



# **Guide to the E. F. Craven Company Records, 1793-1991 and undated, bulk 1907-1965**

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## Summary

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**Collection Title:**

E. F. Craven Company records, 1793-1991 and undated, 1907-1965

**Creator:**

E. F. Craven Co.

**Extent:**

42 Linear Feet

Approximately 33,750 Items

**Language:**

English

**Collection ID:**

RL.00353

**Permalink:**

<https://idn.duke.edu/ark:/87924/m1rg8z>

**Preferred Citation**

[Identification of item], E. F. Craven Company Records, David M. Rubenstein Rare Book & Manuscript Library, Duke University

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## Background

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**Scope and Content**

The E. F. Craven Company Records document the development of a North Carolina road machinery dealership from a small family business into a multi-million dollar corporation. The material spans the years from 1793 to 1991; the bulk of the collection is dated 1907-1965.

Much of the material in the early years of the **Correspondence Series** consists of communication to and from equipment dealers and customers concerning the sale and repair of road machinery. The Cravens usually included information on the health and activities of family members in their business letters to each other. E. A. Craven frequently offered financial and spiritual advice to his son, writing his responses on the back of his son's letters to him, so that the letter

and the reply appear on opposite sides of the same page. Between December 1912 and January 1916 there is a considerable amount of correspondence between family members regarding the execution of Eli A. Craven's will. Many letters written between 1907 and 1930 are written on stationery illustrated with detailed renderings of various types of early road-building equipment.

From the late 1920's until the 1940's, Franklin Duval Craven ran the Asheville office of E. F. Craven Company, frequently travelling on sales trips. E. F. Craven often wrote encouraging his son in his work and giving him advice on sales strategy. Letters from E. A. Craven and E. F. Craven reflect the deep religious beliefs of the two men and the importance they placed in conducting their lives and their business in a moral fashion.

During World War II, several of the company's employees served in the armed forces. Duval Craven corresponded frequently with them, and copies of his letters and their replies can be found among the correspondence from the war years.

As the organizational structure of the company increased in complexity, the amount of family correspondence in the collection decreased. Interoffice communications comprise a large amount of the correspondence after the 1960's.

The files in the **Legal Papers**, **Financial Records**, and **Directors' Minutes Series** combine to form a profile of the E. F. Craven Company: its sales, expansions, customer base, and its staff and leaders. Of particular interest is its relationship with the NC Highway Commission and state officials. Early materials in the **Legal Papers Series** relate to the business and land-holding activities of the Craven family in the late 19th and early 20th centuries.

Among the items in the **Printed Materials Series** is a nearly complete run of *The Road Machinery News*, a serial published by E. F. Craven Company from 1925 until 1978. This newsletter contained news about road construction, information and advertisements regarding road building machinery, and a column "A Line or Two," written by E. F. Craven. In these editorials, Craven expressed his moral and spiritual philosophies. The articles were compiled in 1975 and published as a volume entitled *A Line or Two*. Educational material on general sales techniques published in 1928 and 1929 is also included in the **Printed Materials Series**. These books and pamphlets were used in the hiring and training of E. F. Craven Company sales staff.

The **Visual Materials Series** includes photographs, silent motion picture films, and illustrated trade catalogs demonstrating the attributes of road construction machinery and road-building techniques of the early twentieth century. Use copies must be made of moving images before content can be accessed. Please contact the Research Services staff before coming to use this series.

Both Eli F. Craven and Eli A. Craven became members of the Religious Society of Friends (Quakers) in the 1890's. Occasional references to the Craven family's support of the Society of Friends are found in documents throughout the collection. Items specifically concerned with the Religious Society of Friends are grouped in the **Subject Files** under the same name.

