily Balance Sheets, 1976 March 1-31
Box 18, Folder 3	Daily Balance Sheets, 1976 April 1-29
Box 18, Folder 4	Daily Balance Sheets, 1976 May 1-29
Box 18, Folder 5	Daily Balance Sheets, 1976 June 1-30
Box 18, Folder 6	Daily Balance Sheets, 1976 July 1-30
Box 18, Folder 7	Daily Balance Sheets, 1976 August 2-31
Box 18, Folder 8	Daily Balance Sheets, 1976 September 1-30
Box 18, Folder 9	Daily Balance Sheets, 1976 October 1-31
Box 18, Folder 10	Daily Balance Sheets, 1976 November 1-30
Box 18, Folder 11	Daily Balance Sheets, 1976 December 1-31
Box 18, Folder 12	Daily Balance Sheets, 1977 January 3-31
Box 18, Folder 13	Daily Balance Sheets, 1977 February 1-28
Box 18, Folder 14	Daily Balance Sheets, 1977 March 1-31
Box 19, Folder 1	Daily Balance Sheets, 1977 April 1-29
Box 19, Folder 2	Daily Balance Sheets, 1977 May 2-31
Box 19, Folder 3	Daily Balance Sheets, 1977 June 1-30
Box 19, Folder 4	Daily Balance Sheets, 1977 July 1-29
Box 19, Folder 5	Daily Balance Sheets, 1977 August 1-31
Box 19, Folder 6	Daily Balance Sheets, 1977 September 1-30
Box 19, Folder 7	Daily Balance Sheets, 1977 October 3-31
Box 19, Folder 8	Daily Balance Sheets, 1977 November 1-30
Box 19, Folder 9	Daily Balance Sheets, 1977 December 1-30

Box 19, Folder 10	Daily Balance Sheets, 1978 January 3-31
Box 19, Folder 11	Daily Balance Sheets, 1978 February 1-27
Box 19, Folder 12	Daily Balance Sheets, 1978 March 1-31
Box 19, Folder 13	Daily Balance Sheets, 1978 April 1-28
Box 20, Folder 1	Daily Balance Sheets, 1978 May 1-31
Box 20, Folder 2	Daily Balance Sheets, 1978 June 1-30
Box 20, Folder 3	Daily Balance Sheets, 1978 July 3-31
Box 20, Folder 4	Daily Balance Sheets, 1978 August 1-31
Box 20, Folder 5	Daily Balance Sheets, 1978 September 1-29
Box 20, Folder 6	Daily Balance Sheets, 1978 October
Box 20, Folder 7	Daily Balance Sheets, 1978 November 1-30
Box 20, Folder 8	Daily Balance Sheets, 1978 December 1-29
Box 20, Folder 9	Daily Balance Sheets, 1979 January
Box 20, Folder 10	Daily Balance Sheets, 1979 February
Box 20, Folder 11	Daily Balance Sheets, 1979 March
Box 20, Folder 12	Daily Balance Sheets, 1979 April
Box 20, Folder 13	Daily Balance Sheets, 1979 May
Box 20, Folder 14	Daily Balance Sheets, 1979 June
Box 20, Folder 15	Daily Balance Sheets, 1979 July
Box 20, Folder 16	Daily Balance Sheets, 1979 August
Box 21, Folder 1	Daily Balance Sheets, 1979 September



