



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

Scurlock Studio Records, Series  
9: Custom Craft Business Records

NMAH.AC.0618.S09

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 9: Custom Craft Business Records
<b>Identifier:</b>	NMAH.AC.0618.S09
<b>Date:</b>	1951-1994, undated
<b>Extent:</b>	57 Boxes
<b>Creator:</b>	Scurlock Studio (Washington, D.C.) Scurlock, George H. (Hardison), 1919-2005 Custom Craft Scurlock, Addison N., 1883-1964 Scurlock, Robert S. (Saunders), 1917-1994
<b>Language:</b>	English .
<b>Summary:</b>	The Scurlock photographic studio was a fixture in the Shaw area of Washington, DC from 1907 to 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 9 includes the administrative, financial, sales, personnel, and office files of Custom Craft. 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

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 / Historical

The Scurlock photographic studio was a fixture in the Shaw area of Washington, DC from 1907 to 19964, 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 document the administrative, financial, sale, and employee activities of Custom Craft, the color division of the Scurlock Studio business. Documents that list both the Scurlock Studio and Custom Craft but relate to color photography, are found among these materials. A number of these documents suggest that there was not always a clear differentiation between the two studios. The series is divided into five subseries: Subseries 9.1: Administrative; Subseries 9.2: Financial; Subseries 9.3: Sales; Subseries 9.4: Employee and personnel; and 9.5: Office files.

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## Arrangement

Arranged in 5 subseries.

- 9.1: Administrative
- 9.2: Financial
- 9.3: Sales
- 9.4: Employee and Personnel
- 9.5: Office Files

## 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

## Container Listing

### Subseries 9.1: Administrative, 1952-1993, undated

Materials document administrative activities and consist of correspondence, shipping invoices, signs for photograph processing, order envelopes, franchise licenses, special offer coupons, price lists, color printing signs, labels, letterhead stationery, order memo forms, business cards, construction plans, and information brochures. The materials are arranged in chronological order.

Box 1, Folder 1	Order envelopes, 1952-1969
Box 1, Folder 2	Business franchise licenses, 1954-1965
Box 1, Folder 3	Special offer coupons, 1955
Box 1, Folder 4	Correspondence, 1955-1956
Box 1, Folder 5	Correspondence, 1964
Box 1, Folder 6	Correspondence, 1969
Box 1, Folder 7	Correspondence, 1970
Box 1, Folder 8	Notes, 1970
Box 1, Folder 9	Correspondence, 1971
Box 1, Folder 10	Correspondence, 1972
Box 1, Folder 11	Correspondence, 1973
Box 52, Folder 6	Dawn Magazine, 1973 October
Box 1, Folder 12	Correspondence, minority and small businesses, 1973-1979
Box 1, Folder 13	Correspondence, 1975
Box 1, Folder 14	Correspondence, 1981
Box 1, Folder 15	Shipping Invoices, 1981
Box 1, Folder 16	Correspondence, 1982
Box 1, Folder 17	Correspondence, 1983

Box 1, Folder 18	Shipping invoices, 1985
Box 1, Folder 19	Photo Marketing Association International, certificates of membership , 1985-1994
Box 1, Folder 20	Shipping invoices, 1986
Box 1, Folder 21	Mergentime Perini file, 1986-1992
Box 1, Folder 22	Shipping invoices, 1987
Box 1, Folder 23	Shipping invoices, 1988
Box 1, Folder 24	Shipping invoices, 1993
Box 1, Folder 25	Album of price list postcards , undated
Box 57, Folder 1	Color printing signs, undated
Box 1, Folder 26	Correspondence, undated
Box 2, Folder 1	Invoices, blank, undated
Box 2, Folder 2	Labels, blank, undated
Box 2, Folder 3	Letterhead Stationery, blank, undated
Box 2, Folder 4	Order memo forms, blank, undated
Box 2, Folder 5	Business cards, undated
Box 2, Folder 6	Service stamp, undated
Box 2, Folder 7	Postcards, undated
Box 2, Folder 8	Price lists, undated
Box 53, Folder 13	Sign, undated
Box 2, Folder 9	Special offer coupons, undated
Box 2, Folder 10	Construction plans, undated

Box 2, Folder 11	Services materials, undated
Box 2, Folder 12	Letterhead stationery, undated
Box 2, Folder 13	Order envelopes, undated
Box 52, Folder 7	Processing orders, undated
Box 2, Folder 14	Shipping invoices, undated

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### Subseries 9.2: Financial, 1951-1994, undated

Materials primarily include bank statements, cancelled checks, receipts, financial statements, federal and state income tax information, payroll expenditures, loan paperwork, and commercial property documents. The materials are arranged first by type and then in chronological order.

