

White & Wyckoff Collection, 1889-1965

10 Document Cases, 3 Drop-Front Boxes, 3 Full-Size Cartons (12 linear feet)

Collection Number: HPLA2005.645

Abstract:

White & Wyckoff Manufacturing Company began as Smith & White, until Joseph L. Wyckoff joined the firm in 1893. They manufactured specialty paper products for businesses and retailers across the country. During the 1920s, White & Wyckoff operated the largest printing plant in Holyoke, MA. The White & Wyckoff Collection documents over 75 years of the personal, administrative, and operational progress of this local and lucrative stationery company.

Historical Note:

The White & Wyckoff Manufacturing Company (W & W) originally started on August 1, 1889 as Smith and White Manufacturing Company with F. D. Smith and Edwin N. White as managing partners. Their first building site on Race Street, previously known as the Postal Card Factory where the U.S. government manufactured post cards, employed 8 people. J. L. Wyckoff started working at Smith and White in 1891, as head of the sales department. White managed the finances, and the Smith headed all the manufacturing aspects. In 1893 White & Wyckoff purchased Smith's interests and soon changed the company's name. The first products manufactured were writing tablets, block pads, composition books, and school supplies. Their most lucrative stationery product was the Autocrat Vellum.

The plant at Riverside experienced renovations and enlargements in 1891, 1898, 1907, and 1916. In 1927 White & Wyckoff acquired one of the oldest stationery companies in the country, National Papeterie of Springfield, MA. W & W also owned the Cowan Truck Company which they used for national distribution. By the mid 1920s they operated the largest printing plant in Holyoke, utilizing 40 presses, which also made it one of the largest in all of New England.

Wyckoff assumed the presidency of the company for 40 years until his death on March 19, 1931. By 1947 W & W had nearly 500 employees, and relied on over 100 artists for the design of boxes and greeting cards. In 1961 a merger occurred with Western Tablet Company (Westab), and two years later the company was the largest employer in Holyoke. Westab moved its operations to Ohio and National Blank Book eventually acquiring the manufacturing plant.

Scope and Contents:

The White & Wyckoff Collection comprises 3 series of records which document the history of a Holyoke-based stationery manufacturing company. The first series includes the financial records of the Smith & White Manufacturing Company from 1889 to 1901. Series 2 begins as the documentation of Smith & White's reorganization as White & Wyckoff in 1893 and contains personal and corporate correspondence, stock information and financial records, merchandising records and catalogs, as well as factory reports, labor surveys, and information about conventions. Series 2 documents the company through 1963.

Series 3 comprises the records of White & Wyckoff after its merger with West Tablet Company in 1961. Included are records pertaining to the planning, organization, and execution of the merger, as well as annual reports, histories, financial statements, and advertisements. This series also contains records which document the preparation for the company's closing.

Series 4 is separated due to its uniqueness as a chronicle of the company's employees and marketing. There are newspaper articles and scrapbooks, corporate bulletins and records of anniversary celebrations, and documents of employee retirements and death (including wills). A special collection of photographs including in this final series portrays factory operations and employees at work.

Arrangement and Description:

Series 1 – Smith & White	1889 - 1901
Series 2 – White & Wyckoff	
Sub-Series 1 – Correspondence, Notes, and Letters,	1902 – 1961
Sub-Series 2 – Balance Sheets, Sales, and Profits,	1910 – 1962
Sub-Series 3 – Audits	1902 – 1962
Sub-Series 4 – Financial Statements	1916 – 1956
Sub-Series 5 – Personnel, Salaries, Payroll, Bonus, Disbursements	1909 – 1963
Sub-Series 6 – Stocks, Taxes, Profit Sharing, Appraisals	1906 – 1988
Sub-Series 7 – Stock Certificates	1930 – 1960
Sub-Series 8 – Products, Merchandise, Catalogs	1924 – 1963
Sub-Series 9 – Surveys, Reports, Territories	1959 – 1960
Sub-Series 10 – Labor, Factory, Visitors	1959 – 1961
Sub-Series 11 – Death, Insurance policies, Annuity Plan	1941 – 1961
Sub-Series 12 – Directors, Charitable Trust, Conventions	1950 – 1963