Box 21, Folder 2	Daily Balance Sheets, 1979 October
Box 21, Folder 3	Daily Balance Sheets, 1979 November
Box 21, Folder 4	Daily Balance Sheets, 1979 December
Box 21, Folder 5	Daily Balance Sheets, 1980 January
Box 21, Folder 6	Daily Balance Sheets, 1980 February
Box 21, Folder 7	Daily Balance Sheets, 1980 March
Box 21, Folder 8	Daily Balance Sheets, 1980 April
Box 21, Folder 9	Daily Balance Sheets, 1980 May
Box 21, Folder 10	Daily Balance Sheets, 1980 June
Box 21, Folder 11	Daily Balance Sheets, 1980 July
Box 21, Folder 12	Daily Balance Sheets, 1980 August
Box 21, Folder 13	Daily Balance Sheets, 1981 January
Box 21, Folder 14	Daily Balance Sheets, 1981 February 2-27
Box 21, Folder 15	Daily Balance Sheets, 1981 March 2-30
Box 21, Folder 16	Daily Balance Sheets, 1981 April
Box 21, Folder 17	Daily Balance Sheets, 1981 May
Box 22, Folder 1	Daily Balance Sheets, 1981 June 1-30
Box 22, Folder 2	Daily Balance Sheets, 1981 July 1-31
Box 22, Folder 3	Daily Balance Sheets, 1981 August 3-31
Box 22, Folder 4	Daily Balance Sheets, 1981 September
Box 22, Folder 5	Daily Balance Sheets, 1981 October 1-30
Box 22, Folder 6	Daily Balance Sheets, 1981 November

Box 22, Folder 7	Daily Balance Sheets, 1981 December
Box 22, Folder 8	Daily Balance Sheets, 1982 January
Box 22, Folder 9	Daily Balance Sheets, 1982 February
Box 22, Folder 10	Daily Balance Sheets, 1982 March
Box 22, Folder 11	Daily Balance Sheets, 1982 April
Box 22, Folder 12	Daily Balance Sheets, 1982 May
Box 22, Folder 13	Daily Balance Sheets, 1982 June
Box 22, Folder 14	Daily Balance Sheets, 1982 July
Box 22, Folder 15	Daily Balance Sheets, 1982 August
Box 22, Folder 16	Daily balance sheets, 1982 September
Box 23, Folder 1	Daily balance sheets, 1982 October
Box 23, Folder 2	Daily balance sheets, 1982 November
Box 23, Folder 3	Daily balance sheets, 1982 December 1-30
Box 23, Folder 4	Daily balance sheets, 1983 January
Box 23, Folder 5	Daily balance sheets, 1983 February
Box 23, Folder 6	Daily balance sheets, 1983 March
Box 23, Folder 7	Daily balance sheets, 1983 April
Box 23, Folder 8	Daily balance sheets, 1983 May
Box 23, Folder 9	Daily balance sheets, 1983 July
Box 23, Folder 10	Daily balance sheets, 1983 August
Box 23, Folder 11	Daily balance sheets, 1983 September

Box 23, Folder 12	Daily balance sheets, 1983 October
Box 23, Folder 13	Daily balance sheets, 1983 November
Box 23, Folder 14	Daily balance sheets, 1983 December
Box 23, Folder 15	Daily balance sheets, 1984 January
Box 23, Folder 16	Daily balance sheets, 1984 February
Box 23, Folder 17	Daily balance sheets, 1984 March
Box 23, Folder 18	Daily balance sheets, 1984 December
Box 23, Flat-file 19	Daily balance sheets, undated
Box 23, Folder 20	Daily balance sheet, blank, undated
Box 14, Folder 2	Financial statement, 1949
Box 14, Folder 3	Financial statement, 1950
Box 14, Folder 4	Financial statement, 1951
Box 14, Folder 5	Receipts, 1955
Box 14, Folder 6	Financial statement, 1956
Box 14, Folder 7	Business loan records, 1956, 1969, undated
Box 56, Folder 3	Daily journal, 1957-1959
Box 14, Folder 8	Financial statement, 1958
Box 57, Folder 1	Daily journal, 1959-1964
Box 14, Folder 9	Receipts, 1967
Box 14, Folder 10	Insurance records, 1969
Box 14, Folder 11	Receipts, 1970
Box 14, Folder 12	Receipts, 1973