### Biographical/Historical

Date	Description
1907	Eli Franklin Craven sold road building machinery built by various manufacturers
1918	Craven built his first office building (13,000 square feet) on Morehead Avenue in Greensboro, NC
1925	Craven built larger three-story building adjoining his existing one and facing on Elm Street
1926	Craven incorporated his business as E. F. Craven Company. His son Franklin Duval Craven began working for him as a salesman
1964	F. Duval Craven became President of the company after his father's death
Nov. 1975	E. F. Craven Company was sold to Brocar, Inc., retaining same officers and employees. Company's name changed to EFC Associates, Inc.
1978	F. Duval Craven retired
1993 Mar. 30	Death of F. Duval Craven

Although Eli Franklin Craven founded the company named for him, the Craven family's involvement in the sale of road-building machinery began with his father Eli Asbury Craven (1824-1912). The elder Craven, a Methodist minister,

sold farm and road machinery in Causey, NC before 1895. Around the turn of the century, both he and his son represented Acme Road Machinery, a company based in Frankfort, New York. Eli F. Craven sold machines produced by other companies as well, including Studebaker Brothers, Russell Grader Manufacturing Company, and John Deere Plow Company. Soon he became known to his customers as "E. F. Craven, the Road Machinery Man."

Craven's business flourished after the 1921 issuance of North Carolina's first road bonds. In 1926, after the incorporation of the company, Craven changed the slogan to "E. F. Craven Company, the Road Machinery Men," and sales totalled over \$1,000,000.00. Eli Franklin Craven was manager. His son, F. Duval Craven, worked for the company as a salesperson.

During the 1940's, Franklin Duval Craven took an increasingly active role in the management of the company. Duval served as General Manager by 1948. At his father's death in 1964, he became the president of E. F. Craven Company. At this time, his brother Edwin Asbury Craven (1909-1966) was Vice-President and Treasurer. In 1977, F. Duval Craven gave up many of the operating responsibilities of the company. Charles A. Hines, Jr. became President and Chief Operating Officer.

In November 1975, F. Duval Craven sold the company to John J. Brogan of West Chatham, Massachusetts and Charles C. Carson of New York City (Brocar, Inc.), who changed the name to EFC Associates. The company retained the same officers and staff.

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## **Administrative Information**

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### **Publication Statement**

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### **Access Restrictions**

Collection is open.

Researchers must register and agree to copyright and privacy laws before using this collection.

In addition, all or portions of this collection may be housed off-site in Duke University's Library Service Center. There may be a 48-hour delay in obtaining these materials.

Also, some of the materials in this collection are not immediately accessible, because they require further processing before use.

Please contact Research Services staff before visiting the David M. Rubenstein Rare Book & Manuscript Library to use this collection.

## **Use Restrictions**

The copyright interests in the records of the E. F. Craven Company have not been transferred to Duke University. For further information, see the section on copyright in the Regulations and Procedures of the David M. Rubenstein Rare Book & Manuscript Library.

## **Acquisition Information**

The E. F. Craven Company Records were donated to the Manuscript Department in 1978 by Franklin Duval Craven, the son of Eli Franklin Craven. Mr. Craven also provided support for the processing of the collection.

## **Processing Information**

Processed by Melissa J. Delbridge, Kelly Cottrell, Edna Riggs, and Sandra Hack

Encoded by Robin LaPasha

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## **Names and Subjects**

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- Road construction -- Equipment and supplies
- Family corporations -- North Carolina
- Children's writings, American
- Corporations -- North Carolina -- History -- 20th century
- Business records
- Selling
- Road construction -- North Carolina -- History
- Road machinery -- Trade and manufacture

- Earthmoving machinery
- Road machinery
- Road construction equipment industry -- History
- Construction equipment
- Craven, Eli Franklin, 1875-1964
- Craven, Eli Asbury, 1824-1912
- Craven, F. Duval (Franklin Duval), 1906-1993
- EFC Associates, Inc.
- E. F. Craven Company
- Society of Friends -- North Carolina

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## Collection Inventory

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### Correspondence Series, 1866-1991 and undated, bulk 1907-1952

**Physical Description:** 28 containers

#### Scope and Contents note

Consists of letters and copies of letters to and from the Cravens, their employees, and their business associates. Arranged chronologically by year. In years for which a large amount of correspondence exists, the letters are arranged in one to six-month increments. Includes two letter copy books containing letters written by Eli A. Craven and Eli Franklin Craven between 1901 and 1905.

