



# **Guide to the J. Walter Thompson Company. Edward G. Wilson Papers, 1906-1991, bulk 1946-1971**

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## Summary

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### **Collection Title:**

J. Walter Thompson Company. Edward G. Wilson papers, 1906-1991, bulk 1946-1971

### **Source:**

John W. Hartman Center for Sales, Advertising & Marketing History

### **Creator:**

J. Walter Thompson Company

### **Abstract:**

The J. Walter Thompson Company (JWT), founded in 1864, is one of the oldest and largest enduring advertising agencies in the United States. Edward G. Wilson was an executive with JWT from 1930 until his retirement in 1971, and held the positions of General Counsel, Executive Vice-President and Secretary of the Company. The Edward G. Wilson Papers span the period 1906-1991 and includes clippings, correspondence, inter-office memoranda, reports, writings, speeches and personal diaries that highlight Wilson's 40 year career (1930-1971) as an executive with the J. Walter Thompson Company (JWT). The bulk of materials fall between 1946 and 1971, and covers the period from Wilson's return to JWT following military service in World War II until his retirement. As General Counsel and head of JWT's Legal Department, Wilson oversaw contractual relations pertaining primarily to the sponsorship of radio and television programs for a number of clients--including DeBeers Consolidated Mines, Ltd., the Eastman Kodak Company, the Ford Motor Company, the Scott Paper Company and Unilever. The collection reveals JWT's relationships with radio and television personalities--such as Fred Allen and Edgar Bergen--and professional organizations including the Radio Writers Guild and the Television Writers of America. In addition, materials in the collection touch on the anti-communist movement and blacklisting within the U.S. entertainment industry of the 1950s--involving personalities such as Jean Muir and John Henry Faulk, among others. The collection also includes records from a number of JWT international offices, with heavier representation from offices in London; Bombay (Mumbai), India; and Johannesburg, South Africa, along with records kept by some of Wilson's predecessors, such as Donald Foote and Sam Meek, and the South African advertising executive and politician James Hamilton Russell.

### **Extent:**

43 Linear Feet  
30,500 Items

### **Language:**

Material is in English

### **Collection ID:**

**Permalink:**

<https://idn.duke.edu/ark:/87924/m1934m>

**Preferred Citation**

[Identification of item], J. Walter Thompson Company. Edward G. Wilson Papers, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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## **Background**

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### **Scope and Content**

The **Edward G. Wilson Papers** cover the period 1906-1991 and highlight Wilson's 40 year career (1930-1971) as an executive with the J. Walter Thompson Company (JWT). The bulk of materials fall between 1946 and 1971, and covers the period from Wilson's return to JWT following military service in World War II until his retirement, and includes Wilson's writings and speeches, clippings, correspondence and memoranda. As General Counsel and head of JWT's Legal Department, Wilson oversaw contractual relations pertaining primarily to the sponsorship of radio and television programs for a number of clients--including DeBeers Consolidated Mines, Ltd., the Eastman Kodak Company, the Ford Motor Company, the Scott Paper Company and Unilever. The collection reveals JWT's relationships with radio and television personalities--such as Fred Allen and Edgar Bergen--and professional organizations like the Radio Writers Guild and the Television Writers of America. In addition, materials in the collection touch on the anti-communist movement and blacklisting within the U.S. entertainment industry of the 1950s--involving personalities such as Jean Muir and John Henry Faulk, among others. The collection also includes records from a number of JWT international offices, with heavier representation from offices in London; Bombay (Mumbai), India; and Johannesburg, South Africa, along with records kept by some of Wilson's predecessors, such as Donald Foote and Sam Meek, and the South African advertising executive and politician James Hamilton Russell.

The papers are organized into twelve series--**International Offices (Restricted)**, **Trip Files**, **Client Files**, **Chronological Files (Restricted)**, **Legal Files (Restricted)**, **Subject Files**, **Financial Files (Restricted)**, **Personnel Files (Restricted)**, **Domestic Policy and Procedures**, **International Policy and Procedures**, **Writing & Speeches**, and

**Personal Files.** The bulk of materials is contained in three large series-- **International Offices**, **Chronological Files**, and **Legal Files**. Large-format materials have been located in **Oversize Materials**. Sensitive personnel materials pertaining to individual employee matters are closed to non-JWT users until 2045, and have been physically removed to **Restricted Materials**.

The **International Offices Series (Restricted)** contains files documenting Wilson's tenure as head of JWT's international operations, including information on the England, India and South African offices. The bulk of the records date from the 1950s and 1960s.

The **Trip Files Series** contains clippings, correspondence, and memoranda detailing trips Wilson made during his tenure as the head of JWT's international operations. Also includes Wilson's reports on the regional offices as well as their clients.

The **Client Files Series** contains correspondence between Wilson and the managers of individual JWT offices relating to specific clients, such as Caltex, the Campbell Soup Company, S.C. Johnson, Kraft, Pan American Airlines, and the Shell Oil Company and Unilever.

The **Chronological Files Series (Restricted)** consists of letters and memoranda that reflect the company's routine operations.

The **Legal Files Series (Restricted)** contains files relating to entertainment law--contract negotiations between the professional unions such as the Radio Writers Guild and the advertisers and agencies; and contractual and billing information pertaining to radio personalities like Fred Allen and Edgar Bergen. Legal actions, disputes, lawsuits, and the blacklisting of entertainers--as well as to corporate affairs, such as stock ownership, profit-sharing, client relations, and lawsuits against JWT are also represented.

The **Subject Files Series** consist of Wilson's office files and include reports, correspondence, articles and printed materials that cover topics such as Agent-Client relationships, employee evaluations and recruitment, management meetings, and client records, especially for the Eastman Kodak Company, the Ford Motor Company and the Scott Paper Company.

The **Financial Files Series (Restricted)** include Finance Committee minutes and background materials, along with organizational information on regional offices.

The **Personnel Files Series (Restricted)** consists of statistical records of departmental personnel, as well as biographical information, clippings, and correspondence relating to transfers, promotions, and job responsibilities of individual executives and office managers.

The **Domestic Policies and Procedures Series** and **International Policies and Procedures Series** document the operational guidelines for JWT's domestic and international offices.

The **Writing and Speeches Series** contains primarily speeches given by Wilson, including several made after his retirement.

The **Personal Files Series** includes correspondence, interviews and articles about Wilson that reflect in large part Wilson's ongoing relationship with JWT after his retirement.

### **Biographical/Historical**

<b>Date</b>	<b>Description</b>
1909 Mar. 23	Born Edward George Wilson, Richmond, Ind.
1930	Received AB Degree, Earlham College, Richmond, Ind.
1930	Joined J. Walter Thompson Company (JWT), Treasurer's Office
1934	Received JD from New York University Law School, New York, N.Y.
1936-1938	Left JWT to join Donovan, Leisure, Newton & Lumbard (law firm)
1938	Returned to JWT as Assistant Secretary and Head of Legal Department
1942-1943	Assistant Secretary and Assistant Treasure, JWT
1943-1945	Military service during World War II (U.S. Naval Reserve, OSS Middle East and Asia); discharged as Lieutenant

<b>Date</b>	<b>Description</b>
1945	Awarded Legion of Merit, U.S. Army Forces in the Middle East
1946-1960	General Counsel, JWT
1946-1966	Member, Finance Committee, JWT
1949	Awarded Santimala (Peace) Medal from the King of Thailand
1954	Vice President and Trustee of Company Profit Sharing Trust, JWT
1957	Director, JWT
1959	Treasurer and member of Executive Committee, JWT
1961	Senior Vice President, JWT
1962	Succeeded Sam Meek as Executive Vice President (EVP) in charge of international operations
1965	Executive Vice President-Corporate and Secretary of the Company, JWT
1967	Chairman of the Board of Trustees, Earlham College
1971	Director, Association of Governing Boards of Universities and Colleges
1971	Retired from JWT
1976	Honorary Doctorate, Earlham College

<b>Date</b>	<b>Description</b>
1977	Honorary Lifetime Trustee, Earlham College
1987	Presented Distinguished Service Award in Trusteeship by the Association of Governing Boards of Universities and Colleges
1993 July 24	Died in Sharon, Conn.

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## **Administrative Information**

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### **Publication Statement**

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Duke University

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URL: <https://library.duke.edu/rubenstein/>

### **Access Restrictions**

Collection is restricted.

Sensitive personnel materials pertaining to individual employment are closed to non-JWT users for 75 years from the date of the file creation.

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

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.

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 this collection have not been transferred to Duke University. For more information, consult the copyright section of the Regulations and Procedures of the David M. Rubenstein Rare Book & Manuscript Library.

## Acquisition Information

The J. Walter Thompson Company. Edward G. Wilson Papers were received by the David M. Rubenstein Rare Book & Manuscript Library as a gift in 1987.

## Processing Information

Processed by Richard Collier, Ginny Daley, Margaret Miller, Brooke Stanley, Ashley Urquhart, August 2006

Encoded by Richard Collier, Ginny Daley

Completed August 2006

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## Related Materials

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### Related Material

Related materials may be found in other collections within the J. Walter Thompson Company Archives--including the **Corporation Vertical Files**, **Account Files Collection**, **Information Center Records**, and **Review Board Records**, along with the papers of JWT executives--the **George Black Papers**, the **Harry Clark Papers**, the **Denis Lanigan Papers**, the **Samuel Meek Papers**, the **Dan Seymour Papers**, the **Albert Stridsberg Papers**, the **Norman Strouse Papers**, and the **James Webb Young Papers**. For materials relating to JWT's international operations, see also the **Shirley Woodell Papers**, the **Greg Bathon Papers**, and the **Don Johnston Papers**. For materials relating to the legal aspects of advertising, see the **American Association of Advertising Agencies Records** and the **McGraw-Hill Marketing Information Center Collection**. For additional information on television advertising within the J. Walter Thompson Company, see the **John Devine Papers** and the **Maury Holland Papers**.