Box 14, Folder 13	Financial statement, 1974
Box 14, Folder 14	Monthly expense reports, 1974
Box 14, Folder 15	Receipts, 1979
Box 14, Folder 16	Receipts, 1980
Box 14, Folder 17	Outstanding orders, 1980-1981
Box 14, Folder 18	Petty cash disbursements, 1981
Box 14, Folder 19	Receipts, 1981
Box 14, Folder 20	Petty cash disbursements, 1982-1983
Box 14, Folder 21	Receipts, 1983
Box 14, Folder 22	Receipts, 1985
Box 14, Folder 23	Financial notes, 1987
Box 14, Folder 24	Receipts, 1987
Box 14, Folder 25	Petty cash disbursements, 1988-1989
Box 14, Folder 26	Petty cash disbursements, 1989-1990
Box 14, Folder 27	Receipts, 1989
Box 14, Folder 28	Sales and use tax monthly return, 1989
Box 14, Folder 29	Receipts, 1994
Box 14, Folder 30	Bank deposit ticket order form, undated
Box 14, Folder 31	Financial statement, undated
Box 14, Folder 32	Office schedule, undated
Box 14, Folder 33	Receipts, undated

Box 14, Folder 34      Owned real estate expenses, undated

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### Subseries 8.3: Sales, 1944-1994, undated

Materials document the sale of photographic products and include invoices, job envelopes, ledgers, and other sales records. The invoices and job envelopes are the largest portion of this subseries and were used to document a single order. Client information and job numbers were taken from the invoices and recorded in ledgers. The studio used the job numbers for their filing system. Materials are arranged by type and then in chronological order.

Box 23, Folder 21	Invoices, 1944
Box 23, Folder 22	Invoices, 1950-1959
Box 24, Folder 1	Invoices, 1960-1969
Box 24, Folder 2	Invoices, 1970-1979
Box 24, Folder 3	Invoices, 1980-1989
Box 24, Folder 4	Invoices, 1990-1993
Box 24, Folder 5	Invoices, undated
Box 24, Folder 6	Invoices, 1964
Box 24, Folder 7	Invoices, 1966
Box 24, Folder 8	Invoices, 1967
Box 24, Folder 9	Invoices, 1968
Box 24, Folder 10	Invoice numbers: 6456-6588, 6448, 6384, 1969 May 27-June 30
Box 24, Folder 11	Invoice numbers: 6581-6834, 1969 July 1-September 30
Box 24, Folder 12	Invoice numbers: 6835-7127, 1969 October 1-December 31
Box 25, Folder 1	Invoice numbers: 7128-7410, 1970 January 2-March 31
Box 25, Folder 2	Invoice numbers: 7411-7722, 1970 April 1-June 29
Box 25, Folder 3	Invoice numbers: 7723-7937, 1970 July 1-September 18

Box 25, Folder 4	Invoice numbers: 8010-8175, 7987, 1970 October 1-December 8
Box 25, Folder 5	Invoice Numbers: 8263, 8268, 9728, 8846, 1971 January 11-July 16
Box 25, Folder 6	Invoice Numbers: 8900-8968, 1971 August 3-September 3
Box 25, Folder 7	Invoice Numbers: 8979-9261, 1971 September 8-December 30
Box 26, Folder 1	Invoice Numbers: 9262-9399, 1972 January 3-February 28
Box 26, Folder 2	Invoice Numbers: 9651-10325, 1972 June 1-December 18
Box 26, Folder 3	Invoice Numbers: 10380-10868, 1973 January 8-April 21
Box 26, Folder 4	Invoice Numbers: 10489-10692, 1973 February 5-March 20
Box 26, Folder 5	Invoice Numbers: 10701-10871, 1973 March 21-April 23
Box 26, Folder 6	Invoice Numbers: 10873-11049, 1973 April 24-May 24
Box 26, Folder 7	Invoice Numbers: 11050-11219, 1973 May 24-June 21
Box 26, Folder 8	Invoice Numbers: 11220-11367, 1973 June 21-July 21
Box 27, Folder 1	Invoice Numbers: 11368-11558, 1973 July 3-September 7
Box 27, Folder 2	Invoice Numbers: 11559-11759, 1973 September 7-October 16
Box 27, Folder 3	Invoice Numbers: 12000-12071, 1973 December 4-29
Box 27, Folder 4	Invoice Numbers: 12072-12299, 1974 January 2-February 20
Box 27, Folder 5	Invoice Numbers: 12925, 13000-13221, 1974 July 3-September 27
Box 27, Folder 6	Invoice Numbers: 13222-13507, 1974 October 1-December 31
Box 28, Folder 1	Invoice Numbers: 13508 -13753, 1975 January 2-March 31
Box 28, Folder 2	Invoice Numbers: 13754-14022, 1975 April 1-June 30
Box 28, Folder 3	Invoice Numbers: 14023-14297, 1975 July 1-September 30
Box 28, Folder 4	Invoice Numbers: 14298-14498, 1975 October 1-December 31