Series 3: West Tablet

Sub-Series 1 – Correspondence	1959 – 1963
Sub-Series 2 – Merger, Planning Merger	1960 – 1962
Sub-Series 3 – Annual Reports, Balance Sheets, Stocks	1961 – 1963
Sub-Series 4 – West Tablet History, Letter	1958 – 1963
Sub-Series 5 – Merchandise, Advertising	1962
Sub-Series 6 – Closing	1961 – 1963

Series 4: Employees and Corporate Publicity

Sub-Series 1 – Manufacturers, Deaths, Retirement	1939 – 1962
Sub-Series 2 – Newspapers, Bulletins	1889 – 1963
Sub-Series 3 – Anniversary, Viewpoints	1889 – 1939
Sub-Series 4 – Booklets, Programs	1889 – 1961
Sub-Series 5 – Photos	1900 – 1963

Information on Use

Terms of Access and Use

Restrictions on Access:

The collection is open for research

Preferred Citation

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Holyoke Public Library History Room & Archive

Custodial History

Donors of this collection include: Robert and Dana Brettrager, Kevin M. Franklin [Item(s) from the estate of Mervin Higgins of Newtonville, NY], Edward White, and Minnie Wyckoff [wife of Joseph L. Wyckoff]

Processing Information

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Series Descriptions and Container List:

Series 1: Smith & White Manufacturing Company 1890 – 1901

- Box 1: Folder 1
Annual Financial Statements, 1898-1901
- Box 1: Folder 2
Assets & Balance Sheets, 1890
- Box 2:
Notebook with Assets & Liabilities, 1891-1901
Annual Statements, 1892-1897

Series 2: White & Wyckoff 1902 – 1963

Series 2, Sub-Series 1: Correspondence, Notes, Letters 1902-1961

- Box 1: Folder 3
Notes and Letters, 1903-1916
- Box 1: Folder 4
Correspondence, 1919-1926; Conference, 1919-1926
- Box 1: Folder 5
Correspondence, 1920-1926
- Box 1: Folder 6
Correspondence 1960-1961
- Box 1: Folder 7
Correspondence, 1940-1961
- Box 2:
Edwin N. White Letters, May 21, 1902-Sept. 6, 1907; Sept. 7, 1907-Jan. 28, 1910

Series 2, Sub-Series 2: Balance Sheets, Sales and Profits 1910-1962

- Box 1: Folder 8
Cowan Truck Co. Balance Sheets, Agreements, Letterheads, 1912-1926
- Box 1: Folder 9
Balance Sheets, 1913-1931
- Box 1: Folder 10
Sales Profits and Loss Graphs, 1910-1960
- Box 1: Folder 11
Sales, Profits/Loss, A Case (Analysis), 1920-1958
- Box 1: Folder 12
Sales 1958-1962
- Box 2:
Comparative Figures, Balance Sheets, and Operations

Sub-Series 3-Audits 1902 – 1962

- Box 2:
Audit Book of White & Wyckoff by Walter Eaton Co. 1902
- Box 3:
Audit/Examination, 1913 - 1960
The Monograph Co. Audit/Examination, 1933
- Box 4: Folder 1
White & Wyckoff Audits and Merger, 1959 – 1962

Sub-Series 4 – Financial Statements

1916 – 1956

- Box 4: Folder 2
Condensed Statements, 1916 – 1924
Folder 3
Financial Statements, 1950 – 1956
Folder 4
Financial Statements, 1950 – 1956
- Binders 1-8:
White & Wyckoff Financial Statements 1949 – 1956
- Box 5:
Financial Statements 1950-1956

Sub-Series 5-Personnel, Salaries, Payroll, Bonus, Disbursements

1909 – 1963

- Box 2:
Disbursements, 1909-1913
Notebook with Payroll records, 1916-1920
- Box 4: Folder 5
Salaries and Christmas Bonuses, 1909-1936
Folder 6
Salesman 1912-1918, 1921-1928, 1932-1934
Folder 7
Employees, Management, Products 1959
- Box 6: Binder 1
Personnel, 1959
Folder 1
Personnel Termination, 1963
Folder 2
Classified Office Personnel, 1963

Sub-Series 6 – Stocks, Taxes, Profit Sharing, Appraisals

1906 – 1988

- Box 6: Folder 3
Tax Information, Contracts, Profit Sharing, 1906-1920
Folder 4
Transfer of Stock to George R Burkhardt 1924
Folder 5
Stock Shares 1926, also Income + exp. 1927, 1928, 1931
Folder 6
Estate Appraisal May 1941, and Gift Tax Appraisal Sept. 1938
Folder 7
Stockholder's Data 1946-1958