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## Names and Subjects

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- Advertising agencies -- Law and legislation
- Advertising agencies -- South Africa
- Advertising -- Management
- Advertising executives
- Radio Writers Guild
- International business enterprises -- Management
- Blacklisting of entertainers -- United States -- History -- 20th century
- Television Writers of America
- Clippings (information artifacts)
- Writings
- Speeches
- Memoranda
- Television programs -- United States
- Radio programs -- United States
- Advertising agencies
- Advertising agencies -- United States
- Advertising agencies -- Great Britain
- Advertising agencies -- India
- Bergen, Edgar, 1903-1978
- Allen, Fred, 1894-1956
- Wilson, Edward G., 1909-1993
- Scott Paper Company
- Unilever (Firm)
- Muir, Jean, 1911-
- De Beers Consolidated Mines
- Russell, James Hamilton
- John W. Hartman Center for Sales, Advertising & Marketing History
- Meek, Samuel W. (Samuel Williams), 1895-
- J. Walter Thompson Company
- J. Walter Thompson Company. Johannesburg Office
- J. Walter Thompson Company. London Office
- Ford Motor Company
- J. Walter Thompson Company. Mumbai Office
- Faulk, John Henry
- Foote, Donald C.
- Eastman Kodak Company

## Collection Inventory

### International Offices Series, 1933-1971, bulk 1950s-1960s (RESTRICTED)

**Physical Description:** 19 boxes

**Scope and Contents note**

Contains files documenting Wilson's tenure as head of JWT's international operations, including information on the England, India, and South Africa offices (dating back to the 1930s). The England files include account planning and review boards. Also includes files from Australia, Brazil, Canada, etc., offices that include the files of Sam Meek, Wilson's predecessor. The South Africa records include those created by Donald Foote and James Hamilton Russell, in particular, correspondence and printed material related to the latter's anti-apartheid political efforts during the 1950s-1960s. Arranged in alphabetical order by name of country in which the office is located.

**Access Restrictions:**

Sensitive personnel materials pertaining to individual employee matters are closed to non-JWT users until 2045. Those items have been physically removed to **Restricted Materials**. A note indicating the removal of restricted materials appears at each relevant folder.

Australia	Box 1
<b>General</b>	
Deferred compensation plan, 1950-1951, 1960-1962 (Restricted materials removed)	Box 1
<b>Physical Description:</b> 4 folders	
Deferred compensation plan, Ted Jarvis, 1960-1961 (Restricted materials removed)	Box 1
<b>Office: Brisbane</b>	
Correspondence, 1961 May - 1961 Aug. (Restricted materials removed)	Box 1
<b>Office: Melbourne</b>	
Correspondence (Sam Meek's files), 1957-1961 (Restricted materials removed)	Box 1
<b>Physical Description:</b> 2 folders	
<b>Office: Sidney</b>	
Office space, 1960-1963	Box 1

Austria

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Office: Vienna

---

Correspondence, 1960-1966 (Restricted materials removed) Box 1

**Physical Description:** 2 folders

---

Belgium

---

Office: Antwerp

---

Correspondence, 1952-1967 (Restricted materials removed) Box 1

**Physical Description:** 3 folders

---

Salaries, 1965 Jan.-Apr. (Restricted materials removed) Box 1

---

Brazil

---

General

---

Association with Maguary, 1963-1965 Box 1

---

Office: Rio de Janeiro

---

Correspondence, 1955-1962 (Restricted materials removed) Box 1

---

Office: São Paulo

---

Correspondence

---

Assorted

---

1961-1962 (Restricted materials removed) Box 1

---

1969-1971 (Restricted materials removed) Box 2

---

Collocated

---

Vol. I, 1961-1962 (Restricted materials removed) Box 2

**Physical Description:** 2 folders

---

Vol. II, 1962-1967 (Restricted materials removed) Box 2

**Physical Description:** 2 folders

---

Sam Meek's files, 1945-1961 (Restricted materials removed) Box 2

**Physical Description:** 2 folders

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Office space, 1961-1966 Box 2

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Canada

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Office: Montreal

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Background information, 1965	Box 2
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Correspondence (Sam Meek's files), 1954-1959	Box 2
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1960-1963 (Restricted materials removed)	Box 3
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Office: Vancouver Correspondence, 1956-1965 (Restricted materials removed)	Box 3
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Chile

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Office: Santiago Background information, 1963 Oct. (Restricted materials removed)	Box 3
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Correspondence General, 1960-1965 (Restricted materials removed)	Box 3
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Sam Meek's files, 1943-1961 (Restricted materials removed)	Box 3
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Colombia

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Office: Bogota Correspondence, 1953-1966 (Restricted materials removed)	Box 3
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Report on trip by W. Lee Preschel, 1965 Oct. (Restricted materials removed)	Box 3
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Denmark

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Correspondence, 1955-1966	Box 3
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France

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Office: Paris Acquisition of another business, 1964-1965 (Restricted materials removed)	Box 3
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Correspondence (Sam Meek's files) 1939-1953 (Restricted materials removed)	Box 3
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<b>Physical Description:</b> 4 folders	
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1954-1962 (Restricted materials removed)	Box 4
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<b>Physical Description:</b> 11 folders	
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French brochure (Sam Meek's files), 1958-1960	Box 5
Personnel resignations and problems, 1962-1964 (Restricted materials removed)	Box 5
Reorganization of company, 1962-1967 (Restricted materials removed)	Box 5
<b>Physical Description:</b> 3 folders	
<hr/>	
Germany	
Office: Frankfurt	
Correspondence, vol. II, 1963-1967 (Restricted materials removed)	Box 5
<b>Physical Description:</b> 3 folders	
Office space, 1963 Oct.	Box 5
Pension, profit-sharing, salaries, insurance, 1960-1965 (Restricted materials removed)	Box 5
<hr/>	
Great Britain	
Office: London (See also Oversize Box 89)	
Articles of Association, 1933-1951	Box 5
Billing procedure, 1965 Nov.	Box 5
Board meetings, 1968 Feb.	Box 5
British Market Research Bureau, 1965	Box 5
Corporate documentation, 1933-1966	Box 5
Correspondence	Box 6
General, 1946-1971 (Restricted materials removed)	Box 6
<b>Physical Description:</b> 5 folders	
Sam Meek's files, 1948-1958	Box 6
<b>Physical Description:</b> 5 folders	
Sam Meek's files, 1959-1962	Box 7
<b>Physical Description:</b> 5 folders	

Description of JWT London and British Market Research Bureau, 1957 Dec.	Box 7
Diversification, office administration, 1964-1965	Box 7
Exchange of stock (London for New York), 1958-1964 (Restricted materials removed)	Box 7
General meetings	Box 8
Vol. I, 1955-1961	Box 8
<b>Physical Description:</b> 2 folders	
Vol. II, 1961-1969	Box 8
<b>Physical Description:</b> 4 folders	
Holidays, 1965-1966	Box 8
Office space, 1954-1964	Box 8
Organization, 1959-1965 (See also Oversize Folder 1)	Box 8
Pension plan, 1961-1966 (Restricted materials removed)	Box 8
Personnel selection (Sam Meek's files), 1947 Apr. (Restricted materials removed)	Box 8
<b>Scope and Contents note</b>	
Discussion of pre-employment testing, with some sample psychological tests and questionnaire guidelines.	
Public relations for advertising (Lexington International), 1963-1966	Box 8
Reorganization	Box 9
1946-1960 (Restricted materials removed)	Box 9
<b>Physical Description:</b> 12 folders	
1961-1964 (Restricted materials removed)	Box 10
Research policy, 1964-1965	Box 10

Review Board, 1965 May	Box 10
Royal Commission on the Press, 1961	Box 10
Top Hat pensions, 1958	Box 10
<b>India</b>	
<b>General (See also Oversize Box 89)</b>	
Articles of Association and Certificates of Incorporation, 1938-1946	Box 10
Board of Directors, 1966	Box 10
Correspondence, 1967-1970	Box 10
Foreign Exchange Act, 1965-1966	Box 10
<b>Physical Description:</b> 3 folders	
"Indianization," 1965-1967	Box 10
Indianization and the position of the company 1965-1966	Box 10
<b>Physical Description:</b> 3 folders	
1967-1971	Box 11
<b>Physical Description:</b> 2 folders	
Outline of a plan for the future, 1966 Oct.	Box 11
Printed materials, 1965 Mar.	Box 11
Restriction on advertising expenditure, 1965-1966	Box 11
<b>Physical Description:</b> 3 folders	
Union matters, 1951-1966	Box 11
<b>Office: Bombay</b>	
<b>Correspondence</b>	
Vol. I, 1947-1965 (Restricted materials removed)	Box 11
<b>Physical Description:</b> 3 folders	
Vol. II, 1966 (Restricted materials removed)	Box 11
<b>Physical Description:</b> Folders 1-2 of 3	

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Vol. II, 1966 (Restricted materials removed)	Box 12
<b>Physical Description:</b> Folder 3 of 3	
<hr/>	
Vol. III, 1966-1969 (Restricted materials removed)	Box 12
<b>Physical Description:</b> 3 folders	
<hr/>	
"Future of JWT in India," 1961-1962	Box 12
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Krishna Mohan (consultant), 1966 Aug.	Box 12
<hr/>	
Ireland (See also Oversize Box 89) Proposed Articles of Association, 1939	Box 12
<hr/>	
Italy	
Office: Milan	
Correspondence (Sam Meek's files), 1953-1962	Box 12
<b>Physical Description:</b> 8 folders	
<hr/>	
David James, 1951-1963 (Restricted materials removed)	Box 13
<hr/>	
Report and agenda, 1971 Aug.	Box 13
<hr/>	
Japan	
Office: Tokyo	
Correspondence, 1963-1966	Box 13
<b>Physical Description:</b> 4 folders	
<hr/>	
Retirement allowance report, 1962-1965	Box 13
<hr/>	
Lebanon	
Correspondence, 1956-1962	Box 13
<hr/>	
Malaysia and Hong Kong	
Correspondence, 1955-1966	Box 13
<b>Physical Description:</b> 3 folders	
<hr/>	
Proposals for establishing JWT facilities, 1963 July	Box 13
<hr/>	
Mexico	
Office: Mexico City	