1866-1906, April	Box 1
<b>Physical Description:</b> 5 folders	
1906, April-1907, March 23	Box 2
<b>Physical Description:</b> 5 folders	
1907, March 24- Sept.	Box 3
<b>Physical Description:</b> 6 folders	
1907, Oct.-1908, Apr.	Box 4
<b>Physical Description:</b> 8 folders	
1908, May-Sept.	Box 5
<b>Physical Description:</b> 8 folders	
1908, Oct.-1909, Oct.	Box 6
<b>Physical Description:</b> 7 folders	

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1909, Nov.-1910, June	Box 7
<b>Physical Description:</b> 6 folders	
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1910, July-Dec.	Box 8
<b>Physical Description:</b> 7 folders	
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1911, Jan.-Mar.	Box 9
<b>Physical Description:</b> 4 folders	
<hr/>	
1911, Apr.-June	Box 10
<b>Physical Description:</b> 4 folders	
<hr/>	
1911, July-1912, Feb.	Box 11
<b>Physical Description:</b> 7 folders	
<hr/>	
1912, Mar.-1914, Mar.	Box 12
<b>Physical Description:</b> 6 folders	
<hr/>	
1914, Apr.-1915, Nov. 15	Box 13
<b>Physical Description:</b> 6 folders	
<hr/>	
1915, Nov. 16-Dec.	Box 14
<b>Physical Description:</b> 6 folders	
<hr/>	
1917, Jan.-1928, Dec.	Box 15
<b>Physical Description:</b> 6 folders	
<hr/>	
1929, Jan.-1930, Dec.	Box 16
<b>Physical Description:</b> 6 folders	
<hr/>	
1931, Jan.-1933, Apr.	Box 17
<b>Physical Description:</b> 8 folders	
<hr/>	
1933, May-1934, Dec.	Box 18
<b>Physical Description:</b> 6 folders	
<hr/>	
1935, Jan.-1936, Dec.	Box 19
<b>Physical Description:</b> 6 folders	
<hr/>	
1937, Jan.-1941, Dec.	Box 20
<b>Physical Description:</b> 7 folders	

1942, Jan.-1944, Dec. <b>Physical Description:</b> 6 folders	Box 21
1945, Jan.-1947 <b>Physical Description:</b> 4 folders	Box 22
1948, Jan.-1955 <b>Physical Description:</b> 8 folders	Box 23
1956-1965 <b>Physical Description:</b> 9 folders	Box 24
1966, Jan.-1969 <b>Physical Description:</b> 7 folders	Box 25
1970-1974 <b>Physical Description:</b> 7 folders	Box 26
1975, Jan.-1979 <b>Physical Description:</b> 7 folders	Box 27
1980-1991, n.d. <b>Physical Description:</b> 8 folders	Box 28
Vol. No. 1 Letter copy book, 1901-1903 (contains vol. 1)	Box 29
Vol. No. 2 Letter copy book, 1904-1905 (contains vol. 2)	Box 30

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### **Financial Records Series, 1855-1985 and undated, bulk 1900-1975**

**Physical Description:** 81 containers

#### **Scope and Contents note**

Includes statements, invoices, reports, tax forms, cancelled stock certificates, and payroll records. Most of the items were generated by the E. F. Craven Company and its suppliers. Arranged chronologically by year. Refer to container list for description of volumes. See oversized material as well.