Folder 8
Sales Opportunities or Stock Purchase 1959-1960
Folder 9
Sales Inventory, Insurance, Stock Information 1917 – 1928
Folder 10
Edward P. White Shares, Costs, and Gift Tax 1938 – 1939, 1963 – 1988

Box 10:
White & Wyckoff Stock Book ledgers

Sub-Series 7-Stock Certificates 1930s – 1960s

(Includes death, wills, marriage certificates and receipts)

Book 1- C1 – C250
Book 2- C251 – C500
Book 3- C501 – C750
Book 4- C751 – C1000
Book 5- C1001 – C1250

Sub-Series 8- Products, Merchandise, Catalogs 1924 – 1963

Box 6: Folder 11
Product Line
Folder 12
Maslenn Line 1956
Folder 13
Product Advertising 1960-1962
Box 7: Folder 1
Maderia Line Open – Sales Contest 1961-1962
Folder 2
Merchandising 1961-1962
Folder 3
Campus Line, Production Control 1962
Folder 4
Schiaparelli line 1962

Sub-Series 8 - Products, Merchandise, Catalogs Continues 1890 – 1963

Box 7: Folder 5
White & Wyckoff School Supply Line 1962-1963
Box 8:
Christmas card Catalog 1954
Paintings
Renaissance Christmas card Portfolio
Renaissance Christmas card Collection
Christmas card Series 600
Christmas card Line and Budget 1937-1941
Box 9:
Portfolio of Ex's of Products
Catalog Distinctive Gift Stationery 1924
Campus Line Catalog 1960-1961-1962
Catalog Destination Writing Papers #63, #64, #65-Social Stationery 1962

Catalogs 1951-1961-1962
Letterhead from Schiaparelli Papeterries
Sample Book and Brightwood letterettes
Portfolio for 1963 – Shipments booked orders

Box 10:

Gray Metal Box – old slides, samples of paper (Shown on a Hand-held Slide Viewer)
Seal Embossing Mechanism

Sub-Series 9 – Surveys, Reports, Territories

1959 – 1960

Box 2:

High Spot Sales Survey Books by Barrington Assoc.

Box 7: Folder 6

Sales Territories

Binder 1

Method Improvement Survey 01-30-1959

Folder 7

Report by Geo. D. Wilkenson Co. 1960 Princeton, N.J.

Sub-Series 10-Labor, Factory and Visitors

1959 – 1961

Box 7: Folder 8

General Sales Manager & Ralph Soulby 1959 –1960

Folder 9

Active Machinery and Equipment 1959-1960

Folder 10

Job & Task Analysis 1959

Folder 11

Labor Contracts 1960

Folder 12

Timetable & Factory Operations 1960

Folder 13

Freight 1958-1961

Folder 14

French Visitors 1961, French Writing paper Converters

Box 11: Folder 1

Customer Return Procedures 1961

Folder 2

Letterheads

Folder 3

Factory Management 1959-1960

Sub-Series 11-Death, Insurance, Policy, Annuity Plan

1941 – 1961

Box 11: Folder 4

CLU Insurance Advisor M. Luther Buchanan 1951-1952

Sub-Series 11-Death, Insurance, Policy, Annuity Plan Continues

Box 11: Folder 5

Death of Edwin N. White May 21, 1941, Edward P. White elected Treasurer

Folder 6

Mass Mut Administration & Annuity Plan 1952

Folder 7
Advertising & Budgets 1953-1961
Folder 8
Policy Committee 1958-1960
Folder 9
Howard Co. Advertising Plan 1958-1959

Sub-Series 12 – Directors, Charitable Trust, Conventions 1950 – 1963
Box 2: Book of Director Meetings 1950-1961
Box 11: Folder 10
A Charitable Trust 1952-1961
Folder 11
1961 Convention (NACS) National Assn. Of College Stores, Inc.
Folder 12
Report to the Board of Directors 1962, Confidential of W & W Consideration

Series 3 – Westab 1959 – 1963

Sub-Series 1 – Correspondence 1959 – 1963
Box 11: Folder 13
Correspondences with E. P. White 1959, 1962, 1963
Folder 14
Correspondence about sales to Holyoke Office and Montag Office 1962
Folder 15
Letters to Salesmen after Close down 1962-1963

