



Guide to the North Carolina Mutual Life Insurance Company Archives, 1850, 1888-2000s and undated, bulk 1920-2008

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Summary

Collection Title:

North Carolina Mutual Life Insurance Company Archives, 1850, 1888-2000s, 1920-2008

Source:

John Hope Franklin Research Center for African and African American History and Culture

Creator:

North Carolina Mutual Life Insurance Company

Abstract:

The North Carolina Mutual Life Insurance Company was founded in Durham, N.C. in 1897, and was dissolved in 2022. Its archives document the company's founding and development, and contribute to the historic record on African American businesses and entrepreneurship in the South and in the United States. Dating from 1850 to 2008, the material covers nearly every aspect of N.C. Mutual's operations, management, and milestones. Includes corporate office files, including the records of five company presidents; annual statements; reports; surveys; memos; legal and financial papers; original life insurance policies; training material; programs; ephemera and artifacts; and a large number of historical photographs of male and female staff and their families, offices, buildings, and Durham scenes dating back to the late 1890s. Significant businessmen represented in the papers include founders John Merrick and Aaron Moore; and presidents Bert Collins, Joseph Goodloe, William Kennedy Jr., William Kennedy, III, Charles C. Spaulding, Asa T. Spaulding, and current president James H. Speed. Throughout there are numerous images and narratives about the many women workers and administrative staff who held positions at the company dating back to the turn of the 20th century. The collection is especially rich in print material, including many issues of three company publications: *The Mutual* (1903-1929), *The Whetstone* (1924-1998), and *The Weekly Review* (1925-1998). It is also notable for its assemblage of material on United States African American history, including much information on other companies, and public relations material dating from the earliest years to present times, including advertising ephemera, advertising campaigns, and other related items. Other materials document North Carolina Mutual's outreach to the African American community throughout its history to counter racism, unemployment, and diseases by means of public health programs, church affiliations, mentoring, and scholarship programs. Over one hundred selected digitized photographs and a few documents are also available online. Acquired and curated jointly by the North Carolina Central University's University Archives, Records and History Center and the John Hope Franklin Research Center for African and African American History and Culture at Duke University.

Extent:

230 Linear Feet
0.1 Gigabytes

Language:

Material in English

Collection ID:

RL.00936

Permalink:

<https://idn.duke.edu/ark:/87924/m1sd29>

Preferred Citation

[Identification of item], North Carolina Mutual Life Insurance Company archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University, and University Archives, Records and History Center, North Carolina Central University.

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Background

Scope and Content

The records in the North Carolina Mutual Life Insurance Company Archives document the history of one of the largest African American insurance company in the United States. The materials date from 1850 to 2008, with the majority of the items dating from 1898 to 2008, and cover nearly all aspects concerning the operation, management, and milestones of NC Mutual (NCM). The archive comprises: corporate office files, including the offices of five company presidents; annual statements, reports, surveys, and memos; legal and financial files; original life insurance policies and other documents; advertising, internal and external publications, pamphlets, posters, and other print material; training material; thousands of historic photographs; public relations and outreach material; memorabilia; and audiovisual recordings as well as some films and videos.

The collection contributes significantly to documentation on the history of African American businesses in the United States, particularly in the South, and on the socioeconomic status of African Americans in the South in the 20th century. There is valuable information on public health issues affecting 20th-century African Americans, and information about public health programming created by NC Mutual as well as by other entities. In addition, through company records and many ephemeral publications such as obituaries, the collection

offers detailed documentation of the work status and personal lives of the company's many employees and their life insurance customers, predominantly African American women and men.

Corporate office files form the bulk of the collection, covering nearly every aspect of the company's operations and activities from its founding in 1898. There are extensive correspondence files as well as meeting notes and minutes, many legal and financial reports, and surveys of the insurance industry. Materials relating to a published history of NCM written by one of its presidents, William Kennedy Jr., are located in the Office of the Presidents Series. Company presidents represented most substantially in the files include: William Kennedy Jr. (1952-1958), Asa T. Spaulding (1959-1967), Joseph Goodloe (1968-1972), William Kennedy III (1972-1990), and Bert Collins (1990-2003). Earlier and later presidents and leaders, including founders Merrick and Moore, and presidents C.C. Spaulding and James Speed are also represented in smaller amounts of material. Personnel records are also present and are closed to use until 2074, 75 years after the date of most recent record.

Most of the records relates to the history and operations of the home office in Durham, N.C. but there is a significant amount of material that relates to district offices located throughout the United States, particularly in the South but also in cities such as Philadelphia, as well as records that refer to other related organizations such as insurance companies and financial institutions.

The collection is rich in print materials, and includes nearly complete runs of three company publications: *The Mutual* (1903-1929), *The Whetstone* (1924-1998), and *The Weekly Review* (1925-1998). Extensive public relations materials date from the earliest years to the mid-2000s, and include advertising ephemera, materials related to advertising campaigns, and other items. Additionally, there are records of NCM's extensive community outreach such as public health, mentoring, and scholarship programs, and documents relating to the company's ties with Durham's churches such as White Rock Baptist, and with other organizations such as Mechanics and Farmers Bank.

Among the several thousand photographs in the collection, hundreds date from the first decades following the company's founding, and offer important and vivid historical evidence concerning NCM's history, its employees and their families, and the history of Durham, N.C. Many are oversize, and feature twenty panoramic photographs of conventions and other events from the early to mid-20th century. The collection also contains photographs of founders Merrick and Moore and their families, NC Mutual office buildings throughout its history, and many large photographic portraits of senior administration from the earliest years to the mid-2000s. Other photos capture employees at banquets and conventions throughout the company's history; some large sets of images from the early to mid-20th century document employee's homes as well. From the historic photographs and other images not represented in the collection, NCM created a permanent exhibit in its home office's "Heritage Hall"

commemorating the company's history; these exhibit images, panels, and labels are also preserved in this collection.

Acquired and jointly curated by the North Carolina Central University's University Archives, Records, and History Center, and the John Hope Franklin Research Center for African and African American History and Culture at Duke University.

Biographical/Historical

Timeline for North Carolina Mutual Life Insurance Company

Date	Description
1883	The Royal Knights of King David, a fraternal organization, formed by John Merrick, John Wright, W. A. Day, J. D. Morgan, and T. J. Jones to provide insurance for African Americans, chiefly for burials
1898	Inspired by the Royal Knights of King David, North Carolina Mutual and Provident Association founded by John Merrick, Dr. Aaron Moore, P. W. Dawkins, D. T. Watson, W. G. Pearson, E. A. Johnson and J. E. Shepard John Merrick, born enslaved, named first president; Dr. Aaron Moore, first medical director
1899	North Carolina Mutual incorporated by the North Carolina General Assembly, began doing business selling burial insurance
1900	Charles Clinton (C.C.) Spaulding named general manager
1901	Dr. Aaron Moore and John Merrick founded the Lincoln

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Archives, 1850, 1888-2000s and undated, bulk 1920-2008

Date	Description
	Hospital in Durham to serve African Americans, with Moore as its first superintendent
1903	First full-time insurance agents hired NCM began to buy lots in Durham and build houses for influx of black workers Launch of first internal publication: The North Carolina Mutual
1907	NCM founded and provided capital for Mechanics and Farmers Bank in Durham, to better serve African Americans NCM began issuing ordinary whole life policies in \$100, \$200, and \$500 face amounts
1910	Merrick-Moore-Spaulling Land Company formed; as NCM real estate subsidiary, constructed hundreds of low-cost rental houses in African American neighborhoods in Durham
1919	Death of President John Merrick; Dr. A. M. Moore appointed as successor NCM charter amended, changing the name to North Carolina Mutual Life Insurance Company
1920-1921	Dr. Donnell, new director of Medical Department, organized modern medical facilities in new Home Office
1923	C.C. Spaulling became president after the death of Dr. Moore

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Date	Description
1943	The Liberty Ship S.S. John Merrick built, named in honor of the company's first president, was launched from Wilmington, N.C.; participated in the invasion of France in June 1944, making many voyages ferrying troops, tanks and supplies between English ports and Utah Beach; returned to Brooklyn, New York, April 1945
1948	North Carolina Mutual marked its golden anniversary, producing short film, Success Story
1950	The company reached its goal of having \$200 million of life insurance in force
1952	William J. Kennedy, Jr. appointed president after the death of C. C. Spaulding
1959	Asa T. Spaulding appointed president after William J. Kennedy, Jr.'s retirement from the office
1960	Director of Medical Department, Dr. Donnell, retired, succeeded by Dr. Charles Watts
1966	The company dedicated its headquarters on Chapel Hill Street with Vice President Hubert H. Humphrey as the keynote speaker
1967	The Board of Directors established the Merrick-Moore-Spaulding National Achievement Award

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Date	Description
1968	Joseph W. Goodloe became president after Asa T. Spaulding's retirement from the office
1971	NCM broke into "Billion Dollar League" by having more than one billion dollars of insurance in force
1972	William J. Kennedy, III became president after Joseph Goodloe's retirement from the office
1983	Opening of the Heritage Room, an image-based exhibit of the company's history
1986	The company forms NCM Capital Management Group, Inc. to expand its presence in the financial arena and to diversify its business and investment mix
1987	Director of Medical Department, Dr. Charles Watts, retired, succeeded by Dr. John Daniel, Jr.; several years later, Medical Department is discontinued
1990	Bert Collins appointed president and CEO after William Kennedy III's retirement from the office
1995	Board member Thelma J. Smith was named chair of the audit committee; first woman to head a major NCM committee
1997	NCM licensed to operate in 22 states and the District of Columbia with offices in 11 states and Washington, D.C., and

Date	Description
	more than \$9 billion of insurance in force
1998	NCM celebrated its centennial anniversary
2004	James H. Speed, Jr. appointed president and CEO after Bert Collins' retirement from the office
2015	James Speed retired; Michael Lawrence becomes new President and CEO
2022 October	Following an investment manager's misappropriation of millions of dollars which crippled the company's finances, NC Mutual was ordered liquidated by the NC State Insurance Commissioner and a NC state Supreme Court

Founded in 1898 and headquartered in Durham, N.C., the North Carolina Mutual Life Insurance Company was the oldest active African American-owned insurance company in the U.S. In 2022, the company was ordered liquidated by a N.C. court, following an external financial investment manager's misappropriation of funds which crippled the company.