1884-1915 <b>Physical Description:</b> 8 folders	Box 31
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1916-1925	Box 32
<b>Physical Description:</b> 8 folders	
1926-1939	Box 33
<b>Physical Description:</b> 6 folders	
1940-1965	Box 34
<b>Physical Description:</b> 6 folders	
1966-1976	Box 35
<b>Physical Description:</b> 5 folders	
1977-1985, n.d.	Box 36
<b>Physical Description:</b> 6 folders	
Price lists from Acme Road Machinery Co., n.d.	Box 36
Stock stubs and certificates	Box 37
Vol. No. 3 Account Book, 1855-1868	Box 38 (contains vols. 3-13)
Vol. No. 4 Account Book, 1872-1878	Box 38 (contains vols. 3-13)
Vol. No. 5 Sales Book, 1892	Box 38 (contains vols. 3-13)
Vol. No. 6 Cash Book, 1897-1913	Box 38 (contains vols. 3-13)
Vol. No. 7 Bankbook: Greensboro National Bank, 1899-1901	Box 38 (contains vols. 3-13)
Vol. No. 8 Sales Comparison Book, 1907-1929	Box 38 (contains vols. 3-13)
Vol. No. 9 Cash Book, 1915-1926	Box 38 (contains vols. 3-13)
Vol. No. 10 Bankbook, 1917-1923	Box 38 (contains vols. 3-13)
Vol. No. 11 Account Book, 1920-1924	Box 38 (contains vols. 3-13)
Vol. No. 12 Expense Book, 1924-1926	Box 38 (contains vols. 3-13)
Vol. No. 13 Audit Report, 1924-1925	Box 38 (contains vols. 3-13)
Vol. No. 14 Payroll Book, 1926-1935	Box 39 (contains vols. 14-31)
Vol. No. 15 Expense Book, May 1927	Box 39 (contains vols. 14-31)

Vol. No. 16 Expense Book, July 1927	Box 39 (contains vols. 14-31)
Vol. No. 17 Expense Book, July 1927	Box 39 (contains vols. 14-31)
Vol. No. 18 Cash Journal, 1927-1928	Box 39 (contains vols. 14-31)
Vol. No. 19 Sales Comparison Book, 1927	Box 39 (contains vols. 14-31)
Vol. No. 20 Schedule of Rental & Depreciation of Construction Equipment, 1928	Box 39 (contains vols. 14-31)
Vol. No. 21 Ledger, 1928	Box 39 (contains vols. 14-31)
Vol. No. 22 Account Book, 1929	Box 39 (contains vols. 14-31)
Vol. No. 23 Schedule of Rental & Depreciation of Construction Equipment, 1930-1939	Box 39 (contains vols. 14-31)
Vol. No. 24 Order Book, 1933	Box 39 (contains vols. 14-31)
Vol. No. 25 Order Book, 1936	Box 39 (contains vols. 14-31)
Vol. No. 26 Record of Tax-Deductible Business Expenditures, 1937-1941	Box 39 (contains vols. 14-31)
Vol. No. 27 Cash Book, 1941-1943	Box 39 (contains vols. 14-31)
Vol. No. 28 Cash Book, 1944-1946	Box 39 (contains vols. 14-31)
Vol. No. 29 Sales Book, 1946-1947	Box 39 (contains vols. 14-31)
Vol. No. 30 Sales Book, 1947-1949	Box 39 (contains vols. 14-31)
Vol. No. 31 Bills Payable & Bills Receivable, 1921, Aug.-1925, Aug.	Box 39 (contains vols. 14-31)
Vol. No. 32 Stock Ledger, 1927-1982	Box 40 (contains vols. 32-37)
Vol. No. 33 Account Book, 1910-1918	Box 40 (contains vols. 32-37)
Vol. No. 34 Account Book, 1910-1917	Box 40 (contains vols. 32-37)
Vol. No. 35 Cash Book, 1975-1982	Box 40 (contains vols. 32-37)
Vol. No. 36 Appraisal Report, 1981, Aug. 31	Box 40 (contains vols. 32-37)
Vol. No. 37 Appraisal Report, 1981, Sept. 1	Box 40 (contains vols. 32-37)