Sub-Series 2 – Merger, Planning Merger 1960 – 1962
Box 11: Folder 16
Planning Merger with Westab 1960
Box 12: Folder 1
Merger between W&W/Westab 1960-1962

Sub-Series 3-Annual Reports, Balance Sheets, Stocks 1961 – 1963
Box 12: Folder 2
Stock Information, Annual Reports 1960-1962
Folder 3
W&W Surrendered shares for Western Tablet 1961
Folder 4
Balance Sheets, Sales 1963

Sub-Series 3-Annual Reports, Balance Sheets, Stocks Continue
Box 12: Folder 5
Profits, Pensions 1961

Sub-Series 4-Westab, History, Letter 1958 – 1963
Box 12: Folder 6
Western Tablet 1961-1963, Associated Companies
Folder 7

1960 Merger, Company Histories
Folder 8
1962-1963, Samuel Coot, Company Letter to W&W 1958 in limbo right now

Sub-Series 5-Merchandise, Advertising 1962
Box 12: Folder 9
Westab & Stationery Corp. 1962, Merchandising and Advertising

Sub-Series 6- Closing 1961 – 1963
Box 12: Folder 10
‘The Final Days’ –Purchased by Western Tablet 02-27-1961, 12-1962 – Closing
Folder 11
1961-1962 Plant Closing Notices
Box 13: Folder 1
W.W.M.C. Inc. Dissolved 10-26-1962, 3 year records 1962-1965 Taxes, Suits,
Creditors
Folder 2
W.W.M.C. Inc. – Resolutions since closing 10-26-1962, CPA Examination 11/30/1961
Folder 3
Westab Closing Papers 1960-1961
Folder 4
Westab After Closing 1962-1963, Employee Follow-up by Ted White

Series 4: Employees and Corporate Publicity 1889 – 1963

Sub-Series 1 – Manufacturers, Death, Retirement 1939 – 1962
Box 13: Folder 5
1962 – Paper Stationery and Tablet Manufacturers Association 1957
Folder 6
Deaths, Retirements, Promotions 1939, 1956, 1959, 1961, 1962

Sub-Series 2 – Newspapers, Bulletins 1889 – 1963
Box 13: Folder 7
News Articles, W & W Bulletins 1914-1961
Folder 8
Newspaper Clippings of W & W/ Westab 1889
Box 14: Folder 1
W & W 1960 Newspaper Clippings and other Articles
Folder 2
W & W 1957, Westab 1963, Newspaper Clippings, Sales Information
Box 15: Collection of Newspaper Clippings giving History of W & W, collected In 1934 by
Minnie Wyckoff in living memory of her husband J. L. Wyckoff
W & W Service Bulletins 1919-1920, 1921

Sub-Series 3 – Anniversary, Viewpoints 1889 – 1939
Box 14: Folder 3
W & W 25th Anniversary 1889-1914
Folder 4
W & W 35th Anniversary 1889-1924

Folder 5
W & W 50th Anniversary 1889-1939

Folder 6
W & W/Westab Materials

Box 15: W & W- Viewpoints –Aug. 1889-1914, 1917-January-December, 1918-April 1919 –
March, May, June, July, August, October – 1920 – January-Spring, June, fall – 1921 –
summer and winter – 1922 – Numerical Numbers

Sub-Series 4- Booklets, Programs 1889 – 1961

Box 15: Booklet – the growth of Forty Years 1889-1929
Programs – 5th Annual Sales Convention and Service Club Dinner 1919
Contrib. Retirement Plan for Employees of Westab 1961

Sub-Series 5- Photos 1900 – 1963

Box 14: Folder 7
Smith & White Photos
Folder 8
White & Wyckoff Photos
Folder 9
White & Wyckoff personal photos
Folder 10
Etiquette Form Photos on March 21, 1960
Folder 11
White & Wyckoff Employee and Factory Photos
Folder 12
White & Wyckoff Employee and Factory Photos

Box 16: Folder 1
White & Wyckoff Employee and Factory Photos
Folder 2
White & Wyckoff Employee and Factory Photos

Sub-Series 6 1906 – 1920

Box 15: History/Background of Renaissance Christmas Cards
Photo Copy of Letter Written By J. L. Wyckoff during 1906 San Francisco Earthquake
1931 Calendar published by W & W
1955 Calendar published by W & W
1956 Calendar published by W & W
American Stationery & Office Outfitter April 6, 1918
Poem – “As Others See Us”
Pocket Size Profit-Flasher