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Correspondence, (Sam Meek's files),  
1954-1962 Box 13

**Physical Description:** 3 folders

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Netherlands

Office: Amsterdam

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Correspondence  
1957-1962 Box 13

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1963-1967 (Restricted materials removed) Box 14

**Physical Description:** 4 folders

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Office space, 1961-1964 Box 14

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Pension plan, 1963-1965 Box 14

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Panama

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Correspondence, 1962 Box 14

---

Philippines

Office: Manila

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Correspondence (Sam Meek's files),  
1955-1962 Box 14

**Physical Description:** 3 folders

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Portugal

---

Correspondence, 1953-1968 (Restricted  
materials removed) Box 14

**Physical Description:** 3 folders

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Puerto Rico

Office: San Juan

---

Correspondence (Sam Meek's files),  
1959-1961 Box 14

---

South Africa (See also Oversize box 89)

General

---

Correspondence  
Donald Foote's files (Corporation  
agreement), 1933-1957 Box 14

**Physical Description:** 3 folders

---

James Hamilton Russell's files

---

1957-1961 (Restricted materials removed) Box 14

**Physical Description:** 3 folders

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1963-1967	Box 15
Operation of company, 1956-1966 <b>Physical Description:</b> 4 folders	Box 15
Re: agreement, 1955-1971 <b>Physical Description:</b> 3 folders	Box 15
Sam Meek's files, 1943-1962 <b>Physical Description:</b> 3 folders	Box 15
Vol. I, 1942-1956 <b>Physical Description:</b> 2 folders	Box 15
Vol. I, 1957-1964 <b>Physical Description:</b> 2 folders	Box 16
Vol. II, 1965-1971 <b>Physical Description:</b> 2 folders	Box 16
Documentary evidence regarding commitments, 1948	Box 16
Financial statements, 1954-1961	Box 16
Information on South Africa, 1956	Box 16
Memorandum of Association, Article of Association, Certificate of Incorporation, 1954	Box 16
Printed materials, 1969	Box 16
Printed materials (Caltex), 1955-1962	Box 16
Printed materials (James Hamilton Russell), 1964-1968	Box 16
Report, vol. I, 1956 Balance sheet (removed from sec. 8), 1954	Box 16
Early draft, 1956	Box 16
Final draft, 1956	Box 16

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Sec. II, key correspondence, 1933-1954	Box 16
<b>Physical Description:</b> Folder 1 of 4	
<hr/>	
Sec. II, key correspondence, 1933-1954 (Restricted materials removed)	Box 17
<b>Physical Description:</b> Folders 2-4 of 4	
<hr/>	
Report, vol. II, 1956-1957	Box 17
<hr/>	
Office: Cape Town Correspondence (Donald Foote's files), 1932-1946	Box 17
<b>Physical Description:</b> 6 folders	
<hr/>	
Correspondence, sale of S.A. business (Donald Foote's files), 1933	Box 17
<b>Physical Description:</b> 3 folders	
<hr/>	
Office: Johannesburg Correspondence (Donald Foote's files), 1932-1934	Box 17
<b>Physical Description:</b> 2 folders	
<hr/>	
Spain (See also Oversize Box 89) Correspondence Vol. I, 1954-1964	Box 17
<b>Physical Description:</b> Folder 1 of 3	
<hr/>	
Vol. I, 1954-1964	Box 18
<b>Physical Description:</b> Folders 2-3 of 3	
<hr/>	
Vol. II, 1965-1971	Box 18
<b>Physical Description:</b> 5 folders	
<hr/>	
Sweden Establishment of office, 1965-1967	Box 18
<hr/>	
Switzerland Century Lausanne, 1963-1967	Box 18
<b>Physical Description:</b> 2 folders	
<hr/>	
Establishment of office, 1963-1965	Box 18
<b>Physical Description:</b> Folders 1-2 of 3	

Establishment of office, 1963-1965	Box 19
<b>Physical Description:</b> Folder 3 of 3	
Taiwan	
Correspondence, 1964-1966	Box 19
Thailand	
"An Examination of a Company Opportunity," 1969 Aug.	Box 19
Trinidad	
Correspondence, 1961	Box 19
Turkey	
Correspondence, 1961-1965	Box 19
Venezuela	
Office: Caracas	
Correspondence, 1958-1967	Box 19
<b>Physical Description:</b> 4 folders	
Office space, 1962-1963	Box 19
Zambia	
Correspondence, 1966-1967	Box 19

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### **Trip Files Series, 1954-1968**

**Physical Description:** 3 boxes

**Scope and Contents note**

Contains clippings, correspondence, and memoranda detailing trips Wilson made during his tenure as the head of JWT's international operations. Also includes Wilson's reports on the regional offices as well as their clients. Arranged chronologically and therein by place.

1954 Feb.: Europe (See also Oversize Box 89)	Box 19
1958 Mar.: Europe	Box 19
1960 July: Europe	Box 19
1961 July: Europe (See also Oversize Box 89)	Box 19
1962	

Feb.: Europe	Box 19
Mar.: South America	Box 19
May: Europe	Box 20
July: Europe (See also Oversize Box 89)	Box 20
Oct.: Australia, Japan, Philippines	Box 20
<b>1963</b>	
Jan.: Europe (See also Oversize Box 89)	Box 20
Apr.: Europe (See also Oversize Box 90)	Box 20
June: Europe (See also Oversize Box 90)	Box 20
July: Detroit and Montreal	Box 20
Aug., Detroit (Ford Dealer Association meetings)	Box 20
Oct.: South America, Washington, D.C., Honolulu	Box 20
<b>Physical Description: 2 folders</b>	
Nov.: Europe (See also Oversize Box 90)	Box 20
<b>1964</b>	
Feb.: Europe (See also Oversize Box 90)	Box 20
Mar.: India, Pakistan, Tokyo (See also Oversize Box 90)	Box 20
Apr.: Europe	Box 21
June: Europe	Box 21
Oct.: Europe	Box 21
Nov.: Europe	Box 21
<b>1965</b>	
Jan.: Far East and Europe	Box 21
July: Europe	Box 21

Nov.: Europe	Box 21
<hr/>	
1966	
May: Denver and Europe	Box 21
<b>Physical Description:</b> 2 folders	
<hr/>	
Sept.: London, Beirut, Far East	Box 21
<hr/>	
1967	
Jan.: Europe	Box 21
<hr/>	
Apr.-Dec.: Washington, D.C.	Box 21
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May: Montreal	Box 21
<hr/>	
Aug.: Montreal	Box 21
<hr/>	
Nov.: Europe	Box 21
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1968 June: London, Paris	Box 21

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### **Client Files Series, 1947-1971**

**Physical Description:** 6 boxes

**Scope and Contents note**

Contains correspondence between Wilson and the managers of individual JWT offices relating to specific clients. The Unilever files contain information about Unilever's "house" agency, Lintas, and its efforts to develop worldwide advertising principles, as well as specific information about Thompson's business. Other key clients represented in the series include Caltex, the Campbell Soup Company, S.C. Johnson, Kraft, Pan American Airlines, and the Shell Oil Company. Arranged alphabetically.

Alberto-Culver, 1963-1966	Box 21
<hr/>	
Burroughs, 1961-1967	Box 21
<hr/>	
Caltex, 1962-1967	
Corporate, vol. I, 1962-1964	Box 21
<hr/>	
Corporate, vol. II, 1965-1967	Box 21
<hr/>	
Prototype advertising, 1965-1966	Box 22
<hr/>	
Campbell Soup Company, 1958-1964	

General, 1958-1964	Box 22
Marketing plan, 1958	Box 22
Cervecerias (C.C.U.), 1964-1965	Box 22
Champion Spark Plug Company, 1947-1967	Box 22
Chesebrough-Ponds ( South Africa), 1962-1965	Box 22
Chunky Corp., 1967	Box 22
De Beers, 1962-1966	Box 22
Eastman Kodak, 1961	Box 22
Esso, 1961-1966	Box 22
Findus, 1962-1965	Box 22
Ford, 1967-1971	Box 22
International Wool Secretariat, 1962-1965	Box 23
Kellogg, 1960-1966	Box 23
<b>Physical Description:</b> 2 folders	
Kraft, 1963-1966	
Charges for services, 1963-1965	Box 23
General, 1963-1966	Box 23
National Biscuit Company, 1962-1965	Box 23
Nestle, 1965-1966	Box 23
New Holland Machine Company, 1965-1966	Box 23
Pan American, 1962-1968	Box 24
<b>Physical Description:</b> 2 folders	
Pepsi-Cola, 1962-1966	Box 24
RCA, 1959, 1963-1966	Box 24
Remington Rand, 1958-1966	Box 24
<b>Physical Description:</b> 2 folders	

S.C. Johnson, 1962-1965	
General, 1962-1965	Box 24
Program, "Art USA Now," 1963-1964	Box 24
Scott Paper Company, 1957	Box 24
Seven-Up, 1965-1966	Box 24
Shell Oil Company,	
General, 1964	Box 24
Response to agency questionnaire, 1960	Box 25
Unilever	
Conference on creative advertising, 1962	Box 25
Europe and miscellaneous, 1965-1967	Box 25
<b>Physical Description:</b> 2 folders	
Lintas, 1962-1964	Box 25
Lux Toilet Soap, "9 Out of 10," 1962-1966	Box 25
<b>Physical Description:</b> 2 folders	
Marketing data (K. Hinks), ca. 1960s	Box 25
Marketing Group visit, 1962	Box 25
Philippines, 1962-1964	Box 25
Plan for good advertising, 1964	Box 25
Questionnaire, 1965	Box 26
South and Central America, 1961-1966	Box 26
South Africa, 1965	Box 26
Warner Lambert, 1962-1965	Box 26

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### **Chronological Files Series, 1951-1971 (RESTRICTED)**

**Physical Description:** 8 boxes

**Scope and Contents note**

Letters and memoranda that reflect the company's routine operations. Arranged chronologically.