Biographical/Historical

North Carolina Mutual Life Insurance Company Presidents

Date	Description
1898-1919	John Merrick
1919-1923	Dr. Aaron McDuffie Moore
1923-1952	Charles C. Spaulding, Sr.

Date	Description
1952-1958	William J. Kennedy, Jr.
1958-1968	Asa T. Spaulding, Sr.
1968-1972	Joseph W. Goodloe
1972-1990	William J. Kennedy, III
1990-2003	Bert Collins
2004-2015	James H. Speed
2015-2022	Michael L. Lawrence

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Arrangement

The North Carolina Mutual Life Insurance Company archives are arranged in the following series, described more fully in this collection guide: **Company Offices** (86 boxes), **Corporate History Files** (2 boxes), **Digital Media** (3 boxes), **Exhibit Materials** (25 boxes), **Memorabilia and Artifacts** (16 boxes), **Other Organizations** (9 boxes), **Photographic Materials** (24 boxes), **Printed Materials** (51 boxes), **Recordings** (5 boxes and 19 film cans), **Social Groups and Events** (1 box), and **Scrapbooks** (6 boxes). There are **Oversize Material** sections consisting of 54 flat boxes and 10 oversize folders) listed most often after each relevant series in this collection guide.

The **Company Offices Series** is subdivided into these series: Actuary, Agency, Auditing, Controller, Corporate Planning, Executive Committee, Facilities, Medical Department, Office of the President (the largest subseries; some restrictions), Public Relations, and Personnel Files (restricted).

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Administrative Information

Publication Statement

David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

askRL@duke.edu

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

Access Restrictions

Access note. Files in the Office of the President Subseries are restricted for 25 years from the last year of each presidency. Permission to access these records must be granted by NC Mutual in writing prior to use.

Access note. Some materials in this collection are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Access note. Some materials in this collection are electronic records that require special equipment. Contact Research Services with questions.

Access note. Collection contains fragile audiovisual/photographic formats that may need to be reformatted. Contact Research Services for access.

Acquisition Information

The North Carolina Mutual Life Insurance Company archives were received by the Duke University David M. Rubenstein Rare Book & Manuscript Library and by the North Carolina Central University University Archives, Records and History Center, from the company as a gift in 2009 and 2016.

Processing Information

Processed by Paula Jeannet, L. Colby Bogie, Jessica Carew, Carrie Mills, Elizabeth Shesko, Jennifer Snow, Andre D. Vann, May 2011

Updated December 2014 to reflect addition of items scheduled for conservation, Paula Jeannet.

Addition processed and encoded by Paul Sommerfeld, December 2016.

Additional description of fragile items slated for conservation, Paula Jeannet, January 2017. Digital file access and description added for oversize panorama, 2017, [Matthew] Farrell.

Description updated by Paula Jeannet following liquidation of NC Mutual, May 2023

Accessions represented: 2009-0231 and 2016-0296.

Use Restrictions

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

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Related Materials

Related Material

[Asa and Elna Spaulding Papers](#), David M. Rubenstein Rare Book & Manuscript Library, Duke University [C.C. Spaulding Papers](#), David M. Rubenstein Rare Book & Manuscript Library, Duke University [Lincoln Hospital Records](#), David M. Rubenstein Rare Book & Manuscript Library, Duke University [North Carolina Mutual Digital Collection](#), David M. Rubenstein Rare Book & Manuscript Library, Duke University [Charles DeWitt Watts Papers](#), David M. Rubenstein Rare Book & Manuscript Library, Duke University [William A. Clement Papers](#), Wilson Special Collections Library, University of North Carolina at Chapel Hill

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Names and Subjects

- Advertising -- Insurance
- African American business enterprises -- History
- African American business enterprises -- North Carolina -- History
- African American businesspeople -- History
- African American executives -- North Carolina

- African American families -- Economic aspects -- North Carolina
- African American women -- Employment -- History
- African Americans -- North Carolina -- Durham -- Economic conditions -- 20th century
- African Americans -- Health and hygiene
- African Americans in advertising
- African Americans -- Diseases
- African Americans -- Employment -- History
- African Americans -- Medical care -- 20th century
- African Americans -- North Carolina -- Durham -- History
- African Americans -- North Carolina -- Durham -- Photographs
- Insurance companies -- United States -- History
- Insurance companies -- Employees
- Insurance companies -- Management
- Industries -- North Carolina -- Durham
- Insurance companies -- North Carolina -- Periodicals
- Life insurance -- History
- Life insurance policies -- 20th century
- Durham (N.C.) -- Church history
- Durham (N.C.) -- Economic conditions
- Durham (N.C.) -- History
- Durham (N.C.) -- Photographs
- Durham (N.C.) -- Social conditions
- North Carolina -- Economic conditions
- Southern States -- Economic conditions
- Calendars
- CD-ROMs
- DVDs
- electronic records (digital records)
- ephemera (general object genre)
- Film
- Negatives (photographs)
- Photographic prints
- Sound recordings
- Videotapes
- Slides (photographs)
- Watts, Charles, MD
- North Carolina Mutual Life Insurance Company
- John Hope Franklin Research Center for African and African American History and Culture
- Speed, James
- University Archives, Records, and History Center (North Carolina Central University)
- Spaulding, Asa T. (Asa Timothy), 1902-1990
- Spaulding, C. C. (Charles Clinton), 1874-1952
- Collins, Bert, 1934-2023
- Merrick, John, 1859-1919

- Moore, A. M. (Aaron McDuffie), 1863-1923
- Kennedy, William Jesse, 1889-1985
- Kennedy, William J., III, 1922-2007
- Goodloe, Joseph W., 1906-1990

Collection Inventory

Company Offices, 1850, 1898-2008, (1920-2000)

Physical Description: 86 boxes plus oversize containers

Scope and Contents note

Arranged in the following subseries named after North Carolina Mutual departments and offices: Actuary, Agency in Force, Auditing, Controller, Corporate Planning, Executive Committee, Facilities, Medical Department, Office of the President, Public Relations, and Personnel Files (closed). There is also an oversize section at the end of each subseries or smaller subgrouping. The Office of the President Series holds the records from the following presidents: William J. Kennedy, Jr., Asa T. Spaulding, Sr., Joseph W. Goodloe, William J. Kennedy, III, and Bert Collins. Company office functions and spaces are also represented in other formats in the Exhibits, Photographic Material, Memorabilia and Artifacts, and Recordings Series.

Access Restrictions:

Access note. Files in the Office of the President Subseries are restricted for 25 years from the last year of each presidency. Permission to access these records must be granted by NC Mutual in writing prior to use.

Access restricted. Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Actuary Office, 1952, 1969, 1974-2001 and undated, (1980-1987)

Scope and Contents note

The records relate to the Actuary Office's responsibilities of risk assessment in life insurance, investments, pensions, and other company activities and policies. Organized into two categories: Reports for the Board of Directors and Executive Committee, and Actuary Files. Actuary files include memos and consultants' studies and plans. The bulk of the material was created in the 1980s.

Reports for the Board of Directors and Executive Committee

Report of the Actuary to the Board of Directors, 1980-1998	Box 1
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Physical Description: 10 folders

Report of the Actuary to the Board of Directors, 1999-2001	Box 2
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Physical Description: 2 folders

Board of Directors meeting minutes with memos from Actuary, 1980-1983	Box 2
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Executive Committee meeting minutes with memos from Actuary, 1980-1983	Box 2
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Actuary Files

Federal Home Loan Bank of Atlanta, 1984-1986	Box 2
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Hay Consultants: compensation study, 1985	Box 2
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Hay Consultants: incentive plan, 1985	Box 2
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Industrial insurance system conversion, 1983 and undated	Box 2
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Jamison, Eaton, and Wood policy statements, 1985	Box 2
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"Long Range Forecasting and Surplus Study" , 1969	Box 2
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Memoranda and notes, 1986	Box 2
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Mortgage loan computer systems, 1986	Box 2
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NCNB investment management, 1985	Box 2
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"Planning New Horizons" , 1986	Box 2
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Report of the Controller, 1986	Box 2
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Rolling Hills Associates, 1986	Box 2
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Stellar Communications, 1984-1986	Box 2
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Annual statement files, 1974-1987	Box 3
Physical Description: 2 folders	
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Bulletins and memos, 1952	Box 3
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Commercial series, 1977-1983 and undated	Box 3
Physical Description: 3 folders	
<hr/>	
Legal agreements, 1980-1983 and undated	Box 3
<hr/>	
National Cable Television Association convention, 1985	Box 3
<hr/>	
Position papers, 1986	Box 3
<hr/>	
WMGB/WQKS, 1984-1985	Box 3

Financial Statements (oversize)

Commercial series financial statement, 1982	Box OV1
Physical Description: box size: 22x30 inches	
<hr/>	
Statements and memos, 1984-1987	Box OV2
Physical Description: box size: 20x24 inches	

Agency in Force Office, 1850, 1920-1994 and undated

Scope and Contents note

The center of company operations, the Agency in Force Office handles all company sales of policies, and is staffed by agents in the field, their supervisors, district managers, and home office representatives. By 1948, the company already had over 1,000 agents in force throughout the South. The material of this subseries includes Executive Committee directives and decisions, agency-related files and ledger books, and the G.W. Cox papers. The Agency files contain salary information, several issues of The Weekly Review, memos, and manuals. The subseries also contains policy loan certificates and claims dismissal correspondence with the Receiver from Woodmen Union Life Insurance Company.

Access Restrictions:

Access note: Some materials in boxes 3, 4, and 4-A through 4-D are fragile and in need of preservation. Please contact Research Services to use this material, as contents must be photocopied before being handled.