Box 28, Folder 5	Invoice Numbers: 14499-14648, 1976 January 2-February 28
Box 29, Folder 1	Invoice Numbers: 14649-14907, 1976 March 1-May 28
Box 29, Folder 2	Invoice Numbers: 14909-1512, 1976 June 1-August 31
Box 29, Folder 3	Invoice Numbers: 15130-15352, 1976 September 14-December 30
Box 29, Folder 4	Invoice Numbers: 15353-15590, 1977 January 3-March 31
Box 29, Folder 5	Invoice Numbers: 15591-15850, 1977 April 1-June 30
Box 30, Folder 1	Invoice Numbers: 15852-16074, 1977 July 1-October 26
Box 30, Folder 2	Invoice Numbers: 16075-16217, 1977 October 27-December 30
Box 30, Folder 3	Invoice Numbers: 16218-16552, 1978 January 3-May 30
Box 30, Folder 4	Invoice Numbers: 16553-16787, 1978 June 1-September 2
Box 30, Folder 5	Invoices Numbers: 16788-16994, 1978 October 3-December 28
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Box 31, Folder 2	Invoice Numbers: 17237-17504, 1979 May 1-July 31
Box 31, Folder 3	Invoice Numbers: 17505-17820, 1979 August 1-December 31
Box 31, Folder 4	Invoice Numbers: 17823-18011, 1980 January 3-March 31
Box 31, Folder 5	Invoice Numbers: 18012-18263, 1980 April 2-July 31
Box 32, Folder 1	Invoice Numbers: 18264-18538, 1980 August 1-December 30
Box 32, Folder 2	Invoice Numbers: 18539-18735, 1981 January 2-March 30
Box 32, Folder 3	Invoice Numbers: 18736-18850, 1981 April 1-May 20
Box 32, Folder 4	Invoice Numbers: 18900-19052, 1981 June 11-August 31
Box 32, Folder 5	Invoice Numbers: 19053-19227, 1981 September 1-December 29

Box 32, Folder 6	Invoice Numbers: 19228-19451, 1982 January 4-April 30
Box 33, Folder 1	Invoice Numbers: 19452-19699, 1982 April 4-October 1
Box 33, Folder 2	Invoice Numbers: 19641-19859, 20282-20300, 18706, 1982 September 1-1984 April 23
Box 33, Folder 3	Invoice Numbers: 19860-20071, 1983 February 2-May 26
Box 33, Folder 4	Invoice Numbers: 20072-20280, 1983 May 27-December 23
Box 33, Folder 5	Invoices, 1987
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Box 33, Folder 8	Invoices, 1991 February-September
Box 33, Folder 9	Invoices, 1992 March
Box 33, Folder 10	Invoices, 1993 March-October
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Box 33, Folder 12	Invoices, 1980-1989
Box 33, Folder 13	Invoices, 1990-1993
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Box 14, Folder 36	Job Envelope Numbers: 2038-2661, 1966 January-May
Box 14, Folder 37	Job Envelope Numbers: 2708-3352, 1966 June-December
Box 14, Folder 38	Job Envelope Numbers: 3359-4014, 1967 January-June
Box 34, Folder 1	Job Envelope Numbers: 4051-4560, 1967 July-December
Box 34, Folder 2	Job Envelope Numbers: 4612-5062, 1968 January-May