**Access Restrictions:**

Sensitive personnel materials pertaining to individual employee matters are closed to non-JWT users until 2045. Those items have been physically removed to **Restricted Materials**. A note indicating the removal of restricted materials appears at each relevant folder.

1951-1968, index	Box 26
1951 Jan.-June	Box 26
<b>Physical Description:</b> 2 folders	
1951 July-Dec.	Box 27
<b>Physical Description:</b> 2 folders	
1953 Jan.-Sept.	Box 27
<b>Physical Description:</b> 3 folders	
1954 Jan.-Dec. (Restricted materials removed)	Box 28
<b>Physical Description:</b> 4 folders	
1956 Jan.-1957 Mar. (Restricted materials removed)	Box 29
<b>Physical Description:</b> 5 folders	
1957 Apr.-1958 June (Restricted materials removed)	Box 30
<b>Physical Description:</b> 5 folders	
1958 July-1959 Sept. (Restricted materials removed)	Box 31
<b>Physical Description:</b> 5 folders	
1959 Oct.-1961 Mar. (Restricted materials removed)	Box 32
<b>Physical Description:</b> 6 folders	
1961 Apr.-1962 Mar. (Restricted materials removed)	Box 33
<b>Physical Description:</b> 4 folders	

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1962 Apr.-1963 Mar. (Restricted materials removed)	Box 34
<b>Physical Description:</b> 4 folders	
1963 Apr.-Dec. (Restricted materials removed)	Box 35
<b>Physical Description:</b> 4 folders	
1963 Oct.-1964 June (Restricted materials removed)	Box 36
<b>Physical Description:</b> 4 folders	
1964 Apr.-Dec. (Restricted materials removed)	Box 37
<b>Physical Description:</b> 5 folders	
1965 Jan.-May (Restricted materials removed)	Box 38
<b>Physical Description:</b> 4 folders	
1965 June-Dec. (Restricted materials removed)	Box 39
<b>Physical Description:</b> 5 folders	
1966 Jan.-Sept. (Restricted materials removed)	Box 40
<b>Physical Description:</b> 5 folders	
1966 July-1967 June (Restricted materials removed)	Box 41
<b>Physical Description:</b> 6 folders	
1967 Apr.-1968 Mar. (Restricted materials removed)	Box 42
<b>Physical Description:</b> 5 folders	
1970 Oct.-Dec. (Restricted materials removed)	Box 42
1971 Jan.-Dec. (Restricted materials removed)	Box 43
<b>Physical Description:</b> 4 folders	

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### **Legal Files Series, 1927-1975 (RESTRICTED)**

**Physical Description:** 25 boxes

**Scope and Contents note**

Correspondence, reports, and news clippings documenting JWT's legal activities, primarily from the New York office, but other offices are also

mentioned. Topics include the stockholder rights, the Profit-Sharing Trust, the transfer of Stanley and Helen Resor's controlling interest in the company, lawsuits that involved JWT, letters of terms for individual clients, compensation and contract disputes with radio and television personalities and their programs, contract negotiations with the Radio Writers Guild and the Television Writers of America, and lists of actors and actresses approved to work during the period of Hollywood blacklisting. Lawsuits represented in the series include Sartoris and Laemmar vs. JWT, in which the former charged the company for forcing them to sell back their stock in 1964. Another lawsuit related to the company's "going public" is that of Jardine vs. JWT. Both suits provide information about Thompson's efforts to provide incentives to senior management and to finance operations.

The letters of terms for individual clients contain copies of client agreements and often include internal memoranda, correspondence with the client, Dun & Bradstreet reports, financial statements, and press clippings announcing the acquisition or loss of the account. Major clients represented in the series include the Eisenhower-Nixon presidential campaign of 1952, Ford, the Johns-Manville Corporation, Kellogg, Lever Brothers and Sylvania. Radio and television personalities and programs represented in the series include Fred Allen (1947-1948 only), Edgar Bergen (Charlie McCarthy), the Fred Allen Ford Dealers show, Eastman Kodak and Kodak Family Adventure, Oriental-International Films, James Melton and Ford Motor Company TV advertisements. The Fred Allen materials include clippings that describe the switch of sponsors from Standard Brands to the Ford Dealers Association, as well as Allen's reaction to the popularity of the "giveaway" beginning in 1947. The name-check lists of Hollywood actors and actresses include clippings and subject files documenting notable cases of blacklisting and libel actions that challenged accusations of communist affiliation, including those of actress Jean Muir and broadcasting personality John Henry Faulk. Arranged alphabetically.

**Access Restrictions:**

Sensitive personnel materials pertaining to individual employee matters are closed to non-JWT users until 2045. Those items have been physically removed to **Restricted Materials**. A note indicating the removal of restricted materials appears at each relevant folder.

**General files**

AAAA Questionnaire, 1968-1970	Box 43
Advertising controls, 1947	Box 43
Advertising Council, 1947-1948	Box 43
Alcoholic beverages, 1936-1949	Box 43

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Annual reports--Legal Department, 1938-1949, 1972-1974	Box 43
<b>Physical Description:</b> Folders 1-2 of 4	
Annual reports--Legal Department, 1938-1949, 1972-1974	Box 44
<b>Physical Description:</b> Folders 3-4 of 4	
Anti-discrimination laws, 1943-1950	Box 44
<b>Physical Description:</b> 2 folders	
Art work, 1949	Box 44
Association of the Bar in New York, 1943-1950	Box 44
Claims experience, 1939-1946	Box 44
Clark, Earle, 1941-1985	Box 44
Company data, 1943	Box 45
Contracts for officers, 1975	Box 45
Federal Communications Commission (FCC), network study questionnaire, 1956	Box 45
Federal Trade Commission (FTC) Fashion Academy of Design, 1949-1953	Box 45
Northam Warren, 1931-1932	Box 45
Financial incentives, vol. II, 1951-1960 (See also Oversize Box 90)	Box 45
Kohl, Howard, 1938-1939 (Restricted materials removed)	Box 45
Lea-Vandenberg Act, 1946-1948	Box 45
Leases, 1946-1959	Box 45
Legal aspects of advertising, 1958	Box 45
Legal/ethical standards compliance program, 1975	Box 45
Letters of resignation, 1960-1968	Box 45

Radio Corporation of America (RCA) poison  
pen letter, 1969 Box 46

**Scope and Contents note**

Concerns an investigation into a string of fictitious press releases that involved RCA and several other corporations and advertising agencies.

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Resor, Stanley  
Finances, 1940-1943 Box 46

Presidential campaign, 1940-1942 Box 46

Sociological approach to voting problem,  
1940 Box 46

[Standard contracts: see Oversize box 93] Box 46

Stanley and Helen Resor trusts--indentures  
and amendments, 1927-1960 (See also  
Oversize Box 90) Box 46

Taxes: Revenue Acts of 1943 and 1948,  
1943-1950 Box 46

Blacklisting  
Former name check lists, 1951-1957 Box 87

Name check lists

**Scope and Contents note**

During the McCarthy era, check lists were compiled of entertainment industry figures--actors, directors, etc.--who were not blacklisted or under investigation for communist affiliation or sympathies.

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General  
American Security Council, 1958-1960 and  
undated Box 87

Clippings, 1948-1961 Box 87

**Physical Description:** 2 folders

**Scope and Contents note**

Clippings relating to anti-communism and blacklisting.

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Education for American Freedom, Inc., 1961 Box 87

Faulk libel suit, 1962 Box 87

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**Scope and Contents note**

John Henry Faulk, a radio and television personality, was blacklisted based on an article published by Aware, Inc. linking him to a communist conspiracy. Faulk sued for libel and won \$3.5 million judgment, believed to be the largest award for libel damages up to that time.

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Jean Muir incident, 1950-1951	Box 87
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**Scope and Contents note**

Blacklisting of actress Muir.

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Casting	Box 88
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Brillo, 1955	Box 88
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Ford Motor Company, 1957	Box 88
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Kraft Foods Corporation, 1946-1956 Correspondence, 1952-1956	Box 88
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John Foster (Kraft Syracuse) files, 1946-1955	Box 88
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Lever Brothers, 1953-1956	Box 88
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Norby Productions, Inc., 1954 & undated	Box 88
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Schlitz Playhouse, 1954-1957	Box 88
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Scott Paper Company, 1958 and undated	Box 88
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**Physical Description:** 2 folders

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Correspondence General, 1950-1955	Box 88
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Extra copies (sic), 1954-1958	Box 88
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Un-American Activities Committee, 1955-1957	Box 88
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JWT stock (See also Oversize Box 90)	Box 46
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**Scope and Contents note**

Issues related to stock ownership. JWT initially issued two forms of common stock--Class A, or "voting stock," which entitled the shareholder to vote on

company decisions, and Class B which paid dividends but did not include shareholder voting rights.