Access restricted. Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Certificate of membership policy, Amey
Husband, 1902 Oct. [photostat copy - reduced
size] Box 3

Claims bulletins and memos, 1939, 1945,
1952, 1957-1959, 1963 Box 3

Policy loan certificates, 1923-1937 Box 3

Physical Description: 7 folders

Correspondence regarding Woodmen Union
Life Insurance Company and policies,
1921-1937 Box 3

Physical Description: 2 folders

Correspondence regarding Woodmen Union
Life Insurance Company and policies,
1931-1937 Box 4

Physical Description: 8 folders

G.W. Cox papers, 1936-1957 Box 4

Physical Description: 7 folders

Access Restrictions:

[Materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

Policies, circa 1930s Box 4-A

Access Restrictions:

[Materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be further processed before being handled.]

Policies, circa 1930s Box 4-B

Access Restrictions:

[Materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be further processed before being handled.]

Policies, circa 1930s Box 4-C

Access Restrictions:

[Materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be further processed before being handled.]

Field Bulletin Book No. 1, 1922-1957 Box 4-D

Scope and Contents note

Memos to agents in field, #1-252, were filed in binder with Asa T. Spaulding's initials. Appears to be complete run. To better preserve contents, the memos were disbound and foldered. Arranged in reverse chronological order.

Executive Committee directives and decisions, 1956-1984 Box 5

Physical Description: 14 folders

Executive Committee memos, 1985-1988 Box 5

NCM Agent's manual, circa 1965 Box 6

John T. Carey papers: photos for Spartanburg, SC district, 1960-1971 and undated Box 6

John T. Carey papers: memorabilia, 1901, 1917, 1948, 1957-1958, 1965, 1974-1984, and undated Box 6

Physical Description: 2 folders

John T. Carey papers: retiree correspondence and information from L. B. Frasier, 1984-1986 Box 6

John T. Carey papers: miscellaneous memos and documents, 1947, 1963, 1976-1978, and undated Box 6

John T. Carey papers: certificates for community service, 1981-1983 Box 6

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Annual statements, 1921-1927, 1947, 1958	Box 7
Job duty charts, undated	Box 7
Managerial training, undated	Box 7
NCM "Digest of Union Contracts" , 1966-1969	Box 7
NCM forum, 1956	Box 7
New home office, 1962-1966	Box 7
NIA Institute in Agency Management conference, 1959	Box 7
Salary scales and wage memos, 1920-1954 Physical Description: 3 folders	Box 7
Weekly Review, 1929-1937 Physical Description: 5 folders	Box 7
"Manual of Instructions" , 1975-1977 and undated Physical Description: 2 folders	Box 7
"Manual of Instructions" , 1975-1977 and undated Physical Description: 3 folders	Box 8
Letter from B. W. Kennedy - legal competency of minors, 1937	Box 8
Letter from B. W. Kennedy - regarding claims signed by practitioners other than licensed physicians, 1955	Box 8
NCM weekly premium receipt book, unknown agent, 1954-1955	Box 8
Memos and letters, 1992 May-Dec.	Box 8
Binder of home addresses, 1978	Box 8
Binder of memos, 1988	Box 8

Personnel: transfers and terminations book,
1991-1992

Box 67

Access Restrictions:

Personnel information restricted until 2062.

Scope and Contents

Bound notebook of approximately 200 pages of personnel memos.

"You and Your Company" binder, after 1965 Box 9

Memos and letters, 1989 Jan.-1991 July Box 9

Physical Description: 4 binders

General ledger, Mr. McClinton, 1971-1979 Box 10

Blank form - application for life insurance,
circa 1994 Box 10

Industrial agent contract, undated Box 10

List of 1968-1969 memoranda contents, and
memos, 1968 Jan.-1973 Nov. Box 10

Physical Description: 4 folders

Memos, 1968 Jan.-1969 July Box 11

Office Workers Union contract, 1952 Box 11

Ordinary agent's contract (special), undated Box 11

Regular ordinary agent's contract, undated Box 11

North Carolina Mutual Life [Raleigh] 1850
life insurance policy with 20th century letter
attached, 1850, 1969 Box OV2

Physical Description: box size: 20x24 inches

Historical Note and Provenance

Mailed to North Carolina Mutual Life Insurance Company's offices in 1969 by an executive in Baltimore, this large-format blank life insurance policy was sold by an insurance organization in Raleigh also named NC Mutual, organized in the 1840s and disbanded in the 1860s. A blank life insurance policy specifically for enslaved individuals printed by this same company can be found in the Charles Hunter Papers in the Rubenstein Library at

Duke. It is not known what connection, if any, this company had with the subsequent NC Mutual founded in Durham in 1898.

Life insurance policies, 1921-1926 Box OV3

Physical Description: 3 folders ; box size: 16x20 inches

Matted life insurance policy, 1941 Box OV3

Physical Description: box size: 16x20 inches

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

Policies, 1921-1926 Box OV4

Physical Description: 3 folders ; box size: 16x20 inches

Laminated policies, 1913, 1919, 1935 Box OV4

Physical Description: box size: 16x20 inches

One million and a quarter drive chart,
mortgages to go to Century Life, 1919, 1927 Box OV4

Physical Description: box size: 16x20 inches

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

Training records and reports, 1962-1963 Box OV5

Physical Description: box size: 11x14 inches

Ledger, 1967-1986 Box OV6

Physical Description: box size: 11x14 inches

General ledger, 1982 Apr.-1984 Dec. Box OV7

Physical Description: box size: 11x14 inches

A Birds-eye View of the Manager's Job,
undated Box OV8

Physical Description: box size: 14x18 inches

Blank policy, circa 1952	Box OV8
Physical Description: box size: 14x18 inches	
<hr/>	
Blank Policies, undated	Box 187
Physical Description: 2 folders	
Scope and Contents	
Includes whole life, term life, joint whole life, graded premium whole life, economic whole life, endowment insurance, retirement income endowment, mortgage policy-decreasing term life, juvenile modified whole life, juvenile whole life, juvenile endowment insurance, assorted industrial life policies, assorted hospitalization policies	
<hr/>	
Auditing Office, 1904-1905, 1922-1950, 1972-1987 and undated, (1970s-1980s)	
Scope and Contents note	
Includes files relating to audits of NCM and its district offices, as well as material from the NCM Audit Committee. Audits were conducted by outside firms such as Deloitte, Haskins, and Sells and Ernst and Ernst.	
<hr/>	
Accountants and other correspondence, 1980	Box 11
<hr/>	
Accounting audits, NCM, 1983-1987	Box 11
<hr/>	
"BC Audit Committee, 1980"	Box 11
Physical Description: 2 folders	
<hr/>	
Deloitte, Haskins, and Sells: Financial statement reports, 1981-1983	Box 11
<hr/>	
NCM reports, 1981-1982	Box 11
<hr/>	
Reports for NCM, 1981-1985	Box 11
Physical Description: 2 folders	
<hr/>	
Ernst and Ernst: CPA review of NCM, 1972-1973	Box 11
<hr/>	
Internal auditors home office audits, 1980	Box 11
<hr/>	
NCM Audit committee:	Box 12
<hr/>	
Agendas, 1978-1979	Box 12

Meetings, 1977-1985 Box 12

Physical Description: 10 folders

Miscellaneous documents, 1979-1981 Box 12

NCM internal audits, 1974-1984 Box 12

Physical Description: 2 folders

PA audit, 1982 Box 13

Regular audits, 1980 Box 13

Financial statements and data, 1904-1905,
1922-1944 Box OV4

Physical Description: box size: 16x20 inches

Financial statements, underwriters' pocket
charts, death claims paid, 1922-1950 Box OV4

Physical Description: box size: 16x20 inches

Financial statements, ordinary mortality
experience statements, NIA questionnaire,
1927-1941 Box OV4

Physical Description: box size: 16x20 inches

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation.
Please contact Research Services to use this material, as contents should
be photocopied before being handled.]

Ernst and Ernst checklist, undated Box OV9

Physical Description: box size: 11x14 inches

Controller, 1945-2001 and undated

Scope and Contents note

The Office of the Controller is in charge of coordinating, planning, and reporting on financial activities, including bookkeeping, accounting, and financial reporting. The material in this subseries consists of the "Report of the Controller to the Board of Directors" for NCM, ranging from 1986-2001. Also contains annual reports, annual statements, and Bonds and Stocks Owned statements.

Controller position, staffing, duties, 1960s Box 13

NCM federal income tax return, 1995	Box 13
Physical Description: 2 folders	
"Report of the Controller" , 1986-2001	Box 13
Physical Description: 7 folders	
"Abstracts from the Tenth Annual Statement" , 1908	Box 14
Annual reports, 1963, 1987-2003	Box 14
Physical Description: 3 folders	
Annual statements, 1945-1967, 1978-1988	Box 14
Physical Description: 2 folders	
Bonds and stocks owned, 1945-1978	Box 14
Physical Description: 2 folders	
Ratings and rankings from Best's and National Underwriter, 1964-1986	Box 14
Report of the Controller, 1998	Box 14
Annual statement, 1960	Box OV4
Physical Description: box size: 16x20 inches	
Access Restrictions:	
[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]	

Corporate Planning, 1947-1952, 1958-1981 and undated

Physical Description: 9 boxes

Scope and Contents note

Contains detailed materials on the research, planning, execution, and move to the new Mutual Plaza home office, 1964-1967, including blueprints for the home office and the Chatham annex. Also includes plans for long-range planning such as organizational and management restructuring; business plans by company department; reports, manuals for the functions and duties of home office organization; reviews of data processing, and correspondence with management consulting firms and other companies. Additionally, contains alphabetized files of general correspondence, as well as solicitations to NCM for donations from organizations such as National Urban League,

Nursing Association, 4-H, and the Hampton Institute and other higher education entities.

Also present are materials and operations manuals for several other African American-run life insurance companies such as Jackson Mutual Life (1947), General American Life Insurance, and Equitable of Iowa.

There is one file in box 20 housing a small group of interesting speeches given by Goodloe, Spaulding, and others for a variety of occasions including racial conflicts during the 1960s, and a copy of Kennedy's Historical Sketch of NCM history.

Includes information regarding Murray Marvin (one of the directors of Corporate Planning) during his time at both Jackson Mutual and NC Mutual.