Box 3, Folder 1	Cancelled checks and bank statement, 1971 August
Box 3, Folder 2	Cancelled Checks and Bank Statement, 1973 October
Box 3, Folder 3	Cancelled Checks and Bank Statement, 1973 October 18
Box 3, Folder 4	Cancelled Checks and Bank Statement, 1974 July
Box 3, Folder 5	Cancelled Checks and Bank Statement, 1974 August
Box 3, Folder 6	Cancelled Checks and Bank Statement, 1974 September
Box 3, Folder 7	Cancelled Checks and Bank Statement, 1974 October
Box 3, Folder 8	Cancelled Checks and Bank Statement, 1974 November
Box 3, Folder 9	Cancelled Checks and Bank Statement, 1974 December
Box 3, Folder 10	Cancelled Checks and Bank Statement, 1975 January 24
Box 3, Folder 11	Cancelled Checks and Bank Statement, 1975 February 27
Box 3, Folder 12	Cancelled Checks and Bank Statement, 1975 March 20
Box 3, Folder 13	Cancelled Checks and Bank Statement, 1975 April 21



Box 3, Folder 14	Cancelled Checks and Bank Statement, 1975 May 20
Box 3, Folder 15	Cancelled Checks and Bank Statement, 1975 June 30
Box 3, Folder 16	Cancelled Checks and Bank Statement, 1975 July 25
Box 3, Folder 17	Cancelled Checks and Bank Statement, 1975 September 24
Box 4, Folder 1	Cancelled Checks and Bank Statement, 1975 October 22-31
Box 4, Folder 2	Cancelled Checks and Bank Statement, 1975 November 25-28
Box 4, Folder 3	Cancelled Checks and Bank Statement, 1975 December 19
Box 4, Folder 4	Cancelled Checks and Bank Statement, circa 1975
Box 4, Folder 5	Cancelled Checks and Bank Statement, 1976 January 22
Box 4, Folder 6	Cancelled Checks and Bank Statement, 1976 February 27
Box 4, Folder 7	Cancelled Checks and Bank Statement, 1976 March 22-30
Box 4, Folder 8	Cancelled Checks and Bank Statement, 1976 April 24-30
Box 4, Folder 9	Cancelled Checks and Bank Statement, 1976 May 19-28
Box 4, Folder 10	Cancelled Checks and Bank Statement, 1976 June 30
Box 4, Folder 11	Cancelled Checks and Bank Statement, 1976 July 27-30
Box 4, Folder 12	Cancelled Checks and Bank Statement, 1976 August 30-31
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Box 4, Folder 14	Cancelled Checks and Bank Statement, 1976 October 26-29
Box 4, Folder 15	Cancelled Checks and Bank Statement, 1976 November 19
Box 5, Folder 1	Cancelled Checks and Bank Statement, 1976 December 16-31
Box 5, Folder 2	Cancelled Checks and Bank Statement, circa 1976
Box 5, Folder 3	Cancelled Checks and Bank Statement, 1977 January 26-31