Box 34, Folder 3	Job Envelope Numbers: 5076-5848, 1968 May-December
Box 34, Folder 4	Job Envelope Numbers: 5877-6455, 1969 January-May
Box 34, Folder 5	Job Envelope Numbers: 6502-6740, 1969 June-August
Box 34, Folder 6	Job Envelope Numbers: 6798-7112, 1969 September-December
Box 34, Folder 7	Miscellaneous materials from job envelopes, circa 1960s
Box 34, Folder 8	Job Envelope Numbers: 7158-7516, 1970 January-April
Box 34, Folder 9	Job Envelope Numbers: 7752-8216, 1970 May-December
Box 35, Folder 1	Job Envelope Numbers: 8246-8569, 1971 January-April
Box 35, Folder 2	Job Envelope Numbers: 8605-8945, 1971 May-August
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Box 35, Folder 4	Job Envelope Numbers: 9296-9553, 1972 January-April
Box 35, Folder 5	Job Envelope Numbers: 9573-9787, 1972 May-July
Box 35, Folder 6	Job Envelope Numbers: 9802-9935, 1972 August
Box 35, Folder 7	Job Envelope Numbers: 9963-10135, 1972 September-October
Box 35, Folder 8	Job Envelope Numbers: 10139-10348, 1972 November-December
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Box 36, Folder 6	Job Envelope Numbers: 12735-13174, 1974 May-September
Box 36, Folder 7	Job Envelope Numbers: 13212-13483, 1974 September-December

Box 36, Folder 8	Job Envelope Numbers: 13588-14007, 1975 January-June
Box 36, Folder 9	Job Envelope Numbers: 14029-14538, 1975 July-November
Box 36, Folder 10	Job Envelope Numbers: 14522-15022, 1976 January-July
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Box 37, Folder 2	Job Envelope Numbers: 15356-16197B, 1977 January-December
Box 37, Folder 3	Job Envelope Numbers: 16244-16964, 1978 January-December
Box 37, Folder 4	Job Envelope Numbers: 17010-17817, 1979 January-December
Box 37, Folder 5	Job Envelope Numbers: 17864-18276, 1980 January-August
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Box 37, Folder 8	Job Envelope Numbers: 18808-18867, 1981 May
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Box 38, Folder 2	Job Envelope Numbers: 18934-18964, 1981 July 1-19
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Box 39, Folder 2	Job Envelope Numbers: 19095-19133, 1981 October
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Box 39, Folder 4	Job Envelope Numbers: 19193-19227, 1981 December
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Box 41, Folder 1	Job Envelope Numbers: 20240-20258, 1983 October 25-December 8
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Box 45, Folder 6	Job Envelope Numbers: 31230-31239, 1989 July
Box 45, Folder 7	Job Envelope Numbers: 31240-31259, 1989 July-October
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Box 46, Folder 7	Job Envelope Numbers: 31452-31494, 1991 August-1992 March
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Box 47, Folder 7	Journal, 1964 March 23-1965 January 21
Box 47, Folder 8	Journal, 1965 November-December
Box 47, Folder 9	Journal, 1968 January-August, 1966 January-December, 1967 July-December
Box 47, Folder 10	Journal, 1967 January-June
Box 47, Folder 11	Journal, 1967 February 16-July 18
Box 48, Folder 1	Journal, 1967 February 20-1969 April 12
Box 48, Folder 2	Journal, 1967 July 27-1968 February 15
Box 48, Folder 3	Journal, 1968 February 16-September 13
Box 48, Folder 4	Journal, 1968 August-1969 December
Box 48, Folder 5	Journal, 1968 September 14-1969 April 12
Box 48, Folder 6	Journal, 1968-1971
Box 48, Folder 7	Journal, 1969 April 12–November 24
Box 48, Folder 8	Journal, 1969 November 25-1970 April 13
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Box 48, Folder 10	Journal page, 1970 July 2-31
Box 48, Folder 11	Journal, 1970 April 13-1971 January 6
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Box 49, Folder 1	Journal, 1971 July-1973 January
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Box 49, Folder 5	Journal, 1973 January-December
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Box 50, Folder 6	Journal, 1977 December 27-1978 October 14
Box 50, Folder 7	Journal, 1978-1981
Box 50, Folder 8	Journal, 1978 January-1979 January