Note: The structure of the Corporate Planning department changed several times over the course of NC Mutual's history. Corporate Planning and Public Relations merged under Murray Marvin in 1967 and was reorganized into Planning and Communications around 1976.

Corporate Planning files	Box 15-24
Floor plans, undated	Box OV2
Physical Description: 2 folders ; box size: 20x24 inches	
Clipping, 1966	Box OV2
Physical Description: box size: 20x24 inches	
Monthly review of office construction and costs, 1965	Box OV8
Physical Description: box size: 14x18 inches	
Clippings, 1970	Box OV8
Physical Description: box size: 14x18 inches	
Display panel and blueprints, 1952-1958	Box OV10
Physical Description: box size: 24x36 inches	
Blueprint, Mutual Plaza (?), circa 1960s	Box OV10
Physical Description: box size: 24x36 inches	

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

Executive Committee, 1922-2003 and undated, (1972-1989)

Scope and Contents note

These records chiefly pertain to business conducted by the North Carolina Mutual Life Insurance Company Executive Committee, a standing committee of the Board of Directors, which was made up of a minimum of five Directors, at least one of which was required to be an outside Director. Material from the Salary Committee, another standing committee of the Board, is also included in this subseries. The Salary Committee consists of five of the Directors, one of whom was the President of the company.

Access Restrictions:

Subseries is restricted for 25 years from date of last created folder, or 2028; until that date, written permission must be given by North Carolina Mutual Life Insurance Company before contents can be accessed.

Beechwood Cemetery, 1939-1966, 1998-2003, and undated	Box 25
Housing project for home office employees, 1948	Box 25
Minutes of Budget Control Committee, 1928-1944	Box 25
Mrs. W.D. Hill, 1945	Box 25
Bessie Whitted mortgage, 1952	Box 25
D.C. Deans, Richmond City Council, 1952	Box 25
Board of Directors, 1927-1952	Box 25
Gaillard correspondence, 1970	Box 25
Committees, 1941-1972	Box 25
Great Lakes region, 1972-1975	Box 25
Good Citizen Life Insurance Company, 1973	Box 25
Miscellaneous papers, 1922-1938 and undated	Box 25
Response to Business Week's "Upheaval in Life Insurance" , 1984	Box 25

Minute book of Budget Control Committee,
1928-1944 Box 25

Use Restrictions:

[Fragile. Handle with care.]

Salary Committee:
Hay Associates, 1978-1986 Box 25

Hay Associates compensation study, 1985 Box 25

Clerical salary adjustments, 1972-1984 Box 25

Nominating Committee, 1987-1988 Box 25

Merit increases and promotion
recommendations, 1987-1988 Box 25

Agency regional bonuses, 1976-1990 Box 25

Board meeting, 1983 Box 25

Data processing job descriptions, 1979-1989
and undated Box 25

Performance standards worksheets,
1973-1975 Box 25

Annual Statement Committee, 1979-1981 Box 25

Employee retirement dates, 1975-1981 Box 25

Net annualized premiums, 1975-1976 Box 25

Notes, charts and memoranda, 1978-1991
and undated Box 25

Salary information, 1979 Box 25

Salary charts, 1980-1983 Box 25

Clerical salary adjustments, 1973-1988 Box 25

Salary increases, senior officers and
directors, (J. W. Goodloe on cover), 1977 Box 25

Salary Committee: Box 26

Charity fund committee, 1931-1932	Box 26
John C. Blackman claim, 1972	Box 26
Salary Study, 1956	Box 26
Memoranda, charts, guides, and notes, 1988-1989	Box 26
Notes, memoranda, and charts, 1986-1988 and undated	Box 26
Agendas and memoranda, 1989-1990 and undated	Box 26
Officer and administrative salaries, 1969-1985 and undated	Box 26
Charts and memoranda, 1987-1988	Box 26
Proposed budget, 1987	Box 26
Salary forms, undated	Box 26
Salary breakdown by department, 1977-1986	Box 26
News clippings, 1985	Box 26
Annual statement and proposed budget, 1985-1986	Box 26
Home office salary schedules, 1924-1964	Box 26
Salary memos, 1926-1958	Box 26
Salary adjustment notes and charts, 1989	Box 26
Salaries, 1978-1981, 1987	Box 26
Physical Description: 2 folders	
Salary charts, 1976-1981	Box 26
Salary adjustments, 1969-1989	Box 26
Salary increases, early retirements, position cuts, 1989-1990	Box 26

Salary increases, etc, 1981-1988	Box 26
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Salary Committee:	Box 27
<hr/>	
Salary increases, etc, 1981-1988	Box 27
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Physical Description: 2 folders	
<hr/>	
Salaries, 1960s-1970s	Box 27
<hr/>	
Salary increases, 1980-1982	Box 27
<hr/>	
Physical Description: 2 folders	
<hr/>	
Officers' salaries, 1946-1964	Box OV1
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Physical Description: box size: 22x30 inches	
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Officers' salaries and operations analysis, 1974, 1989	Box OV1
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Physical Description: box size: 22x30 inches	
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Drives letter, 1922 Feb. 1	Box OV8
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Physical Description: box size: 14x18 inches	
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Envelope with notes and directions, undated	Box OV8
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Physical Description: box size: 14x18 inches	
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Good Citizens Life Insurance Co. agent report, 1973	Box OV8
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Physical Description: box size: 14x18 inches	
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Financial statements of other companies, income and investment table, 1952-1955	Box OV8
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Physical Description: box size: 14x18 inches	
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Salary expenses and increases by district, 1980-1985	Box OV8
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Physical Description: box size: 14x18 inches	
<hr/>	
Salary worksheets, reports, and bonus projections, 1977-1980	Box OV8
<hr/>	
Physical Description: box size: 14x18 inches	
<hr/>	
Assets and stocks of life insurance companies, salary study, 1969	Box OV10
<hr/>	
Physical Description: box size: 24x36 inches	

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

Facilities, 1950-1966, 1990-1998 and undated

Scope and Contents note

Contains material concerning the home office at Mutual Plaza. It includes photos of the construction and dedication of Mutual Plaza, as well as blueprints, manuals, guides, and reservation forms. It also includes a Department of Housing and Urban Development (DHUD) award for building design. Arranged in original order as received.

The Whetstone, Mutual Plaza issues, 1963-1964	Box 28
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New home office - programs, promotional material, and invitation, 1963-1966	Box 28
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"Moving to Mutual Plaza" manual, 1966	Box 28
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Construction of Mutual Plaza photos, 1963-1964 and undated	Box 28
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Physical Description: 12 folders

"Dedication - Mutual Plaza" , 1950-1966 and undated	Box 28
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Physical Description: 3 folders

HVAC evaluation, 1990	Box 28
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NCM building layout, undated	Box 28
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Stressteel post-tensioning publication, after 1966	Box 28
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Facility reservations and related forms, 1994-1998	Box 29
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Physical Description: 4 folders

Department of Housing and Urban Development: "Honor Awards for Design Excellence" , 1966	Box 29
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Clippings, 1966	Box OV1
Physical Description: box size: 22x30 inches	
Floor plans and blue prints, 1963-1964	Box OV10
Physical Description: box size: 24x36 inches	
Access Restrictions:	
[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]	
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Medical Department, 1922, 1955, 1978, 1984-1990s, 2002, (1980s-1990s)	
Scope and Contents note	
Materials include a history of the department, which was established by Dr. A. T. Moore in 1916 and disbanded after 2002. There is also health campaign literature produced by NC Mutual, and biographical information on directors Dr. Charles D. Watts and Dr. John T. Daniel. Arranged in alphabetical order by folder title.	
Other archival records and memorabilia on medical topics and health campaigns can be found in the Printed Material, Publicity, and Memorabilia Series.	
Access Restrictions:	
Access restricted. Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.	
Some materials restricted. Series contains potentially sensitive medical information. Contact Research Services for access.	
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Curriculum Vitae, Dr. Watts and miscellaneous Medical Department material, 1955, 1978, 1984-1986	Box 29
Daniel, John T., M.D., Senior Vice President position description, 1987	Box 29
"Employee Wellness Program," 2002	Box 29
"Medical Bulletin: Tuberculosis," 1922 Feb. 3, from Director Dr. Donnell, two pages	Box 29

Medical Staff's Agency "Ordinary Series
Product and User's Manual" binder, 1993-1999 Box 29

Medical tests performed on policy holders,
1993 Box 67

Access Restrictions:

Medical information restricted until approximately 2074. Contact Research Services for more information.

NCM "History of the Medical Department:
1916-1988," circa 1988 Box 29

"Raising Healthy Children," Dr. Alvin
Poussaint, 1990, talk, includes photo of his
visit to Durham Box 29

"Swat That Fly," circa 1920s, health campaign
circular from Director, illustrated (ink) Box 29

Sign, undated Box OV8

Physical Description: box size: 14x18 inches

Office of the President, 1903-2002 and undated, (1950s-1990s)

Scope and Contents note

This subseries consists of material from the offices and files of five of NCM's nine presidents: William J. Kennedy, Jr., Asa T. Spaulding, Sr., Joseph W. Goodloe, William J. Kennedy, III, and Bert Collins. The contents relate mainly to the periods during which these presidents held the office, though in some cases there is material from previous positions they held within NCM and apart from the company. Much of the material includes files relating to the execution of company business, correspondence, and personnel matters. The majority of the material in the subseries originates from the offices of William Kennedy III and Bert Collins.

Access Restrictions:

Access restricted. Files in the Office of the President Subseries are restricted by donor for 25 years from the last year of each presidency. Permission to access these records must be granted by NC Mutual Life Insurance Company in writing prior to use.

Access restricted. Subseries contains personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

William J. Kennedy, Jr., 1903-1968, (1940s-1960s)

Physical Description: 5 boxes

Scope and Contents note

Served as President of NC Mutual from 1952-1958. Much of the contents of this subseries comprises the materials that Kennedy, Jr. used to document the history of North Carolina Mutual, as well as the wide variety of historical sketches he produced. Other material in this subseries relates to general company business from his tenure at NCM both as the Corporate Secretary and as President, including a letter of support for Pauli Murray's admission to the New York State Bar Association in 1948. Additionally, there is material relating to his tenure as the President of the Bankers Fire and Casualty Insurance Company.