Order books, 1910-1917	Box 41
<b>Physical Description:</b> 28 items	
Vol. No. 38 Order Book, 1917, Jan.-1918, June	Box 41
Vol. No. 39 Order Book, 1918, June-1919, Dec.	Box 41
Vol. No. 40 Order Book, 1920, Jan.-Sept.	Box 41
Vol. No. 41 Order Book, 1922, Aug. 27-1924, Jan.	Box 41
Vol. No. 42 Order Book, 1924, Jan.-1925, Mar.	Box 41
Vol. No. 43 Order Book, 1925, Mar.-1926, Apr.	Box 41
Vol. No. 44 Order Book, 1926, Apr.-1927, June	Box 41
Vol. No. 45 Order Book, 1927, June-1928, Nov.	Box 41
Vol. No. 46 Order Book, 1928, Nov.-1930, July	Box 41
Vol. No. 47 Order Book, 1930, July-1932 Nov.	Box 41
Vol. No. 48 Order Book, 1932, Nov.-1934, Dec.	Box 41
Vol. No. 49 Notes and Bills Receivable and Payable, 1921-1922	Box 41
Vol. No. 50 Bills Receivable, 1925-1927	Box 41
Vol. No. 51 Notes and Bills Receivable, 1925-1928	Box 41
Vol. No. 52 Factory Invoice Records, 1922, Aug.-1924, Mar.	Box 41
Vol. No. 53 Factory Invoice Records, 1924, Feb.-1925, July	Box 41
Vol. No. 54 Factory Invoice Records, 1925, July-1926, July	Box 41
Vol. No. 55 Ledger, 1913-1917, May	Box 41
Vol. No. 56 Ledger, 1917, Apr.-1919, Jan.	Box 41

Vol. No. 57 Cash Journal, 1920, Jan.-1922, Apr.	Box 41
Vol. No. 58 Cash Journal, 1922, May-1923, Feb.	Box 41
Vol. No. 59 Cash Journal and Daily Financial Statement, 1922, Mar.-1925, Dec.	Box 41
Vol. No. 60 Equipment Sales and Ownership Record, 1927	Box 41
Vol. No. 61 Factory Invoice Records, 1926, June-1926, Sept.	Box 41
Vol. No. 62 Equipment Sales and Ownership Record, 1917-1927	Box 41
Vol. No. 63 Ledger, 1910-1915	Box 41
Vol. No. 64 Equipment Ownership Record, 1921-1927	Box 41
Vol. No. 65 Cash Receipt Journal, 1918-1919	Box 41
Vol. No. 66 Cash Receipt Journal, 1920-August 1922	Box 41
Vol. No. 67 Cash Receipt Journal, 1922-1923	Box 41
Vol. No. 68 Record of Sales by Individuals 1921-1926	Box 41
Vol. No. 69 Account Journal, 1921, Oct.-1923, Feb.	Box 41
Vol. No. 70 Record of Paid Freight Bills, 1922-1925	Box 41
Vol. No. 71 Monthly Balances on Open Accounts, 1925-1926	Box 41
Vol. No. 72 Monthly Balances and Payments on Open Accounts, 1927-1928	Box 41

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**Legal Papers, 1793-1983 and undated, bulk 1910-1983**

**Physical Description:** 3 containers

**Scope and Contents note**

Early legal papers consist of land transactions, property inventories, summonses, and wills. Among the other items are contracts between E. F. Craven Company and various manufacturers of road machinery regarding the sale of their products; documents regarding the 1968 controversy over the North Carolina Highway Commission's specifications for road machinery; the 1974 merger agreement between E. F. Craven Company and Pitt Realty Corporation; and the 1975 purchase agreement between E. F. Craven Company and Brocar, Incorporated. Arranged chronologically by year.

Papers, 1793-1965	Box 42
<b>Physical Description:</b> 6 folders	
N.C. Highway Commission, 1966-1967	Box 43
Papers, 1968-1974	Box 43
Motor Grader Hearing, 1968, Jan. 19-1968, Mar. 5	Box 43
<b>Physical Description:</b> 4 folders	
Pitt-Craven Merger, 1974	Box 43
<b>Physical Description:</b> 7 folders	
Purchase agreement, 1975, Nov. 14	Box 44
<b>Physical Description:</b> 2 folders	
Lease agreement, 1975, Nov. 14	Box 44
Papers, 1975-1978	Box 44
D & L Limited Partnership Closing Documents, 1982, Nov. 15	Box 44
Papers, 1982-1983, n.d.	Box 44

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**Directors' Minutes Series, 1926-1983**

**Physical Description:** 2 containers

### Scope and Contents note

Includes a copy of the Certificate of Incorporation and the by-laws of E. F. Craven Company as well as a continuous run of the minutes of the Board of Directors from 1926-1983. Arranged chronologically.