<b>Correspondence</b>	
1942-1959	Box 46
1968-1974	Box 46
Public offering, 1968-1975	Box 46
Recapitalization, 1968 Aug.	Box 46
Resor stock, 1959-1960	Box 46
<b>Resor stock interests</b>	
Class "A" shares, 1960	Box 47
Class "A" stock, 1959-1960	Box 47
Class "B" stock, 1960	Box 47
Purchase of Mrs. Resor's class "B" stock, 1960	Box 47
Stock incentive plan, 1969	Box 47
Stock listing brochures, 1969	Box 47
<b>Stock purchase agreement</b>	
Vol. I, 1951-1953	Box 47
Vol. II, 1954-1955	Box 47
Vol. III, 1954-1955	Box 47
Underwriting agreement, 1969	Box 47
<b>Voting stock, correspondence</b>	
Vol. I, 1951-1956	Box 47
Vol. II, 1957-1960	Box 48
<b>Labor matters</b>	
General, 1945-1955 (See also Oversize Box 90)	Box 48
<b>Physical Description:</b> Folders 1-2 of 3	

General, 1945-1955	Box 48
<b>Physical Description:</b> Folder 3 of 3	
American Federation of Musicians, 1940-1949	Box 48
Puerto Rico NLRB ruling, 1953-1954	Box 48
Union matters, 1946-1951	Box 48
Lawsuits	
Ambook Enterprises vs. JWT, etc., 1972	Box 48
Barnum vs. JWT, 1975	Box 48
Farlowe, Arthur C. vs. U.S.A., 1965-1972	Box 48
Jardine vs. JWT, 1970	Box 48
Laemmar & Sartoris vs. JWT (See also Oversize Box 90)	
Briefs and depositions	
Vol. I, 1969-1971	Box 49
<b>Physical Description:</b> 2 folders	
Vol. II, 1971	Box 49
<b>Physical Description:</b> 2 folders	
Briefs and reply memorandum, 1972	Box 49
Correspondence, 1969-1972	Box 49
Depositions	
Brundage, Howard D., 1971	Box 49
Devin, John F., 1971	Box 49
Jardine, Theodore R., 1971	Box 49
Laemmar, Jack W., 1971	Box 49
Litlig, C. Ross, 1971	Box 50
Parker, Hugh F., 1971	Box 50
Sartoris, Ada, 1971	Box 50
Seymour, Dan, 1971	Box 50

Strouse, Norman H., 1971	Box 50
Taylor, William C., 1971	Box 50
Weise, Ward L., 1972	Box 50
Wilson, Edward G., 1969	Box 50
Hypothetical conversion of stock, 1971-1972	Box 50
Post-trial memorandum, 1972 May	Box 50
Parker, Hugh F., 1961-1971 (Restricted materials removed)	Box 50
Salary and financial data	
Laemmar, Jack, 1971 (Restricted materials removed)	Box 50
Sartoris, Ada, 1971 (Restricted materials removed)	Box 50
Stock repurchase plan, 1963-1971	Box 50
Strouse, Norman letters, 1965	Box 50
Supporting documents taken to trial, 1972 May	Box 51
Transcript of proceedings	
Vol. I, 1972	Box 51
Vol. II, 1972	Box 51
Worksheets of stock purchases, 1964-1969	Box 51
O'Neill, Ryan vs. JWT	Box 51
U.S. vs. AAAA, 1955	Box 51
Letters of terms	
Administrative general, 1964-1975	Box 51
American South African Lines, Inc., 1947	Box 51
Aquascutum, Ltd., 1954-1956	Box 51

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Association of Casualty and Surety Companies, 1946-1953	Box 51
Blue Cross public relations, 1945	Box 51
Bossart Victor, 1957	Box 51
Chun King Sales, Inc., 1953-1959	Box 51
Church and Dwight Company, Inc., 1948-1951	Box 51
Citizens Traffic Safety Board, 1953	Box 51
Committee for Community Automobile Rates, 1950	Box 51
Eisenhower-Nixon Campaign, 1952-1953	Box 51
Elgin National Watch Company, 1956-1961	Box 51
Famous Flours Company, 1947-1948	Box 51
Farrell Lines, Inc., 1947-1959	Box 51
First America Corp., 1958	Box 51
Folding Paper Box Association of America, 1958-1959	Box 51
Ford, 1958-1965	Box 52
Friden, Inc., 1950-1958	Box 52
Fund for Adult Education, 1953	Box 52
General Air Conditioning Corp., 1952-1959	Box 52
Indiana Bell Telephone Company, 1948-1949	Box 52
Indianapolis & Southeastern Trailways, Inc., 1952-1960	Box 52
Ironrite, Inc., 1960-1961	Box 52
Johns-Manville Corp., 1930-1959	Box 52

**Physical Description:** 3 folders

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Kellogg, 1937-1943	Box 52
<b>Physical Description:</b> 2 folders	
Kellogg Canada, 1938	Box 52
Kellogg indemnity correspondence, 1938-1945	Box 53
Kellogg London, 1938	Box 53
Lever, 1958-1965	Box 53
McClatchy Newspaper, Inc., 1944-1957	Box 53
Mytinger & Casselberry, Inc., 1956-1959	Box 53
National Association of Investment Companies, 1954	Box 53
National Outdoor Advertising Company, 1942-1956	Box 53
New York Central System, 1955-1959	Box 53
Oneida, Ltd., 1947-1960	Box 53
Pacific Mills, Inc., 1949-1956	Box 53
Pharma-Craft Company, 1945-1960	Box 53
Skol Company, 1938-1945	Box 53
Stouffer Corp., 1957-1960	Box 53
Sunset Magazine, 1959	Box 53
Superior Paper Company, 1958	Box 53
Sylvania-Corning Nuclear Corp., 1957 (See also Oversize Box 90)	Box 53
Sylvania Electric Products, 1954-1959	Box 54
Sylvania Mountain View Labs, 1959	Box 54
Transamerica Corp., 1956-1958	Box 54
Tuna Research Foundation, 1952-1953	Box 54

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Ward Baking Company, 1941-1959	Box 54
Wool Bureau, 1949-1959	Box 54
Yellow Cab Company of California, 1950-1961	Box 54
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Profit-Sharing Trust	
Amendments	
1946-1947	Box 54
1959-1969	Box 54
Brochures, 1953-1971	Box 54
Correspondence, 1958-1972	Box 54
<b>Physical Description:</b> 2 folders	
Financial agreement with staff Members, 1968-1972	Box 55
Financial statements, 1938-1946, 1968-1972	Box 55
<b>Physical Description:</b> 3 folders	
General Fund statements, 1967-1971	Box 55
<b>Physical Description:</b> 2 folders	
Investment Committee minutes, 1953-1957	Box 55
Investment policy, 1966-1969	Box 55
Minutes, 1952-1967	Box 56
Performance, 1955-1961	Box 56
Phases in the investment history of the JWT Profit-Sharing Trust, 1968-1976	Box 56
Public offering of stock, 1969	Box 56
Retirement trust, 1967-1976	Box 56
Trust agreement, 1947-1948, 1950-1955, 1971-1973	Box 56
<b>Physical Description:</b> 3 folders	
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Radio	
Productions	

Edgar Bergen Standard Brands show, 1941-1942 (See also Oversize Box 90)	Box 56
Fred Allen Ford Dealers show	Box 57
Bond against give-away shows, 1948	Box 57
Correspondence Vol. I, 1947	Box 57
Vol. II, 1947-1958	Box 57
Delmar, Kenny, contracts, 1947-1949	Box 57
Estimates and orders, 1947-1949	Box 57
FDA field memorandum, 1948-1949	Box 57
Payments to dealers, 1947-1949	Box 57
Signed and confirmed documents, 1947-1957	Box 57
Radio Writers' Guild Clippings, 1940-1947	Box 58
Consent election, 1948-1951	Box 58
Contract with networks, 1947-1948	Box 58
Correspondence, 1947-1954 Vol. I, 1947	Box 58
Vol. II, 1948 Jan.	Box 58
Vol. III, 1948 Feb.-May	Box 58
Vol. IV, 1948 Jan.-Aug.	Box 58
Vol. V, 1948 Sept.-Oct.	Box 58
Vol. VI, 1948 Nov.-1949 Jan.	Box 58
<b>Physical Description:</b> Folder 1 Of 2	
Vol. VI, 1948 Nov.-1949 Jan. (continued)	Box 59
<b>Physical Description:</b> Folder 2 Of 2	

Vol. VII, 1949 Feb.-July	Box 59
<b>Physical Description:</b> 2 folders	
Vol. VIII, 1949 Aug.-1950 July	Box 59
Vol. IX, 1950 Aug.-1951 Jan.	Box 59
Vol. X, 1951 Feb.-Apr.	Box 59
Vol. XI, 1951 May-July	Box 59
Vol. XII, 1951 Aug.-1954 Apr.	Box 60
Spencer, A.K. files, 1945 Dec.-1946 Oct.	Box 60
<b>Physical Description:</b> 2 folders	
Independent package producers, 1949	Box 60
Lists of freelance writers, 1946-1950	Box 60
Printed materials, 1947-1949	Box 60
Miscellaneous and general material, vol. 1-2, 1947-1954	Box 60
<b>Physical Description:</b> 2 folders	
<b>Television</b>	
Correspondence	Box 61
Vol. I, 1944-1948 (Restricted materials removed)	Box 61
<b>Physical Description:</b> 2 folders	
Vol. II, 1949 Jan.-June	Box 61
Vol. III, 1949 July-Oct.	Box 61
<b>Eastman Kodak</b>	
Correspondence ( Richard de Rochemont's files), 1953-1954	Box 61
J.K. McEldowney Correspondence, 1952-1954 (Restricted materials removed)	Box 61
Kodak Family Adventure, 1952-1954 Client correspondence, 1952-1954	Box 61

Correspondence, 1953-1954	Box 62
Reports and news, 1953-1954	Box 62
<b>Oriental-International Films, 1953-1959</b>	
Contract, vol. I, 1953	Box 62
Contract, vol. II, 1953	Box 62
Contract data, 1953 (Restricted materials removed)	Box 62
<b>Correspondence</b>	
Vol. I, 1948-1953 Apr. (Restricted materials removed)	Box 62
Vol. II, 1953 May-Dec. (Restricted materials removed)	Box 62
<b>Physical Description: 2 folders</b>	
Vol. III, 1954-1956 (Restricted materials removed)	Box 63
<b>Physical Description: 2 folders</b>	
Vol. IV, 1958-1959 (Restricted materials removed)	Box 63
<b>Physical Description: 2 folders</b>	
<b>Facilities</b>	
NBC, 1946-1950 (Restricted materials removed)	Box 63
<b>Physical Description: 2 folders</b>	
Others, 1948-1952	Box 63
<b>Physical Description: Folders 1-2 of 3</b>	
Others, 1948-1952 (Restricted materials removed) (continued)	Box 64
<b>Physical Description: Folder 3 of 3</b>	
<b>Ford Motor Company, James Melton package, 1951-1952 (Restricted materials removed; see also Oversize Box 90)</b>	
Advertisements, 1951-1952	Box 64
<b>Correspondence</b>	