Access Restrictions:

Access note. Some of the material in box 33 is fragile and should be handled with care. Contact reference archivist before using, as material may need photocopying before use.

Subseries contains personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Bankers Fire and Casualty Insurance Company

Bankers Fire and Casualty:

Bankers Fire and Casualty files, general,
1929, 1962-1968 and undated Box 30

Physical Description: 2 folders

By-laws, WJK resignation, and
miscellaneous documents, 1960-1968 Box 30

Christmas message, 1963-1967 Box 30

Correspondence and miscellaneous
business, 1954, 1958-1965, 1967, and
undated Box 30

Physical Description: 2 folders

Executive Committee, 1963-1968 Box 30

Processing Information:

[Photo removed to Photographs series.]

Expansion program, 1956-1962	Box 30
Minutes, Executive Committee, and Board, 1964-1968	Box 30
Statements of Condition, 1960-1968	Box 30
Bankers Fire and Casualty:	
Bankers Fire and Casualty files, general, 1965-1968 and undated	Box 32
Bankers Fire and Casualty files, general, 1921, 1926, 1963-1968	Box 32
Bankers Fire and Casualty, personnel files, 1965-1967	Box 32

Access Restrictions:

Access restricted. Subseries contains personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years. Other materials may be open. Contact Research Services for access.

NCM Company Business

Century Life Insurance Company, 1927 and undated	Box 30
Golden Anniversary program, 1949	Box 30
Letter of recommendation for Pauli Murray to the N.Y. Bar from W. J. Kennedy, Jr., 1948	Box 30
Letter regarding unemployment from Alabama Department of Industrial Relations, 1946 June 1	Box 30
"Liberia Today," 1956	Box 30
Minutes from meetings of the Actuarial staff, 1957-1959	Box 30

Miscellaneous documents, 1965 and undated	Box 30
Miscellaneous NCM business, 1924, 1927, 1933, 1944-1955, 1959-1961, 1964-1966, and undated	Box 30
Physical Description: 2 folders	
Mortgage loans, 1944, 1950-1956, and undated	Box 30
National Association of Insurance Commissioners, 1949-1953	Box 31
NCM Real Estate, 1931-1953	Box 31
NIA Convention, 1966	Box 31
North Carolina state insurance laws, 1949-1950	Box 31
Other insurers' policies, 1957 and undated	Box 31
Requests for deferment to the Selective Service Draft Board, 1942-1944	Box 31
Speeches, 1950, 1953-1965	Box 31
Afro-American insurance companies, 1927-1930 and undated	Box 32
Annual reports of banking institutions owned and operated by Negroes, 1944-1960	Box 32
Board of Directors meetings binder, 1925, 1950-1964	Box 32
Correspondence between Abner Lee and "Lee," 1965 Apr. and undated	Box 32
Durham Herald clipping regarding 15th annual National Negro Insurance Association (NIA) convention, 1935 May 22	Box 32
Financial statements, banks, and savings and loan associations, Durham, 1955	Box 32

Forms committee, 1946, 1949-1953, and undated	Box 32
Mortgage loans, 1952, 1957-1959, and undated	Box 32
Miscellaneous historical papers, 1942, 1947, circa 1959	Box 32
NCM annual statements folder, 1909-1910, 1914-1915, 1918-1955, 1957-1965	Box 32
Officers' salaries from various insurance companies, 1955-1956	Box 32
Population statistics, 1943-1965 and undated	Box 32
"Records of insurance companies owned by Negroes" , 1943-1958	Box 32
Sales drives - Agents' conferences, 1919, 1923, and undated	Box 32

NCM History Project

"A Brief Outline History of the Organization, Growth, and Development of the North Carolina Mutual Life Insurance Company, 1898-1931" by Asa T. Spaulding	Box 31
"A Symbol of Progress: 1898-1966" , History of the NC Mutual Life Insurance Company, 1966	Box 31
Physical Description: 5 folders	
Biographical sketches of E.R. Merrick and Aaron McDuffie Moore, circa 1967 and undated	Box 31
Correspondence with N.J. Board of Education, 1954, 1963	Box 31
Dr. J.H. Taylor, consultant - history and correspondence, 1960-1967	Box 31

History of J.M. Avery and other NCM history
and business info, 1914, 1931, 1942-1945,
and undated Box 31

NCM "Historical Sketches" and
"Supplements" , 1930, 1935, 1939,
1944-1945, 1955, 1961, and undated Box 32

"The North Carolina Mutual Story - A
Symbol of Progress: 1899-1966" (the
founding of NC Mutual), handwritten
manuscript, 1966 Box 33

Physical Description: 9 folders

Access Restrictions:

[Some of the material found in box 33 is fragile and should be
handled with care. Contact reference archivist before using, as
material may need photocopying before use.]

History of NC Mutual:

Box 34

Biography of founders and other material
for writing NCM history, 1959 Box 34

Miscellaneous reproduced photos and
other material, 1904, 1943-1959, and
undated Box 34

Physical Description: 2 folders

Miscellaneous photos and documents
for the NC Mutual history project, 1903,
1908-1910, 1928, 1937, 1948, 1963-1965,
and undated Box 34

John Merrick biographical notes, 1932-1943
and undated Box 34

Miscellaneous photos and loose materials,
1912, circa 1950, and undated Box 34

Miss S.E. Bailey, consultant - NC Mutual
history, 1960 Box 34

Mr. W.J. Kennedy, Jr. to Mr. John A.
Spaulding, 1960-1963, 1966 Box 34

Mrs. G.P. Lipscomb - NC Mutual history
project, 1966 Box 34

NCM history and historical sketches, circa
1934, 1944, 1959, and undated Box 34

Scope and Contents

Several drafts of the NCM historical sketch is also found in Kennedy's
son's papers, in the William Kennedy III Subseries.

NCM History Committee:
1962-1970 Box 34

Illustration labels, 1969 and undated Box 34

Memos to directors, 1959-1969 Box 34

"History of other Life Companies"
correspondence file, 1959-1967 Box 34

University Press - UNC-Chapel Hill - Mr. W.J.
Kennedy, Jr., 1963-1965 Box 34

Asa T. Spaulding, 1932-1969, 1980s

Scope and Contents note

Spaulding served as President of North Carolina Mutual Life Insurance
Company from 1959-1967. This small group mainly comprises speeches
and press releases, as well as some material relating to company business.
Other material relating to Spaulding's presidency and connections with NC
Mutual can be found in the Asa T. and Elna Spaulding Papers held in the
David M. Rubenstein Rare Book & Manuscript Library.

A. T. Spaulding biographical sketches, 1933,
1937, 1956, 1961, 1968, and undated Box 32

Newspaper clippings, circa 1959 Box 32

Press release, circa 1957 Box 32

7th annual G.W. Cox Sales for NCM 60th
anniversary, 1959 Box 35

50th and 60th anniversaries, 1949,
1959-1960 Box 35

60th anniversary and miscellaneous newspapers, 1954-1961 and undated	Box 35
"A Christmas Wish" by A.T. Spaulding, undated	Box 35
"A Message" by A.T. Spaulding, 1934	Box 35
Correspondence and miscellaneous, 1963 and undated	Box 35
"Histories of Negro Insurance," 1943 and undated	Box 35
Membership certificate from National Defense Executive Reserve, 1959 July 1	Box 35
NCM publications, 1947, 1966	Box 35
N.L. Gregg retirement, 1966	Box 35
Northern Frontier Planning Committee - "Appreciation Production to President Asa T. Spaulding" , 1959	Box 35
"Partners in Business" by A.T. Spaulding, 1940	Box 35
Pay stabilization, 1951 and undated	Box 35
Progress report, 1963	Box 35
Releases and speeches, 1943, 1956, 1961-1963, 1968-1969	Box 35
"Report to the Policyholders," 1961-1968	Box 35
Physical Description: 3 folders	
"Special Reports on Major Business Problems" from Business Week, 1965	Box 35
Speeches, 1932, 1938, 1956, 1964-1967	Box 35
Physical Description: 2 folders	
The Presidents' Council of the American Institute of Management, 1965	Box 35

Youth opportunity campaign, 1965 Box 35

Addition to Office of the President Asa Spaulding, from the Spaulding Papers, 1936-1966, 1980s Box 198

Scope and Contents

Box contains an addition of items related to NC Mutual Life Insurance Company, chiefly printed material, originally located in the Asa and Elna Spaulding papers at Duke University. Items include various President's reports, speeches, and annual statement pamphlets, 1961-1980s; a group of papers and essays written by various authors on African Americans and socio-economic issues, 1966, which includes a 1966 essay by Craufurd Goodwin, Duke University economist; a few issues of the internal publication, the Whetstone; several company calendars; and print materials from the Home Office 1963 ground-breaking and 1966 dedication, occurring during President Spaulding's tenure.

Joseph W. Goodloe, 1965-1972

Scope and Contents note

Goodloe served as President from 1968-1972. Contains some material from his time as Corporate Secretary. There are very few materials present within the collection from Goodloe's tenure at NCM.

Philadelphia office 30th anniversary, 1968 Box 32

Dedication Committee for new home office - Mutual Plaza, 1965-1966 Box 32

Physical Description: 2 folders

Letter concerning employment contracts for former Unity Mutual Life Insurance Company officials, 1971 Box 35

Report to policyholders, 1971-1972 Box 35

Physical Description: 2 folders

William J. Kennedy, III, 1934-1990 and undated, (1960s-1990)

Physical Description: 7 boxes

Scope and Contents note

Kennedy, III, son of William Kennedy Jr., served as President of NC Mutual from 1972-1990. Material relates to general company business, external and internal correspondence, mergers with and reinsurance of other insurance companies, and information pertaining to other organizations

with which NC Mutual was affiliated (the contents are categorized as: company business/personnel, correspondence, other insurance companies, and other organizations).

Access Restrictions:

Access restricted. Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Company Business/Personnel

Scope and Contents note

Contains material relating to both financial and non-financial aspects of the company business, including but not limited to matters relating to personnel. Material is organized alphabetically by the size of the material. There is also one personal letter from his parents, 1958.