Box 50, Folder 9	Journal, 1978 October 17-June 19
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Box 51, Folder 1	Journal, 1980 June 11-1981 July 21
Box 51, Folder 2	Journal, 1981 January-1983 January
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Box 51, Folder 4	Journal, 1982 July 14-1984 November 29
Box 51, Folder 5	Customer Account Balance Sheets, 1965-1970
Box 51, Folder 6	Scurlock Studio Bills, 1967-1968
Box 51, Folder 7	Partial Accounts Due, 1968
Box 51, Folder 8	Howard University Purchase Orders, 1968-1971
Box 51, Folder 9	Charge card receipts, 1969-1973
Box 51, Folder 10	753 Fairmont account, 1970-1971
Box 51, Folder 11	Bank charge card forms, 1974-1983
Box 51, Folder 12	Checks and check stubs, 1981-1995
Box 57, Folder 3	[ ] 1932 class color photo order film, 1983
Box 51, Folder 13	Inaugural Photographers, receipts and books, undated

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#### **Subseries 8.4: Advertising and Marketing, 1956-1990, undated**

Materials document the Scurlock studio's methods of advertising and promoting its products and services. These materials include printed advertisements, signs, postcards, business cards, calendars, and other materials. These materials are arranged in chronological order.

Box 51, Folder 14	Calendar, 1956
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Box 57, Folder 4	Mother's day signs, 1960
Box 51, Folder 15	Newspaper advertisement, 1990 November 27
Box 57, Folder 5	Advertising sign, undated
Map-folder 2	Advertisement for portrait offer, undated
Box 51, Folder 16	Business cards, undated
Box 51, Folder 17	Cards, undated
Map-folder 5	Christmas advertising signs, undated
Box 59, Folder 1	Christmas advertising signs, undated
Box 57, Folder 6	Christmas advertising signs, undated
Box 57, Folder 7	Fall advertising sign, undated
Box 58, Folder 5	Northwest Gardens, undated
Box 52, Folder 1	Competitors' advertisements, undated
Box 57, Folder 8	Postcard advertisement sign, undated
Box 57, Folder 2	Samples of photographs for applications and passports, undated
Box 52, Folder 2	Postcards, undated
Box 52, Folder 3	Marketing materials, undated
Box 61	Advertising signs, undated
Box 52, Folder 4-5	Advertising signs, undated
Box 57, Folder 3	Advertising signs, undated
Box 57, Folder 9	Advertising signs, undated
Map-folder 18	Advertising signs, undated
Box 52, Folder 6	Studio endorsements, undated

Map-folder 6                      Valentine's day advertising signs, undated

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### Subseries 8.5: Employee and Personnel, 1976-1987

Materials primarily consist of employee timecards. Other materials include District of Columbia Department of Employment Services literature, and a request for W-9 forms. The materials are arranged in chronological order.

Box 52, Folder 7	Employee timecards, 1976
Box 52, Folder 8	District of Columbia, Department of Employment Services, 1981, 1976
Box 52, Folder 9	Employee timecards, 1977
Box 52, Folder 10	Employee timecards, 1978
Box 52, Folder 11	Employee timecards, 1980
Box 52, Folder 12	Employee timecards, 1981
Box 52, Folder 13	Employee timecards, 1982
Box 52, Folder 14	Request for W-9, 1987 December 7-12

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### Subseries 8.6: Office Files, 1907-1996, undated

Materials consist of product manuals, calendars, directories, Kodak technical literature, event programs, telephone indexes, photographic supplies, competitor advertisements, and information relating to the history of African Americans. The materials are arranged in chronological order.