Vol. I, 1951	Box 64
Vol. II, 1951	Box 64
Vol. III, 1951	Box 64
Vol. IV, 1951-1952	Box 64
Vol. V, 1951-1952	Box 64
Screen Publicists Guild, 1949-1950	Box 64
Television Authority (TVA) Code, 1950-1952	Box 64
<b>Physical Description:</b> 2 folders	
Negotiations, 1950-1951	Box 65
<b>Physical Description:</b> 2 folders	
Television Writers of America Correspondence, 1951-1954	Box 65
Film negotiations, 1952-1953	Box 65
National Labor Relations Board, 1953 (See also Oversize Box 90)	Box 65
Newspaper clippings, 1953-1954	Box 65
Trademarks Correspondence, 1940-1949	Box 65
<b>Physical Description:</b> 3 folders	
People magazine, 1936-1957	Box 65

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### **Subject Files Series, 1939-1975**

**Physical Description:** 10 boxes

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

Reports, correspondence, articles, speeches, company statements and printed materials comprising Wilson's office files. Topics include agent-client relationships, employee evaluation and recruitment, regional managers' meetings, and client records, especially for the Eastman Kodak Company, the Ford Motor Company and the Scott Paper Company. Wilson solicited

descriptions of a typical day in an international office, which are included in this series. The run of files for the Managers' Meetings (1959-1970) does not include the 1965 European manager's meeting in Milan, Italy, during which Tom Sutton was named as Wilson's successor as head of international operations. Arranged alphabetically.

Account changes (international), 1963-1964	Box 65
Advertising and women, 1975	Box 65
Agency-client relationships	Box 66
Vol. I, 1929-1963	Box 66
Vol. II, 1957-1971	Box 66
<u>Agency compensation</u>	
Commission vs. fee, 1956-1970	Box 66
Commission vs. fee ( Shell-Ogilvy), 1960-1965	Box 66
General, 1955-1970	Box 66
<b>Physical Description:</b> 3 folders	
Agency practice and structure, 1947-1970	Box 66
American Association of Advertising Agencies (AAAA)	Box 67
Agency service standards, 1956	Box 67
Analysis of agency costs, 1970	Box 67
Annual meetings and conferences, 1949-1970	Box 67
Committee of the Board on Government, 1970-1971	Box 67
Labor Subcommittee, 1953-1954	Box 67
Objectionable advertising, 1952-1966	Box 67
Art awards, 1967	Box 67
<u>Better Business Bureau</u>	
Advertisements and brochures, 1967-1969	Box 67

Clippings, 1967-1969	Box 67
Correspondence, 1966-1969	Box 67
Minutes of meetings, 1967-1969	Box 67
New letters, 1968-1969	Box 67
Personnel (contact lists), ca. 1969	Box 67
Reports, 1967-1969	Box 68
Solicitation, 1969	Box 68
Board of Directors meeting, 1972	Box 68
Case for Advertising, 1975	Box 68
Chicago office	
International Department, 1964	Box 68
Office move, 1964	Box 68
Cole & Weber, Inc. (possible merger), 1958-1961	Box 68
Company Fund, merit scholarship, 1969	Box 68
Corporate public relations, 1968	Box 68
Dun & Bradstreet report, 1967-1970	Box 68
Ethikos (later Deltakos), 1968-1969	Box 68
European annual marketing report, 1970	Box 68
European managers' meetings 1959-1961	Box 68
<b>Physical Description:</b> 2 folders	
1962-1964 May	Box 69
<b>Physical Description:</b> 3 folders	
1964 Aug.	
Opening talk	Box 69
Planning	Box 69

Working documents	Box 69
1964 Dec.-1965	Box 69
<b>Physical Description:</b> 2 folders	
1967	Box 70
Evaluation program, 1965-1970	Box 70
Exchange visitors program, 1964-1967	Box 70
<del>Executive Committee</del>	
Agenda, 1958-1972	Box 70
<b>Physical Description:</b> 2 folders	
Kohl, Howard, 1958-1963 (See also Oversize Box 90)	Box 70
<b>Physical Description:</b> 4 folders	
Wilson, E.G., 1962-1964 (See also Oversize Box 90)	Box 70
<b>Physical Description:</b> 2 folders	
Eyes on Thompson program, 1965	Box 71
General information book about JWT, 1949-1961	Box 71
Getting On in Advertising, undated	Box 71
House agencies, 1958	Box 71
"Hunter Richley's Hundred Rules for Being a Business Man," undated	Box 71
Improvement program for JWT, 1963 (See also Oversize Box 90)	Box 71
Information Center, 1964	Box 71
Interlease, 1971	Box 71
International agency competitors, 1965	Box 71
International brochure, 1965	Box 71
International organization of JWT, 1942-1967	Box 71

JWT in Southeast Asia, 1966	Box 71
JWT News	Box 72
Correspondence, 1962-1968	Box 72
Survey, 1950-1964	Box 72
Latin American managers' meeting, 1968	Box 72
McDonald's investment, 1968-1970	Box 72
Management Committee: H. Kohl's notes, 1955-1958 (See also Oversize Box 90)	Box 72
<b>Physical Description:</b> 2 folders	
Managers' meetings, 1969-1970	Box 72
<b>Physical Description:</b> 2 folders	
Market research: Italy, 1969	Box 72
Meek, Sam: claim to office furnishings, 1963-1972	Box 72
"Myth and Reality in the Advertising Agency Business," JWT presentation, 1978	Box 72
National Business Council for Consumer Affairs, 1971	Box 72
"Nature of Advertising Knowledge," speech by James Webb Young, 1954	Box 72
New York office position report by accounts, 1970	Box 73
New York Operation Committee, 1960-1963	Box 73
Objectives and principles of operation, 1949-1966	Box 73
Population and its Distribution, 1960-1961	Box 73
Price Waterhouse recommendations, 1962-1971	Box 73
Profit planning, 1968	Box 73

Promotion Group operating plan, 1969	Box 73
Puerto Rican-American Insurance Company, 1965-1968	Box 73
Review Board, 1949-1968	Box 73
Speeches of Rena Bartos, 1976	Box 73
"Talks on Building Advertising," ca. 1920	Box 73
"Thompson Man," story by Chris Cross, 1968	Box 73
Volunteer accounts, 1966-1968	Box 74

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### **Financial Files Series, 1930-1971 (RESTRICTED)**

**Physical Description:** 3 boxes

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

Includes Finance Committee minutes and background materials. The files listed under foreign accounting practice reveal the operation as well as the organization of the regional offices. Arranged alphabetically by topic.

#### **Access Restrictions:**

Sensitive personnel materials pertaining to individual employee matters are closed to non-JWT users until 2045. Those items have been physically removed to **Restricted Materials**. A note indicating the removal of restricted materials appears at each relevant folder.

Billings, 1961-1968	Box 74
Breed, Abbot & Morgan, Time on JWT matters, 1963-1971	Box 74
Consolidated balance sheet, 1961-1970 (See also Oversize Box 91)	Box 74
<b>Physical Description:</b> 2 folders	
Diversification, 1962-1968	Box 74
Finance Committee minutes, 1962-1965	Box 74
<b>Physical Description:</b> 5 folders	

Financial Department organization, 1957-1969	Box 74
Financial statements	
Audited, 1966-1970	Box 74
JWT Fund, 1966-1970	Box 74
Foreign accounting practice	Box 75
Argentina, 1934-1944 (See also Oversize box 91)	Box 75
Australia, 1943-1944	Box 75
Correspondence, 1931-1934	Box 75
Export media, 1944	Box 75
India, 1946	Box 75
Local expenses, 1930-1931	Box 75
London reorganization, 1946-1952 (See also Oversize Box 91)	Box 75
<b>Physical Description:</b> 2 folders	
Operating results	
1959-1964, A-V	Box 75
<b>Physical Description:</b> 3 folders	
1968-1970	Box 75
<b>Physical Description:</b> 2 folders	
Profit sharing, 1932-1945	Box 75
Formula price of common stock, 1944-1954	Box 75
Furniture and improvements, 1943-1954	Box 75
Memberships, 1968-1969	Box 75
Out-of-pocket costs, 1970	Box 75
Profitability trends, 1967-1968 (See also Oversize Box 91)	Box 75
Reorganization, 1947-1955	Box 75

Salaries, 1945 (Restricted materials removed)

Box 76

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## Personnel Files Series, 1906-1971 (RESTRICTED)

**Physical Description:** 4 boxes

### Scope and Contents note

Divided into three categories--General, Individuals, and Offices. The General category includes materials on organization and management, employee statistics and salary expenditures. The Individuals category, containing biographical information, clippings, and correspondence, is arranged in alphabetical order by last name. The Offices category, listing biographical information for office managers and staff, is arranged in alphabetical order by name of the country in which the office is located.

### Access Restrictions:

Sensitive personnel materials pertaining to individual employee matters are closed to non-JWT users until 2045. Those items have been physically removed to **Restricted Materials**. A note indicating the removal of restricted materials appears at each relevant folder.