Directors' Minutes, 1926-1974 Box 45

**Physical Description:** 7 folders

Directors' Minutes, 1975-1983 Box 46

**Physical Description:** 8 folders

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### Visual Materials Series, 1901-1980 and undated

**Physical Description:** 5 containers

#### Scope and Contents note

Photographs, demonstration catalogs, and 16mm. motion picture films of machinery sold by E. F. Craven Company; photographs of the Craven family and company employees; and pictures of the E. F. Craven Company buildings and construction sites comprise this series.

Arranged in three general categories: Machinery (subdivided alphabetically by manufacturer), People, and Places. Items are arranged chronologically by year within these categories with some exceptions being made due to housing constraints. Refer to the container list for descriptions of films and volumes. Also see oversize material.

#### Access Restrictions:

[Originals of films are closed to use. Technical Services staff need to arrange for use copies to be made before contents can be accessed. Please contact Research Services staff before coming to use the collection.]

### Machinery Subseries

#### Photographs

Allis-Chalmers, 1930-1989, n.d. Box 47

**Physical Description:** 3 folders

Best-Midget, 1920-1977, n.d. Box 47

Bucyrus Erie, 1930-1979, n.d. Box 47

**Physical Description:** 4 folders

Peerless-Russell, 1932-1977, n.d.	Box 48
Russell Manufacturing Catalog Pages, ca. 1918	Box 48
<b>Physical Description:</b> 3 folders	
Sandusky, Unidentified, 1920-1977, n.d.	Box 48
Unidentified and miscellaneous, 1920-1980, n.d.	Box 48
<b>Albums</b>	Box 49 (contains vols. 73-78)
Vol. No. 73 Littleford Tar and Asphalt Heaters Photographic Catalog, n.d.	Box 49 (contains vols. 73-78)
Vol. No. 74 Allis-Chalmers Manufacturing Catalog, 1928-1929	Box 49 (contains vols. 73-78)
Vol. No. 75 Erie Shovel Catalog, n.d.	Box 49 (contains vols. 73-78)
Vol. No. 76 Frank G. Hough Company Album, n.d.	Box 49 (contains vols. 73-78)
Vol. No. 77 Universal Crane Catalog, ca. 1920	Box 49 (contains vols. 73-78)
Vol. No. 78 Parsons Company Catalog, ca. 1920	Box 49 (contains vols. 73-78)
<b>Film Reels</b>	Box 50
<b>Access Restrictions:</b>	
[Original films are closed to use. Technical Services staff need to arrange for use copies to be made before contents can be accessed. Please contact Research Services staff before coming to use the collection.]	
1. Russell Grader with Caterpillar tractor and Adams back-sloper attachment, n.d.	Box 50
2. Terracing with county maintenance equipment (Allis-Chalmers HD7 Diesel 22	

Tractor) in Texas, Missouri, Oklahoma, and Iowa, n.d.	Box 50
3. American Asphalt Company loading rock and sand with Haiss loaders in Chicago, Illinois, n.d.	Box 50
4. How to Build a Modern Mixed-In-Place Road Surface Written text gives step-by-step explanation. Littleford Distributor and Littleford Bituminous Resurfacer, n.d.	Box 50
5. Machinery not identified. Dated 6/15/1928. Road construction; in Raleigh, NC.	Box 50
6. Haiss Excavator. Digging wet clay and macadam. Filmed in Illinois and at the state capitol grounds in Olympia, WA, ca. 1927.	Box 50
7. Haiss Excavator. Loading sand and rock in Chicago, IL and Rockville, NY, n.d.	Box 50
8. Haiss excavation and concrete pouring. Digging subway under Illinois Central Station, n.d.	Box 50
9. Tractor pulling trees. Machinery not identified, n.d.	Box 50
10. Haiss creeper, grader, and loader. Late 1920's.	Box 50
11. Adams grader and back-sloper with leaning wheel, 1928.	Box 50
12. Bucyrus-Erie Steam Shovel. Excavating underground in some shots, n.d.	Box 50