Box 59, Folder 2	Howard University diploma for William S. Wilson, [1907 May 27]
Box 65, Folder 1	Negative box, 1928-1929
Box 65, Folder 2	Negative box, 1931
Box 65, Folder 3	Negative box, 1931-1932
Box 64, Folder 1	Negative box, 1932
Box 64, Folder 2	Negative box, 1933
Box 64, Folder 3	Negative box, 1934-1935

Box 53, Folder 1	Product manuals and marketing materials for photographic equipment and supplies, 1934-1989
Box 65, Folder 4	Negative box, 1935
Box 53, Folder 2	Army Air Forces Photographs, 1946 July 2
Box 53, Folder 3	Calendars, 1986, 1954, 1958, 1961
Box 66, Folder 1	Calendars, 1954, 1986, 1958, 1961
Box 53, Folder 4	Postcards and cards, 1956, undated
Box 53, Folder 5	Kodak literature, 1957-1983
Box 53, Folder 6	Forms from other organizations, 1963, 1983, undated
Box 53, Folder 7	Programs for events and services, 1967-1981
Box 63, Folder 1	National Beauty Culturists' League, Incorporated, button, 1968
Box 53, Folder 8	Shakespeare summer festival, 1968
Box 53, Folder 9	Telephone bill for William J. Scott, 1968
Box 53, Folder 10	Cortez-Peters Business College, catalog, 1968-1969
Box 53, Folder 11	Professional Photographers of America, Incorporated, 1968-1970
Box 53, Folder 12	Event Programs, 1968-1990
Box 53, Folder 13	African Methodist Episcopal (AME) Church, 1972
Box 54, Folder 1	National Archives and Records Administration (NARA), audiovisual records relating to Black history, 1972
Box 54, Folder 2	Photography and art exhibition announcements , 1972-1979
Box 54, Folder 3	Culture Committee, meeting information, 1974 January 30
Map-folder 19	Kodak roll film identification chart, 1977 May

Box 54, Folder 4	Contracting and selling to businesses and government agencies literature, 1980-1981
Box 54, Folder 5	National Minority Business, campaign, 1981
Box 54, Folder 6	Public Relations Society of America, directory, 1981 July
Box 54, Folder 7	Washington Bar Association, 1981 directory of lawyers, 1981
Box 54, Folder 8	Department of Environmental Services, handbook, 1982 March
Box 54, Folder 9	"The Carrot was Quicker than the Eye," manuscript, 1982
Box 54, Folder 10	Preservation of historic black and white photographic materials literature, 1982
Box 54, Folder 11	Dunbar High School, class of 1932, 50th year anniversary reunion, yearbook, 1983
Box 54, Folder 12	Stamps, 1984
Box 57, Folder 10	Office files, 1985 July
Box 57, Folder 4	Information relating to photographers, 1985
Box 54, Folder 13	Photo Marketing Association International, 1985-1994
Box 54, Folder 14	Photo Marketing Association International, convention, 1986
Box 66, Folder 2	Carter G. Woodson file, 1990
Box 54, Folder 15	Carter G. Woodson file, 1990
Box 54, Folder 16	Publications about the Negro league baseball players, 1992-1994
Box 60, Folder 1	Autodex telephone indexes, undated
Box 54, Folder 17	Business cards, undated
Box 59, Folder 3	Camera diagram, undated
Box 54, Folder 18	Color compensating filters, undated
Box 55, Folder 1	Color compensating filters, undated

Box 55, Folder 2	Color compensating filters, undated
Box 55, Folder 3	District of Columbia, City Council, undated
Box 62	Frame, undated
Box 55, Folder 4	Gelatin filter frames, undated
Box 63, Folder 2	Glasses, undated
Box 55, Folder 5	Photography events, undated
Box 58, Folder 1-3	Kodak bag for film, undated
Box 55, Folder 6	Lantern slide mats, undated
Box 55, Folder 7	Magenta printing filter, undated
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Box 55, Folder 13	Signs Relating to Developing Photographs, undated

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Box 58, Folder 4	United Black Fund, Incorporated, undated
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