"Accountants' Opinion" report, 1981 Dec. 31 Box 36

Asa T. Spaulding Insurance Hall of Fame, 1984-1985 Box 36

Banquet tributes, 1978 and undated Box 36

Blank retirement "Certificate of Service," undated Box 36

Blue Cross Blue Shield stock purchase, 1986 Nov.-1987 Jan. Box 36

Board of Directors fees and committees of the Board, 1985 Mar. Box 36

Board items, 1973-1984, 1989 and undated Box 36

Construction offers, 1988 Box 36

Cost Committee: Life Office Management Association, 1954-1963 Box 36

Physical Description: 3 folders

Employee and committee info for NCM Board of Directors, 1970, 1973, 1984-1987 Box 36

Executive compensation proposals and plans, 1982-1990, 1982-1990 Box 181

Physical Description: 14 folders

Scope and Contents

Comprises planning documents addressing NCM executive compensation plans, with proposals submitted by E.F. Hutton, Hays Associates consultants, and Northwestern Mutual Life. Folders also house memos, notes and correspondence.

Executive compensation proposals and plans, 1982-1990 Box 182

Physical Description: 12 folders

Executive compensation proposals and plans, 1982-1990 Box 183

Physical Description: 2 folders in half-size box

Harvard Business Review, 1973 Box 36

Historic documents: Centennial of Durham's Stanford-Warren library, 1990; obituaries for William Kennedy Jr., 1985, and N. H. Beale, 1990 Box 36

"Historical Experience of the Reinsured Group Business," 1976 Box 36

"Historical Sketch" by W.J. Kennedy, Jr., three versions circa 1934, 1949, 1957 Box 36

Scope and Contents

This sketch was written by William Kennedy III's father, William Kennedy Jr., but was found among the son's papers. Other drafts and research materials are found in the William Kennedy Jr. Subseries.

"Introduction to Life/70, Student Guide," circa 1978 Box 36

Physical Description: 2 folders

"Introduction to Life/70, Textbook" , circa 1978 Box 37

Martin Luther King Jr. memorial program, 1985 Box 37

Merrick-Moore scholarship advertising,
press releases, clippings, 1935-1936 Box 37

Access Restrictions:

[The contents of this folder are fragile and in need of preservation.
Please contact Research Services to use this material, as material
should be photocopied before handling.]

Md. Insurance Division hearing in petition
for approval of contract and reinsurance of
Mutual Benefit Society of Baltimore, 1977 Box 37

Miscellaneous company business, circa
1970s Box 37

New South Life Insurance Company
financial statements and information,
1973-1975 Box 37

North American Insurance Company
contracts, 1980 Box 37

NCM book review Box 37

NCM building, Vierendeel trusses,
1977-1980 Box 37

NCM employee evaluation plan, 1961-1962 Box 37

NCM Employment handbook, guidelines,
and company information, undated Box 37

NCM Group Reinsurance Program report,
1982 July 28 Box 37

NCM long range planning manual - 1st
draft, 1973 Box 37

NCM "Moving to...Mutual Plaza" , 1965 Box 37

Personnel: Pre-insurance contracts,
employee benefits, 1969-1977 Box 67

Access Restrictions:

Personnel information restricted until 2047.

Personnel: Employment contracts and salary information, 1962-1973 Box 67

Physical Description: 3 folders

Access Restrictions:

Personnel information restricted until 2032-2052.

Photos - WJK III, Heritage room, undated Box 37

Report on examination of NCM, 1962, 1968, 1983, 1986 Box 37

Physical Description: 4 folders

Time capsule placement ceremony, 1963 Oct. 20 Box 37

Claim settlement practices in Virginia, 1978 Box 38

Documents relating to the reinsurance of North American Insurance Company, 1974-1980 Box 38

Insurance Certificates of Authority, 1977 Box 38

Miscellaneous company business, 1977 and undated Box 38

NCM planning notes, 1984, 1986 Box 38

Releases, agreements, and contracts for reinsurance, 1970-1975 Box 38

Various personal insurance policies and invoices for W.J. Kennedy, III, 1946, 1953-1965 Box 38

Physical Description: 3 folders

Personal letter to William Kennedy III and siblings from his mother and father, William Kennedy Jr., who were on vacation trip, 1958 Sept. 24 Box 38

Various NCM committee agendas and plans, 1988-1989 Box 38

Correspondence

Scope and Contents note

Materials include chronologically-ordered internal and external correspondence with the Office of the President under William J. Kennedy, III. Also includes various NCM memoranda.

Correspondence-External, 1973-1974,
1982-1983, 1988-1990 Box 39

Physical Description: 2 folders

Internal correspondence and memos,
1972-1974, 1978-1982 Box 39

Angry anonymous letter about morale at NC
Mutual and the habits of supervisors, circa
1980s Box 67

Access Restrictions:

Personnel information restricted until 2059.

Essence magazine correspondence for
possible investment, 1973 Box 39

Goodloe policy inquiry and correspondence,
1947-1948, 1988 Box 39

Insurance Holding Company Act, Linville
Roach, 1987-1989 Box 39

Physical Description: 2 folders

National Employers Security Trust, 1976 Box 39

Virginia Mutual, 1975 Box 39

Other Insurance Companies

Scope and Contents note

Contains material relating to annual/financial statements, contracts, and correspondence with other insurance companies that were associated with NC Mutual in terms of mergers and reinsurance.

"Annual Statement of the Southern Life
Insurance Company," 1983 Box 38

All American Assurance Company annual statements and minutes, 1974-1976 Box 38

Physical Description: 2 folders

American Citizens Life Insurance Corporation information and annual statement, 1978-1979 Box 38

Physical Description: 2 folders

Bradford's Industrial Insurance Co. annual statement and examination, 1977-1981 Box 40

Chicago Metropolitan Mutual Assurance Company: Annual statements, examinations, business records, 1965-1975, 1978 Box 40

Physical Description: 4 folders

Chicago Metropolitan Mutual Assurance Company: Merger agreement, circa 1973-1974 Box 40

Physical Description: 2 folders

Chicago Metropolitan Mutual Assurance Company: Policy samples, circa 1970s Box 40

Mammoth Insurance Company merger, 1985 Box 40

Mutual Benefit Society of Baltimore City contract information, merger, and historical sketch, 1977-1978 Box 40

Physical Description: 2 folders

NC Mutual budget statements and merger information, 1978 Box 40

Physical Description: 2 folders

New South Life Insurance Company records, 1978 Box 40

North Carolina Insurance Code and purchasing/selling of other insurance companies, 1978 Box 40

Other insurance companies annual statements, 1975-1986	Box 40
Provident Home Industrial Insurance Company merger and miscellaneous info, 1974-1975, 1981	Box 41
Physical Description: 2 folders	
Pyramid Life Insurance, 1969-1970, 1975	Box 41
Southern Aid Life Insurance annual statement, 1986	Box 41
Southern Life Insurance Company, 1977	Box 41
Union Protective Life Insurance Company business records, 1973-1975	Box 41
United Mutual Insurance Company of NY annual statement and information, 1985-1987	Box 41
Physical Description: 3 folders	
Universal Life Insurance Company of Memphis annual statement, 1979	Box 41
Various merged companies' financial information, 1975-1977	Box 41
Virginia Mutual Benefit Life Insurance Company: Annual statement, 1984	Box 41
Virginia Mutual Benefit Life Insurance Company: Acquisition, 1985-1988	Box 41
Physical Description: 2 folders	
Virginia Mutual Benefit Life Insurance Company: Other files, 1988	Box 41
Winston Mutual Life Insurance Company annual statements, 1973, 1975, 1983	Box 41

Other Organizations, 1969-1990 and undated

Scope and Contents note

Includes material relating to business meetings, memoranda, and other miscellaneous information concerning organizations outside of North

Carolina Mutual with which William J. Kennedy, III and NCM were affiliated. Material is organized alphabetically.

Access Restrictions:

Access restricted. Subseries contains some personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

American Capital Life Insurance Company,
1986-1988 Box 42

American Citizens Life Insurance portfolio
summary, 1979 Box 42

Chicago Metropolitan: Employee
information, 1969, 1972 Box 68

Access Restrictions:

Personnel information restricted until 2042.

Chicago Metropolitan: Labor union
agreement, 1970 Box 42

Chicago Metropolitan: Merger information,
contracts, 1974 Box 42

Chicago Metropolitan: Significant
financials, reports, 1973 Box 42

Citizens Security Life Insurance Co. and
American Capital Life Insurance Co., co-
insurance agreement, 1980 Box 42

Deloitte, Haskins, and Sells, 1980 Dec. 12 Box 42

NC Association of Life Insurance
Companies, 1985-1990 and undated Box 42

Physical Description: 5 folders

Opportunities Industrialization Centers,
1986-1989 Box 42

Physical Description: 2 folders

Virginia Mutual Life Insurance Co., 1988 Box 42

Winston Mutual Life Insurance Co. merger
information and finances, 1974, 1977, 1984

Box 42

Bert Collins, 1943-2002 and undated, (1970s-1994)

Physical Description: 23 boxes

Scope and Contents note

Collins served as the President of NC Mutual from 1990-2003. Prior to his role as president, Collins served as an Executive Vice President for the company. Includes documents dating from when he first joined the company in the 1970s through until near the end of his tenure as president, with the majority of the material dating from 1985-1994. The contents are organized into four categories: budget/finance, company business/personnel, correspondence, and other organizations. Some personnel records were removed to Personnel Subseries. Arranged in rough alphabetical order or in original order as received. There are many records pertaining to Collins's affiliation with North Carolina Central University.

Access Restrictions:

Access note. Files in the Office of the President Subseries are restricted for 25 years from the last year of each presidency. Permission to access these records must be granted by NC Mutual in writing prior to use.

Access restricted. Subseries contains personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Access restricted. Some materials include student records. In accordance with the Family Education Rights and Privacy Act of 1974 as amended, Duke University permits students to inspect their education records and limits the disclosure of personally identifiable information from education records. Contact Research Services for more information.

Budget and Finance, 1971-1995

Scope and Contents

Contains material relating to financial aspects of NCM company business. Examples include company audits, budgets, financial reports, bills for service and pension account reports. Organized alphabetically by folder title.