### People Subseries

Photographs, 1901-1989, n.d.	Box 51
<b>Physical Description:</b> 4 folders	
Oversize photographs, 1920s, n.d.	Box 65 (2nd 70:H)

### Places Subseries

1900-1978, n.d. Box 51

**Physical Description:** 2 folders

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### Printed Materials Series, 1880-1990 and undated, bulk 1907-1990

**Physical Description:** 7 containers

#### Scope and Contents note

Consists of unused stationery, serials, advertisements, catalogs, and pamphlets produced by E. F. Craven Company and machinery companies with whom they did business as well as articles and a book written by Eli Franklin Craven. Includes clippings of articles about E. F. Craven Company and the Craven family. See container list for description of volumes.

Serials Box 52

Road Machinery News:  
Introduction, 1983, Aug. 25 Box 52

1925, Mar.-1960, Nov. Box 52

**Physical Description:** 12 folders

Serials Box 53

Road Machinery News:  
1960-1978, Jan. Box 53

**Physical Description:** 6 folders

Baker, Bucyeus-Erie, Enginews, Russell News Box 53

Catalogs: Box 54 (contains vols. 79-88)

Vol. No. 79 E. F. Craven Company Catalog,  
1943-1944 Box 54 (contains vols. 79-88)

Vol. No. 80 E. F. Craven Company Catalog,  
1953 Box 54 (contains vols. 79-88)

Vol. No. 81 E. F. Craven Company Catalog,  
1973 Box 54 (contains vols. 79-88)

Vol. No. 82 Allis-Chalmers United Tractor  
Catalog, 1930 Box 54 (contains vols. 79-88)

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Vol. No. 83 Allis-Chalmers Industrial Catalog, 1930	Box 54 (contains vols. 79-88)
Vol. No. 84 Rawlings Implement Company Catalog, 1916	Box 54 (contains vols. 79-88)
Vol. No. 85 Russell Grader Repair Parts Catalog, n.d.	Box 54 (contains vols. 79-88)
Vol. No. 86 Russell Grader Manufacturing Company Catalog, 1926-1927	Box 54 (contains vols. 79-88)
Vol. No. 87 Russell Grader Manufacturing Company Catalog, 1914	Box 54 (contains vols. 79-88)
Vol. No. 88 John Deere Plow Company Catalog, 1916	Box 54 (contains vols. 79-88)
Catalogs:	Box 55 (contains vols. 89-93)
Vol. No. 89 Stag Manganese Steel Catalog, n.d.	Box 55 (contains vols. 89-93)
Vol. No. 90 Acme Road Machinery Company Price List, 1900-1910	Box 55 (contains vols. 89-93)
Vol. No. 91 E. F. Craven Company Catalog, 1924-1926	Box 55 (contains vols. 89-93)
Vol. No. 92 Powers Highway Catalog and Directory, 1932	Box 55 (contains vols. 89-93)
Vol. No. 93 Western Wheeled Scraper Company Catalog, ca. 1927	Box 55 (contains vols. 89-93)
Catalogs:	Box 56 (contains vols. 94-95)
Vol. No. 94 Earth Mover, 1927	Box 56 (contains vols. 94-95)
Vol. No. 95 Earth Mover, 1928	Box 56 (contains vols. 94-95)
"Practical Selling" pamphlets, 1929	Box 57 (contains vols. 96-97)
Sales Training notebook, 1922-1977	Box 57 (contains vols. 96-97)
Vol. No. 96 Illustrated Selling, 1928	Box 57 (contains vols. 96-97)

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Vol. No. 97 A Line or Two, 1975	Box 57 (contains vols. 96-97)
Allis-Chalmers catalogs and literature, 1930s-1950s	Box 72
Advertising, stationery, etc., 1880-1990, n.d. <b>Physical Description:</b> 6 folders	Box 58
Clippings, 1913, Jan. 15-1986, July, n.d.	Box 58

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### **Subject Files Series, 1852-1987**

**Physical Description:** 1 container

#### **Scope and Contents note**

Consists of papers related to organizations or topics of interest to members of the Craven family. Groupings include Better Schools and Roads, Inc.; Genealogy; Greensboro Y.M.C.A.; Juvenilia; and the Religious Society of Friends. Arranged alphabetically by subject and chronologically by year within each subject.