## General

Box 76

Apprentices and trainees, 1949	Box 76
Basic management objectives in personnel administration, undated	Box 76
Board of Directors and Executive Committee, 1950-1969	Box 76
Board resolutions (retirement and death), M-Y, 1952-1969	Box 76
Citizenship of personnel in international offices, 1964	Box 76
Management group, 1949	Box 76
Medical services (JWT Clinic operations), 1968-1971	Box 76

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Military leaves of absence, 1968-1971 (Restricted materials removed)	Box 76
Numbers and salaries (See also Oversize Boxes 91, 91)	
Domestic, 1906-1970	Box 76
International, 1930-1956	Box 76
Number by office, 1906-1963	Box 76
Number of officers and directors, 1945-1971	Box 76
Officer lists, 1947-1970	Box 76
Organization and management	
Domestic, 1952-1959	Box 76
Domestic, 1960-1969	Box 77
<b>Physical Description:</b> 2 folders	
International, 1958-1969	Box 77
Personnel in New York Office with overseas experience, 1965	Box 77
Personnel lists	
Chicago, 1924-1946	Box 77
Cincinnati, 1932	Box 77
Detroit, 1946 (Restricted materials removed)	Box 77
New York, 1906-1924, 1929-1945	Box 77
<b>Physical Description:</b> 3 folders	
St. Louis, 1932-1939	Box 77
West coast, 1932-1950	Box 77
Personnel statistics, 1968-1970	Box 77
Physical examination for executives, 1950-1967	Box 77

**Scope and Contents note**

Preventive medicine benefits plans

## Individuals

Black, George, 1963-1965	Box 77
Brundage, Howard D., 1972	Box 77
Campbell-Harris, David, 1962	Box 77
Castilo, Branc, R.P., 1965-1968	Box 77
Clark, Howard F., 1959-1964	Box 77
Doyer, Bob, 1964-1968	Box 77
Dunham, Peter, 1961	Box 78
Erskina, William H., 1965	Box 78
Fedderman, Marjorie, 1967-1968	Box 78
Glah, Roy, 1964-1968	Box 78
Johnston, G. Donald, 1959-1966	Box 78
Kinney, Gilbert, 1941	Box 78
Lanigan, Denis, 1963-1964	Box 78
Moskowitz, Milton, 1966-1968	Box 78
Morrison, Alexander, 1964	Box 78
Morrison, Julian, 1965	Box 78
Perdomo, Luis A., 1965	Box 78
Pettingrew, John A., 1965	Box 78
Saunders, Douglas, and Rodgers, John, 1958-1960	Box 78
Senior, Raimond, 1965	Box 78
Sharman, Jenn L., 1964-1965	Box 78
Souhami, Gerald, 1962-1965	Box 78
Stridsberg, Albert, 1963-1968	Box 78

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Thayer, John E., 1963-1965 (See also Oversize Box 91)	Box 78
Wallace, Robert D., 1964	Box 78
Watt, Andrew MacLean, 1963-1965	Box 78
Webster, J.G.O., 1965	Box 78
Young, James W., 1956	Box 78
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Offices	
Argentina, 1962	Box 78
Australia, 1962	Box 78
Brazil, 1962	Box 78
Canada, 1962	Box 78
Chile, Colombia, 1962	Box 78
France, 1962	Box 78
Germany, 1962	Box 78
Great Britain, 1962	Box 78
Holland, 1962	Box 78
India, 1962	Box 78
Italy, 1962	Box 79
Japan, 1962	Box 79
Mexico, 1962	Box 79
Pakistan, Panama, 1962	Box 79
Peru, 1962	Box 79
Philippines, 1962	Box 79
Puerto Rico, 1962	Box 79
Venezuela, 1962	Box 79

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## **Domestic Policies and Procedures Series, 1941-1987**

**Physical Description:** 3 boxes

### **Scope and Contents note**

Includes procedures and guidelines for the operation of JWT North American offices. Arranged alphabetically.

Account team procedures, 1963-1987	Box 79
Advertising budget requirement, 1962	Box 79
Advertising controls, 1942-1947	Box 79
Attendance guidelines, 1970	Box 79
Audience measurement standards, 1963	Box 79
Bank accounts, 1942	Box 79
Billings and compensation, 1947-1965	Box 79
Client authorization, 1949-1957	Box 79
Clients' products, 1956	Box 79
Collateral work, 1950-1959	Box 79
Common stock distribution, 1954-1970	Box 79
Communications, 1949-1964	Box 79
Consumer proposition, 1957	Box 79
Contributions, 1957-1961	Box 79
Creative procedures, 1960-1965	Box 79
Data processing, 1941-1973	Box 79
Employee evaluation program, 1966	Box 79
Field representatives, 1956	Box 79
General expenses, 1948-1958	Box 79

Group health insurance, 1957-1970	Box 79
Hard-liquor accounts, 1956-1963	Box 79
History of accounts, 1960-1971	Box 80
Holidays, 1961-1965	Box 80
JWT forward planning, 1964	Box 80
Leave of absence, 1959-1961	Box 80
Loans to employees, 1970	Box 80
Marketing-merchandising activities, 1948-1963	Box 80
Media contracts, 1942-1950	Box 80
Media operations, 1956-1957	Box 80
Military leaves of absence, 1959-1970	Box 80
Miscellaneous office policies, 1946-1966	Box 80
New business presentations, 1957-1966	Box 80
Officers, 1942-1971	Box 80
Petty cash vouchers, 1960	Box 80
Plan & data record, 1960	Box 80
Policy decisions, 1955	Box 80
Political activities, 1960-1968	Box 80
Profit-Sharing Trust, 1955-1967	Box 80
Public relations, 1957-1968	Box 80
Purchasing, 1963	Box 80
Representatives, 1956-1957	Box 80
Research, 1956-1966	Box 80
Research projects, 1948-1966	Box 81

Retirement, 1962-1972	Box 81
Review Board, 1956-1964	Box 81
Sale of obsolete printing plates, 1950	Box 81
Salary payments, 1971	Box 81
Speeches and articles, 1953-1963	Box 81
Taxes, 1942	Box 81
Television terminology, 1963	Box 81
Trade conventions, 1961-1963	Box 81
Traffic Department, 1960	Box 81
Travel expenses, 1946-1966	Box 81
Unsolicited ideas, 1962	Box 81
Vacations, 1957-1971	Box 81

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### **International Policies and Procedures Series, 1930-1967**

**Physical Description:** 1 box

**Scope and Contents note**

Includes procedures and guidelines for the operation of JWT international offices. Arranged alphabetically.

Agency-client relationships, 1966-1967	Box 81
Awards & contests, 1950-1965	Box 81
Competitive accounts, 1959-1960	Box 81
Corporate advertising, 1964	Box 81
Creative philosophy, 1966	Box 81
Foreign accounting practices, 1930-1934	Box 81
Large vs. small agencies, 1955-1957	Box 81

Policy control in World-Wide business, 1958	Box 81
Stock, 1957-1962	Box 81
Unsolicited ideas, 1962	Box 81
World-wide advertising, 1958-1964	Box 81

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### **Writings and Speeches Series, 1941-1987**

**Physical Description:** 2 boxes

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

Contains primarily speeches given by Wilson, including several made after his retirement. Arranged alphabetically.

Speeches, 1941-1987	Box 82
<b>Physical Description:</b> 5 folders	
Talks to representatives	
1963 Mar.	Box 82
<b>Physical Description:</b> Folder 1 of 2	
1963 Mar.	Box 83
<b>Physical Description:</b> Folder 2 of 2	
1967 Jan.	Box 83
Year-end talks, 1960-1963 (See also Oversize Box 91)	Box 83

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### **Personal Files Series, 1930-1991**

**Physical Description:** 4 boxes

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

Primarily correspondence, interviews and articles about Wilson, clippings, and personal financial records. Much of the material reflects Wilson's ongoing relationship with JWT after his retirement. Arranged alphabetically by topic.

1088 Park Ave. Corporation, 1972	Box 83
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Application for employment, 1930	Box 83
Appraisal of N. Strouse books sent to Duke, 1990	Box 83
Birthday greetings, 1971-1979	Box 83
<del>Correspondence, 1949-1991</del> Collated, 1971-1987	Box 83
<b>Physical Description:</b> 3 folders	
Collated, 1988-1990	Box 84
Duke University, 1987-1991	Box 84
JWT archives, 1978-1982	Box 84
Kuhl, Cal, 1972	Box 84
Swank, Cynthia, 1989-1990	Box 84
Wilson, Jane, 1949-1971	Box 84
Criminal background report for immigration to France, 1962	Box 84
Diaries 1938-1940	Box 84
<b>Physical Description:</b> 2 folders	
1941-1942	Box 85
"Effect of Current and Future Economic Developments on Advertising and Marketing," 1974	Box 85
Interviews Hinks, K., 1979-1982	Box 85
Kohl, H., 1979	Box 85
Wilson, E.G., 1979	Box 85
<del>J. Walter Thompson Company</del> Annual meetings notices, 1973-1985	Box 85
CIA link, 1975	Box 85

Historical project, 1972-1978	Box 85
TV syndication unit scandal, 1982	Box 85
"United States Stamps," undated	Box 85
<b>Scope and Contents note</b>	
[Album of postage stamps designed by JWT artists.]	
Miscellaneous notes, 1971-1990 (See also Oversize Box 91)	Box 86
News clippings, 1982-1989	Box 86
Personal profit-sharing account Correspondence, 1940-1974	Box 86
Statements, 1934-1972	Box 86
Published articles about E.G. Wilson, 1972-1987	Box 86
Records transfer memos, 1967-1977	Box 86
Tributes to Norman Strouse, 1969-1990	Box 86
WPP takeover, 1989	Box 86

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## **Oversize Materials**

**Physical Description:** 4 boxes

### **International Offices Series, 1933-1966**

Great Britain (London)	Box 89
Articles of Association, 1933-1951	Box 89
Corporate documentation, 1933-1966	Box 89
Pension plan, 1965 Sept.	Box 89
Public relations for advertising (Lexington International), 1966 June	Box 89
Reorganization, 1956-1961	Box 89