Budgets (proposed), 1988, 1990

Box 43

Business plans and budgets, Insurance OPS, 1990	Box 43
Check requisitions, bills for service, receipts ledger entries, 1990-1994	Box 43
Physical Description: 4 folders	
Claims, 1988-1990	Box 43
Comparative Statement of Budget and Actual Income and Disbursements for 1991 Sept. 30	Box 43
Corporate business plan, 1988 Nov. 16	Box 43
Custom transaction listings, 1990 July-Nov., 1992 Aug. 13	Box 66
Physical Description: 2 folders	
Employee Pension Account reports, 1987	Box 43
First Capital Life payments, 1986-1989	Box 43
First Capital Life and E.F. Hutton business records (financial), 1986-1991	Box 43
Group Reinsurance Contingency Reserves, 1990	Box 66
Internal audit, budget, reports, clearing checks, general finance, 1986-1992	Box 43
Physical Description: 5 folders	
Internal audit, budget, reports, clearing checks, 1992-1994	Box 44
Physical Description: 2 folders	
Mechanic and Farmer's Bank statement, 1971-1972	Box 44
Premium income by week, 1990	Box 66
Ostine Swan - Review Audit Plan, 1995	Box 44
PW Trust Company, 1994	Box 44

Company business/Personnel, 1943-1997, (1968-1997)

Scope and Contents note

Contains material relating to non-financial aspects of the company business, including but not limited to matters relating to personnel. Documents are organized alphabetically. Non-NCM printed material is located in the "N" section and includes material such as various business articles, the Durham Rotary Bulletin, and photocopies of newspaper clippings. Similar material can be found in the Printed Material Series.

Access Restrictions:

Access restricted. Some materials include student records. In accordance with the Family Education Rights and Privacy Act of 1974 as amended, Duke University permits students to inspect their education records and limits the disclosure of personally identifiable information from education records. Contact Research Services for more information.

Access restricted. Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

20th anniversary of Mutual Plaza, 1968-1988	Box 45
Ad hoc committee to study use of Home Office facilities, 1976	Box 45
A.J. Rivers retirement, 1990	Box 45
Asa T. Spaulding Insurance Hall of Fame candidacy information, 1943-1953, 1961-1971, 1990-1991	Box 45
Bachrach Studio - Presidential photo, 1991	Box 45
Board meeting, 1985	Box 66
Physical Description: 3 folders	
Claims, 1988-1990	Box 45
Collins, Bar exam records, 1970	Box 67

Box 68

Physical Description: 2 folders

Access Restrictions:

FERPA information restricted until approximately 2045.

Collins promotion congrats and clippings,
1987

Box 45

Collins speeches and remarks, 1991

Box 45

Compensation Task Force, 1987

Box 45

Complaints, 1988-1992

Box 68

Access Restrictions:

Personnel information restricted until 2062.

Conflict of Interest forms, 1994

Box 45

Control Environment questionnaire,
undated

Box 45

Copies of memos to Board of Directors,
1980-1983

Box 45

Data Processing Project 4, 1987 Mar.

Box 45

Data Processing Task Force, 1989 May-July

Box 45

"Directions and Goals: Field Operations,"
1984

Box 45

Disaster Plans - letters, 1973

Box 45

District mergers, 1988

Box 45

Dr. Charles Watts, 1987

Box 45

Duties of the System Coordinator, undated

Box 45

Electronic data systems, 1989-1990

Box 45

Employee Agreements, 1974-1988

Box 66

Employee and Management evaluation, analysis, and improvement, 1985	Box 45
Physical Description: 9 of 13 folders	
Employee and Management evaluation, analysis, and improvement, 1985	Box 46
Physical Description: 4 of 13 folders	
Employee Group Health Plan, 1984-1988	Box 66
Employee personal computers, 1985-1987, undated	Box 46
Employee performance manuals and blank evaluation forms, circa 1980s	Box 46
Environmental Task Force, 1989 May-July	Box 46
Equipment lease file, et al., 1985-1986	Box 66
Field Committee, 1986-1987	Box 46
Physical Description: 2 folders	
Field Accounting System, 1982-1990	Box 46
Physical Description: 5 folders	
Founders' Day, 1987	Box 46
Furniture and fixtures, 1984-1989, undated	Box 46
Goodloe policy, Parrish policy, 1990	Box 46
Hay Management Consultants report and recommendations for Incentive Program, 1985 Nov.	Box 46
Historical documents, 1989	Box 47
Home Office appointments, 1990-1993	Box 47

Access Restrictions:

[Removed to Personnel Subseries.]

John Tyler Caldwell Award for Humanities Program (Honoree: John Hope Franklin), 1991	Box 47
Management Development program, 1985-1986	Box 47
Map of Lake Boone Trail property near Raleigh, generic workflow, and underwriting department spreadsheet (unrelated documents), 1990s	Box 66
Memorex maintenance agreement, 1985	Box 47
Merger of Mutual Community Savings Bank with Greensboro National Bank, 1994	Box 47
Miscellaneous company business, 1989-1994	Box 47
Physical Description: 5 folders	
NCM business plans for 1989-1992, 1989	Box 47
NCM Life Communications sale of Williamsburg, Va. radio stations, 1985	Box 47
NC Mutual Re-engineering project, 1994	Box 47
NCM website print-outs, 1997 September 23	Box 48
Non-NCM printed material: "Performance Appraisals that Measure Up" , 1985	Box 48
Non-NCM printed material: United Nations Biography: "Joseph Nanven Garba (Nigeria)" , circa 1989	Box 48
Non-NCM printed material, 1989-1994	Box 48
Physical Description: 5 folders	
Office maps, 1986 and undated	Box 48
Photograph in black-and-white of five men in business suits, including Bert Collins, circa early 1980s	Box 48

Personnel: 12th floor, 1988 Box 68

Access Restrictions:

Personnel information restricted until 2058.

Personnel: Absenteeism and tardiness
policy, 1986 Box 48

Personnel: Changes in assignment and
promotion, 1979-1989 and undated Box 68

Access Restrictions:

Personnel information restricted until 2059.

Personnel: C. P., application packet for NCM
finance manager, 1990 Box 68

Access Restrictions:

Personnel information restricted until 2060.

Personnel: J. A. cv, applicant for Board of
Trustee position, circa 1999 Box 68

Access Restrictions:

Personnel information restricted until circa 2069.

Personnel: Letters of recommendation,
1974-1990 and undated Box 68

Access Restrictions:

Personnel information restricted until 2060.

Personnel: Memo on field terminations,
1999 March 29 Box 68

Access Restrictions:

Personnel information restricted until 2069.

Personnel: Org charts and personnel
listings, 1990 and undated Box 48

Personnel: Pension fund manager, 1990 Box 68

Access Restrictions:

Personnel information restricted until 2060.	
Personnel: Pension investment, 1986-1988	Box 68
Access Restrictions: Personnel information restricted until 2058	
Personnel: Pension Retirement Plan Committee, appointments and resignations, 1991	Box 68
Access Restrictions: Personnel information restricted until 2061.	
Personnel: Pensions and retirement, 1986	Box 68
Access Restrictions: Personnel information restricted until 2056.	
Personnel matters, 1988-1994	Box 68
Physical Description: 6 folders	
Access Restrictions: Personnel information restricted until 2064.	
Personnel: Reference letters for M. C., 1991 September-October	Box 68
Access Restrictions: Personnel information restricted until 2061.	
Personnel: Resolutions and tributes upon the passing of Asa T. Spaulding, 1990-1991	Box 48
Scope and Contents Large file of correspondence, announcements, tributes, and obituaries for Asa T. Spaulding, Sr., who passed away in September 1990. Includes an announcement to staff, a funeral service program, and a long typewritten tribute by John Hope Franklin which he read at the service.	
Personnel: Salary policy and examination, 1986	Box 68

Access Restrictions:

Personnel information restricted until 2056

Personnel: Sexual harassment policy guidelines for NCM and anonymously filled-out questionnaire, circa 1980s Box 48

Personnel: Suggestion plan, 1985-1990 and undated Box 68

Access Restrictions:

Personnel information restricted until 2060.

Personnel: Thelma J. Smith, President and Chief Executive Officer, Illinois/Service Federal Savings and Loan Association, curriculum vitae (cv), 1989 Box 68

Access Restrictions:

Personnel information restricted until 2059.

Planning, 1989 Box 48

Planning documents and reports: staffing plans, Underwriting and Actuarial Depts., Human Resources, 1980s-1990s Box 48-A

Policy approval material, 1983-1989 and undated Box 48

Press release from Office of President on NCM finances for the fiscal year, 1988 December 31 Box 48

Program to conserve NAIC business, 1980 Box 48

Profitability Task Force: NC Mutual annual statement, 1982 Box 49

Profitability Task Force: Minutes and agenda, 1983-1984 Box 49

Physical Description: 2 folders

Profitability Task Force Studies: Agency, 1983-1984	Box 49
Physical Description: 2 folders	
Profitability Task Force Studies: Controller and others, 1983	Box 49
Profitability Task Force Studies: Correspondence, 1983	Box 49
Profitability Task Force Studies: Direct group, 1983	Box 49
Profitability Task Force Studies: Executive Committee recommendations, 1983	Box 49
Profitability Task Force Studies: Financial data, 1983	Box 49
Profitability Task Force Studies: Hospitalization - Employee benefits, 1983	Box 49
Profitability Task Force Studies: Re-insurance and EDP, 1983	Box 49
Reports to policyholders, 1972 March, 1985 March	Box 48
Retirement and Welfare Plan summary annual reports, 1988-1989	Box 48
Revoked CPA license for Bert Collins (one form, declaring lost CPA certificate), 1983	Box 48
Rolling Hills [Durham property] - Offer to purchase and contract, 1990	Box 66
Retirement plans: Great West Life payments, 1989-1991, Capital Life documents, executive compensation, 1989	Box 48-A
Salary study, 1970, 1977, 1984	Box 66
Speeches file, general, 1990-1991 and undated	Box 50