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Better Schools and Roads, 1949-1971	Box 59
Genealogy, 1852-1987 <b>Physical Description:</b> 5 folders	Box 59
Juvenilia, 1893, Sept. 26-1975, May 5 <b>Physical Description:</b> 2 folders	Box 59
Religious Society of Friends, 1891-1976	Box 59
Y.M.C.A., 1928-1933	Box 59

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### **Memorabilia Series, 1920-1948 and undated**

**Physical Description:** 1 container

### **Scope and Contents note**

Promotional items such as pencils, rulers, and luggage tags distributed by E. F. Craven Company and suppliers.

Various memorabilia

Box 60

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### **Miscellaneous Series, 1879-1978 and undated**

**Physical Description:** 1 container

#### **Scope and Contents note**

Includes a notebook of biblical texts for sermons, pages from datebooks and appointment calendars, mailing lists, and drafts of editorials. Arranged chronologically by year.

Miscellaneous

Box 61

**Physical Description:** 2 folders

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### **Previously Restricted Materials, 1916-1987 and undated, bulk 1950s-1987**

**Physical Description:** 8 boxes

#### **Scope and Contents note**

Files contain various correspondence, business, legal, personal, and financial papers that had been restricted by F. Duval Craven for his lifetime. Material is now open to use. Materials relate to and were collected by F. Duval Craven, but many family members are represented, especially in the correspondence. The correspondence spans five decades and is divided into two groups: personal letters exchanged between F. Duval Craven and many family members, and business correspondence, much of it having to do with the Craven Company's contracts with the State of NC Highway Commission. Most of the correspondence is incoming, addressed to F. Duval Craven. Legal and financial papers include wills, legal contracts, legal suits and other disputes or issues, and memos and correspondence about the family business. The personal papers, a small group, include newspaper clippings, a few photographs, some memorabilia, post cards, grade school report cards, receipts from business/vacation trips, and campaign and political papers (electoral ballots)

The final group of folders contain aptitude tests carried out by a national testing firm on Craven Company employees during the fifties and sixties. These folders offer a detailed record of testing methods in the corporate world of the fifties and sixties. Some of the test reports are annotated by Craven after many years

as to the outcome of the employee's performance, and note his assessment of this type of psychological and character testing.

The materials were sealed in envelopes. During processing they were kept in original order as found in envelopes (each folder or group of folders represents the contents of an envelope), then arranged by series in rough chronological order, with resulting date overlap between folders. Aptitude test folders are closed to research until 2016.

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Correspondence Series, 1933-1986

1933-1978 Box 62

**Physical Description:** 20 folders

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1952-1981 Box 63

**Physical Description:** 33 folders

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1972-1986 Box 64

**Physical Description:** 21 folders

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Legal and Financial Papers Series, 1916-1985

1916-1965 Box 65

**Physical Description:** 22 folders

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1967-1985 Box 66

**Physical Description:** 21 folders

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Personal Papers Series, 1922-1987

1922-1966 Box 67

**Physical Description:** 21 folders

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1966-1987 Box 68

**Physical Description:** 19 folders

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Aptitude Testing, 1958-1966 [CLOSED TO RESEARCH UNTIL 2016.]

1922-1966 Box 69

**Physical Description:** 3 folders

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**Oversize Materials**

**Financial Records Series**

Papers, 1907-1979 Box 70

### **Legal Papers Series**

Record of Indenture, 1812	Box 70
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### **Visual Materials Series**

Machinery Photographs, 1908-1911, n.d.	Box 70
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People Photographs, 1926-1959, n.d.	Box 70
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Places Photographs, ca. 1920-1929, n.d.	Box 70
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### **Printed Materials Series**

Machinery advertisements, n.d.	Box 70
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Machinery blueprints, 1908-1915	Box 70
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E. F. Craven Co. Calendar, 1931	Box 70
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Blueprints for E. F. Craven equipment shop, 1979	Box 70
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Miscellaneous	Box 71
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