Royal Commission on the Press, 1961	Box 89
<b>India</b>	
Articles of Association and Certificate of Incorporation, 1938 Mar.	Box 89
Restriction on advertising expenditure, 1965 Mar.- Apr.	Box 89
<b>Ireland</b>	
Proposed Articles of Association, 1939	Box 89
<b>South Africa</b>	
Correspondence (operation of company), 1956 Aug.-Dec.	Box 89
Financial statements, 1954-1961	Box 89
Memorandum of Association, Articles of Association, Certificate of Incorporation, 1954	Box 89
<b>Spain</b>	
Correspondence, vol. II, 1965 Mar.-July	Box 89
<b>Trip Files Series, 1954-1964</b>	
1954 Feb.: Europe	Box 89
1961 July: London	Box 89
1962 July: Europe	Box 89
<b>1963</b>	
Jan.: Europe	Box 89
Apr.: Europe	Box 90
June: Europe	Box 90
Nov.: Europe	Box 90
<b>1964</b>	
Feb.: Europe	Box 90
Mar.: India, Pakistan, Tokyo	Box 90
<b>Legal Files Series, 1927-1971</b>	
Financial incentives, vol. II, 1951-1960	Box 90

JWT stock

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Resor stock interests (purchase of Mrs.  
Resor's "B" stocks), 1960 Box 90

---

Lawsuits

---

Laemmar & Sartoris vs. JWT  
Brief and depositions, 1969-1971 Box 90

---

Supporting documents taken to trial, 1972  
May Box 90

---

Worksheets of stock purchases, 1964-1969 Box 90

---

Labor matters, 1950-1953 Box 90

---

Letters of terms

---

Sylvania-Corning Nuclear Corp., 1957 Box 90

---

Radio productions

---

Edgar Bergen, Standard Brands show,  
1941-1942 Box 90

---

Resor, Stanley

---

S. & H. Resor trusts (indentures and  
amendments), 1927-1960 Box 90

---

Television

---

Ford Motor Company, James Melton package,  
vol. III, 1951 Box 90

---

Television Writers of America

---

Labor Relations Board, 1953 Box 90

---

**Subject Files Series, 1955-1964**

---

Executive Committee Box 90

---

Kohl, Howard, 1958-1959 Box 90

---

Wilson, E.G., 1964 Box 90

---

Improvement program for JWT (hiring of H.  
Schacte), 1963 Box 90

---

Management Committee

---

Kohl, H. Notes, 1955-1958 Box 90

---

JWT organization and management, 1960-1961 Oversize-folder 1

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**Financial Files Series, 1946-1970**

Consolidated Balance sheet, 1959-1970	Box 91
Foreign accounting practice: London reorganization, 1946-1952	Box 91
Profitability trends, 1967-1968	Box 91
<b>Personnel Files Series, 1906-1965</b>	
General Subseries	Box 91
Numbers and salaries (domestic), 1906-1963	Box 91
Individuals Subseries	
Thayer, John E., 1963-1965	Box 91
<b>Writings and Speeches Series, 1960-1963</b>	
Year-end talks, 1960-1963	Box 91
<b>Personal Files Series, 1971-1974</b>	
Miscellaneous notes, 1971-1974	Box 91
Retirement gift (poster), "Notes for a Yellow Legal Pad," 1972	Oversize-folder 2
<b>Financial Files Series, 1930-1944</b>	
Foreign accounting practice	Box 91
Argentina, 1934-1944	Box 91
Local expenses, 1930-1931	Box 91
<b>Personnel Files Series, 1906-1962</b>	
General	Box 91
Numbers and salaries (domestic), 1906-1962	Box 91
<b>Legal Files Series, 1942-1946</b>	
Standard contract paragraph index, 1942-1946	Box 92

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## Restricted Materials

**Physical Description:** 3 boxes

**Scope and Contents note**

Sensitive personnel materials pertaining to individual employee matters, pulled from other series. Closed to non-JWT users until 2045. Arranged according to the original series and folder order.

**International Offices Series**

Box RS1

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Australia

Brisbane--Correspondence, 1961 May-Aug. Box RS1

**Scope and Contents note**

Items pulled from Box 1.

---

Deferred compensation plan, 1960-1962 Box RS1

**Physical Description:** 2 folders

**Scope and Contents note**

Items pulled from Box 1.

---

Melbourne--Sam Meek files, 1957-1961 Box RS1

**Scope and Contents note**

Items pulled from Box 1.

---

Austria

Correspondence, 1960-1964 Box RS1

**Scope and Contents note**

Items pulled from Box 1.

---

Belgium (Antwerp)

Correspondence, 1960-1964 Box RS1

**Scope and Contents note**

Items pulled from Box 1.

---

Salaries, 1965 Box RS1

**Scope and Contents note**

Items pulled from Box 1.

---

Brazil

Rio de Janeiro correspondence, 1955-1962 Box RS1

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**Scope and Contents note**

Items pulled from Box 1.

---

São Paulo

Correspondence

General, 1961-1962

Box RS1

**Scope and Contents note**

Items pulled from Box 1.

---

General, 1969-1971

Box RS1

**Scope and Contents note**

Items pulled from Box 2.

---

Volume I, 1949-1962

Box RS1

**Scope and Contents note**

Items pulled from Box 2.

---

Volume II, 1963-1967

Box RS1

**Scope and Contents note**

Items pulled from Box 2.

---

Sam Meek files, 1957-1961

Box RS1

**Scope and Contents note**

Items pulled from Box 2.

---

Canada

Montreal

Sam Meek files, 1954-1959

Box RS1

**Scope and Contents note**

Items pulled from Box 2.

---

Sam Meek files, 1960-1963

Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

Vancouver correspondence, 1956-1965

Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

**Chile (Santiago)**

Background information, 1963 Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

Correspondence, 1960-1965 Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

Sam Meek files, 1943-1961 Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

**Colombia (Bogotá)**

Correspondence, 1953-1966 Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

Report on trip by W. Lee Preschel, 1965 Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

**France (Paris)**

Acquisition of another business, 1964-1965 Box RS1

**Scope and Contents note**

Items pulled from Box 3.

---

Correspondence--Sam Meek files, 1944-1953 Box RS1

**Scope and Contents note**

Items pulled from Box 3.

Correspondence--Sam Meek files,  
1954-1962 Box RS1

**Physical Description:** 10 folders

**Scope and Contents note**

Items pulled from Box 4.

---

Personnel resignations and problems,  
1962-1964 Box RS1

**Scope and Contents note**

Items pulled from Box 5.

---

Reorganization of company, 1962-1967 Box RS1

**Physical Description:** 3 folders

**Scope and Contents note**

Items pulled from Box 5.

---

Germany (Frankfurt)  
Correspondence, 1962-1967 Box RS1

**Physical Description:** 2 folders

**Scope and Contents note**

Items pulled from Box 5.

---

Pensions, profit-sharing, salaries, and  
insurance, 1960-1965 Box RS1

**Scope and Contents note**

Items pulled from Box 5.

---

Great Britain (London) Box RS2

Correspondence, 1946-1958 Box RS2

**Scope and Contents note**

Items pulled from Box 6.

---

Exchange of stock, 1963 Box RS2

**Scope and Contents note**

Items pulled from Box 7.

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Pensions, 1956-1965 Box RS2

**Scope and Contents note**

Items pulled from Box 8.

---

Reorganization, 1957-1959 Box RS2

**Scope and Contents note**

Items pulled from Box 9.

---

Reorganization, 1961-1965 Box RS2

**Scope and Contents note**

Items pulled from Box 10.

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India

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Correspondence, 1960-1966 Box RS2

**Scope and Contents note**

Items pulled from Box 11.

---

Correspondence, 1966-1968 Box RS2

**Scope and Contents note**

Items pulled from Box 12.

---

Italy (Milan)

---

David James correspondence, 1951-1953 Box RS2

**Scope and Contents note**

Items pulled from Box 13.

---

Netherlands (Amsterdam)

---

Correspondence, 1963-1965 Box RS2

**Physical Description:** 2 folders

**Scope and Contents note**

Items pulled from Box 14.

---

Portugal (Lisbon)

---

Correspondence, 1961 Box RS2

**Scope and Contents note**

Items pulled from Box 14.

---

**South Africa**

---

Correspondence, 1961 Box RS2

**Scope and Contents note**

Items pulled from Box 14.

---

Donald Foote files, 1934-1943 Box RS2

**Scope and Contents note**

Items pulled from Box 17.

---

**Chronological Files Series**

---

1954-1964 Box RS2

**Scope and Contents note**

Items pulled from Box 28-37.

---

1965-1971 Box RS3

**Scope and Contents note**

Items pulled from Boxes 38-43.

---

**Legal Files Series**

---

Kohl, Howard, 1938-1939 Box RS3

**Scope and Contents note**

Items pulled from Box 45.

---

**Lawsuits--Laemmar & Sartoris**

---

Hugh F. Parker materials, 1961-1971 Box RS3

**Scope and Contents note**

Items pulled from Box 50.

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Salary and financial data of Jack Laemmar,  
1971 Box RS3

**Scope and Contents note**

Items pulled from Box 50.

---

Salary and financial data of Ada Sartoris,  
1971 Box RS3

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**Scope and Contents note**

Items pulled from Box 50.

---

Television

Correspondence, Volume I, 1944-1945

Box RS3

**Scope and Contents note**

Items pulled from Box 61.

---

Eastman Kodak

J.K. McEldowney correspondence,  
1952-1954

Box RS3

**Scope and Contents note**

Items pulled from Box 61.

---

Oriental International Films, 1948-1958

Box RS3

**Physical Description:** 5 folders

**Scope and Contents note**

Items pulled from Boxes 62-63.

---

Facilities, 1949-1951

Box RS3

**Physical Description:** 2 folders

**Scope and Contents note**

Items pulled from Boxes 63-64.

---

Ford Motor Company

James Melton Package, 1951

Box RS3

**Scope and Contents note**

Items pulled from Box 64.

---

**Financial Files Series**

Salaries, 1945

Box RS3

**Scope and Contents note**

Items pulled from Box 76.

---

**Personnel Files Series**

Military leaves of absence, 1968-1971

Box RS3

**Scope and Contents note**

Items pulled from Box 76.

---

Personnel lists, Detroit, 1946

Box RS3

**Scope and Contents note**

Items pulled from Box 77.

---

Physical examination for executives,  
1950-1967

Box RS3

**Scope and Contents note**

Items pulled from Box 77.

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