Box 5, Folder 4	Cancelled Checks and Bank Statement, 1977 February 28
Box 5, Folder 5	Cancelled Checks and Bank Statement, 1977 April 29
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Box 5, Folder 7	Cancelled Checks and Bank Statement, 1977 June 30
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Box 5, Folder 13	Cancelled Checks and Bank Statement, 1977 December 30
Box 6, Folder 1	Cancelled Checks and Bank Statement, 1977-1978
Box 6, Folder 2	Cancelled Checks and Bank Statement, 1978 January 31
Box 6, Folder 3	Cancelled Checks and Bank Statement, 1978 February 28
Box 6, Folder 4	Cancelled Checks and Bank Statement, 1978 March 31
Box 6, Folder 5	Cancelled Checks and Bank Statement, 1978 April 28
Box 6, Folder 6	Cancelled Checks and Bank Statement, 1978 May 31
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Box 6, Folder 8	Cancelled Checks and Bank Statement, 1978 July 28
Box 6, Folder 9	Cancelled Checks and Bank Statement, 1978 August 31
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Materials document Custom Craft's system of using invoices to bill its clients and then tracking the sales in journals. The invoices were maintained in the order that was created by Custom Craft, first by numbers and then in alphabetical order by name of client. The journals are arranged in chronological order.

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Box 48, Folder 12	Journal, 1992 July-August
Box 48, Folder 13	United States Department of Commerce Check, 1991 October 17

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#### **Subseries 9.4: Employee and Personnel, 1954-1994**

Materials consist of documents maintained by the studio for training, compensating, and insuring employees. Records include personnel files, government literature and forms, payroll and wage documents, apprenticeship program information, insurance policies, and tax reports. The materials are arranged in chronological order.

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Box 49, Folder 3	Robert Wilson, personnel file, 1956-1958
Box 49, Folder 4	Leonard Smith, personnel file, 1962
Box 49, Folder 5	Ernest Dorsey, personnel file, 1965
Box 49, Folder 6	Dwight Bowman, personnel file, 1965-1967
Box 49, Folder 7	Gerald Johnson, personnel file, 1966
Box 49, Folder 8	Bobby Mills, personnel file, 1967-1972
Box 49, Folder 9	James Wynn, personnel file, 1967-1968
Box 49, Folder 10	James Henderson, personnel file, 1968
Box 49, Folder 11	Washington Urban League, on the job training program, 1969 December
Box 49, Folder 12	Payroll, 1971-1986
Box 49, Folder 13	Government of the District of Columbia, Wage and Industrial Safety Board, 1973
Box 49, Folder 14	Employee wage and tax statements, 1974-1977
Box 49, Folder 15	Government of the District of Columbia, Department of Employment Services, 1980
Box 49, Folder 16	Quarterly contribution and wage report, 1980
Box 49, Folder 17	Employment services tax records, 1981
Box 49, Folder 18	Quarterly contribution and wage report, 1982
Box 49, Folder 19	Raul C. Armayo-Haus, statement of employer wages, 1982
Box 49, Folder 20	Quarterly contribution and wage report, 1983
Box 49, Folder 21	Quarterly reports, 1984
Box 49, Folder 22	Quarterly reports, federal tax returns, 1985

Box 49, Folder 23	Workman's compensation and employers library insurance policy, 1986-1987
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Box 56, Folder 13	Payroll Summary, 1989 January-February
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Box 49, Folder 30	Quarterly wage and tax report, 1989
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Box 50, Folder 4	Payroll, 1990 July-1991 June
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Box 50, Folder 8	Workman's compensation and employers liability insurance policy, 1991-1992
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Box 50, Folder 10      Workman's compensation and employers liability insurance policy, 1992-1993

Box 50, Folder 11      Workman's compensation and employers liability insurance policy, 1993-1994

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### Subseries 9.5: Office Files, 1954-1994, undated

Materials consist of product information, standard forms, membership certificates, envelope samples, etc. The materials are arranged in chronological order.

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Box 51, Folder 3      Product information, 1981

Box 51, Folder 4      Product information, 1982

Box 51, Folder 5      Product information, 1983

Box 51, Folder 6      Photo Marketing Association International, certificate of membership, 1986

Box 51, Folder 7      Product information, 1990

Box 51, Folder 8      Product information, 1994

Box 51, Folder 9      Atlantic City, registration form, undated

Box 51, Folder 10      Blank envelopes, undated

Box 51, Folder 11      Envelope sample, undated

Box 51, Folder 12      Glass for glass plate negatives, sample, undated

Box 51, Folder 14      Product information, undated

Box 51, Folder 13      Miscellaneous, undated

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