Speeches: District offices, 1975, 1980-1990 and undated	Box 50
Physical Description: 2 folders	
Speeches: Dr. Donna Benson, introduction, 1992	Box 50
Speeches: Durham Business and Professional Chain banquet - Kenneth Chenault , 1991	Box 50
Speeches: Durham Business and Professional Chain banquet - Tony Brown, 1992	Box 50
Speeches: Founders Day opening speech, Kenneth Chenault, 1997	Box 50
Speeches: Goldsboro district home office visit, 1992 June 25	Box 50
Speeches: Good Idea [campaign] speech material, 1990s	Box 50
Speeches: Greetings [drafts] file, 1991	Box 50
Speeches: Impact of violence on the business community, 1990s	Box 50
Speeches: Introduction for Dr. Anderson, "Black Labor, White Wealth," 1994	Box 50
Speeches: Healthcare, 1992 November 18	Box 50
Speeches: Life/70 training, 1992 June 19	Box 50
Speeches: Mel Watt introduction, 1993 Aug. 1	Box 50
Speeches: Miscellaneous material for speeches, 1991-1998	Box 50
Speeches: Policyholders meeting, 1994 March 23	Box 50
Speeches: Receptions, 1990-1991	Box 50

Speeches: Ron Brown, US Commerce
Secretary, welcome

Box 50

Scope and Contents

This program file for the DURham Business and Profession Chain group held at NCM in September 1994 seems to be related to a Democratic Party campaign for Al Gore, with "whistle" stops in Raleigh. Includes campaign invitation with itinerary, drafts of welcome speech, Ron Brown bio, and a guest list.

Sayre and Sayre, 1989

Box 51

Southwood Landscaping contract, 1982

Box 51

Suggestion Committee, Good Idea
campaign, 1991

Box 51

Survey results: Environmental Concerns
Task Force [work environment], 1988

Box 51

Scope and Contents

Includes results and data from a group of internal surveys conducted by the Environmental Concerns Task Force about work conditions: Home office employees; "Industrial"; sales agents; Managers Advisory Council; and others.

Survey of mutual life insurance companies,
1986

Box 50

Team Leader Task Force folders, 1988

Box 50

Physical Description: Folders 1-3 of 14

Team Leader Task Force folders, 1988

Box 51

Physical Description: Folders 4-14 of 14

Telecommunications resources and planning
materials, 1983-1986

Box 51

These Same Long Bones book signing and
reception outreach materials for Gwendolyn
Parker, grand-daughter of Aaron Moore (co-
founder of NMC), at NCM in Durham, 1994

Box 51

Today's mail, 1993 Feb. 9

Box 51

Whetstone Editorial Board, 1988

Box 66

Correspondence, 1978-2000

Correspondence, external, 1978-1990 Box 51

Physical Description: 2 folders

Scope and Contents note

Materials include chronologically-ordered external correspondence with the Office of the President and the Office of the Executive Vice President under Bert Collins. Also includes North Carolina Mutual committees' meeting minutes and information, and NCM memoranda.

Correspondence, external, 1990-1999 Box 52

Physical Description: 9 folders

Scope and Contents

Materials include chronologically-ordered external correspondence with the Office of the President and the Office of the Executive Vice President under Bert Collins. Also includes North Carolina Mutual committees' meeting minutes and information, and NCM memoranda.

Correspondence: General solicitations,
1989-1991 Box 52

Physical Description: 3 folders

Correspondence: General solicitations,
1992-1994 Box 53

Physical Description: 7 folders

Correspondence and memos: NCM Board of
Directors meeting, 1989 May 24 Box 53

Physical Description: 2 folders

Correspondence and memos: NCM Board of
Directors meeting, 1989 July 26 Box 53

Physical Description: Folder 1 of 2

Correspondence and memos: NCM Board of
Directors meeting, 1989 July 26 Box 54

Physical Description: Folder 2 of 2

Correspondence: Internal meetings and
memos, 1989-1994 Box 54

Physical Description: 4 folders

Correspondence, internal, 1989-1994 Box 54

Scope and Contents

Includes a folder with letters to district managers.

Other correspondence: Attorney Charles McClain, 1994 Box 54

Other Correspondence: Black Directory information and business plan, 1990-1992 Box 54

Other Correspondence: Black Enterprise, 1993 March-April Box 54

Other Correspondence: Attorney Charles Ray re: [Fannie Mae Delegated Underwriting and Servicing] proposal, 1994 Box 54

Other Correspondence: Attorney for NCM Charles Francis re: legal case, 1997 Box 54

Other Correspondence: C.C. Spaulding papers - Duke Library, 1999-2000 Box 54

Other Correspondence: Department of Insurance - various states, 1990-1994 Box 54

Other Correspondence: Dollars and Sense, 1993 January issue Box 54

Other Correspondence: Draft letter to A.M. Best Co. from Bert Collins, 2002 Box 54

Other Correspondence: EEOC Notice of Charge of Discrimination, 1989 Box 55

Access Restrictions:

[Removed to Personnel Subseries.]

Other Correspondence: Government departments and agencies, 1989-1994 Box 55

Physical Description: 2 folders

Other Correspondence: Motivational sales letters, 1993 Box 55

Other Correspondence: Shaw University
campaign, 1992 Box 55

Other Correspondence: The Continuum
Co., Life/70 insurance systems proposal,
1982-1989 Box 55

Other Correspondence: Tillinghast
[Management Consultants and Actuaries],
1989-1990 Box 55

Other Correspondence: Legal size
correspondence and memos, 1990-1991 Box 66

Scope and Contents

Includes a folder of congratulatory letters and certificate on the
100th anniversary of North Carolina Mutual Life.

Other Organizations:

Scope and Contents note

Contains files with business meeting notes, memoranda, retreat
information, and other papers concerning organizations outside of NCM
with which Bert Collins and NCM were affiliated. Connections to these
organizations range from philanthropical donations to holding a seat on
a Board of Executives. Material is organized alphabetically.

General Files

Air Atlanta, 1986-1987 Box 56

American Citizens Life Insurance
Corporation, 1985 November 12,
1988-1990, 1994 Box 56

Physical Description: 2 folders

American Citizens Life Insurance
Corporation: Board of Directors
meeting, annual stockholders meeting
announcement, 1991 April Box 56

American Citizens Life Insurance
Corporation: various documents,
1987-1988 Box 66

American Council of Life Insurance: Life Insurance Company Quality Efforts survey, 1992	Box 56
American Council of Life Insurance: Proposed regulation, 1990	Box 56
Physical Description: Folder 1-5 of 7	
Boys and Girls Club, 1987-1991	Box 56
Physical Description: 1-2 of 4 folders	
Boys and Girls Club, 1987-1991	Box 56
Physical Description: 3-4 of 4 folders	
Boys and Girls Club: National Council Annual meeting, 1991	Box 56
Boys and Girls Club regional meeting, 1994 April 19	Box 56
CLG, Inc. [equipment leasing and sales], 1985-1987	Box 56
Deloitte and Touche [re: proposed field accounting system improvements], 1984-1990	Box 56
Physical Description: 2 folders	
Duke Hypertension Center: Community Advisory Board, 1994 June 25	Box 56
Duke University Fuqua School of Business, Business Advisory Board correspondence and memos, 1987-1989	Box 56
Physical Description: 2 folders	
Ernst and Young (Ernst and Whinney) [consultants], 1983-1990	Box 57
Physical Description: 2 folders	
External meetings, symposiums, and retreats, 1990-1992	Box 57
Physical Description: 2 folders	

External memos, reports, conferences, and
correspondence, 1989-1993 Box 57

Physical Description: 8 folders

Scope and Contents

A mix of correspondence, memos, and printed material such as invitations, conference announcements and packets, and publicity, gathered by Bert Collins's office into these eight folders.

External memos, reports, conferences, and
correspondence, 1992-1999 Box 58

Physical Description: 8 folders

Greater Triangle Community Foundation:
1991 Box 58

Physical Description: 2 folders

Greater Triangle Community Foundation:
Board of Directors, 1991 Box 59

Greater Triangle Community Foundation:
Finance Committee meeting, 1991 Nov. 7 Box 59

Physical Description: 2 folders

Greater Triangle Community Foundation:
Finance Committee minutes, 1991 Box 59

Guardsmen, 1994 Box 59

Insurance Achievement - John Allen,
1987-1989 Box 59

Physical Description: 2 folders

Access Restrictions:

[Five audiocassettes removed to Recordings Series.]

J. Brown, Pro Care Insurance Services,
Inc., 1994 Box 59

Leadership Training Institute and Civil
Rights Reunion, First Annual meeting at
NCCU, Durham, 1990 August 15-19 Box 59

Scope and Contents

Sponsored by the NC Center for the Study of Black History Voices of New Orleans. Includes complete agenda, publicity, guide to Durham. Panelists and speakers included: Floyd McKissick, Sr., Rudy Lombard (Voices of New Orleans Movement), James Farmer, Ben Chavis, C. Eric Lincoln, Julian Bond, Susan Perry, Karen Hayes, Mab Segrest, Rev. Paul Andrew Jackson, Rev. Jim Lewis, H.Rap Brown, Hollis Watkins, Na'im Akbar, and June Johnson.

Legislative and Judicial Salary Study Commission report, 1990	Box 59
Life Insurers Conference (LIC) Board meeting, Chicago, 1994 September 24-25	Box 59
Major Campaign Review Board, 1991	Box 59
Mechanics and Farmers Bank correspondence and reports, 1995-1998	Box 59
Mutual Savings and Loan, 1988-1992 and undated	Box 66
National Insurance Association (NIA) speaker Dennis Archer [Mayor of Detroit] correspondence, bio, and publicity photograph, 1994-1995	Box 59
North Carolina Business Council, 1991	Box 59
North Carolina Center for Nonprofits, 1994	Box 59
North Carolina Airports Association annual meetings, 1991	Box 60
North Carolina Amateur Sports Board of Directors, 1987-1991	Box 60

NCM Capital

Acquisition, 1991	Box 60
Physical Description: 5 folders	
Attorney's fees, 1991	Box 60

Harper, Wiggins, and Co. Accountants proposal to serve, 1990	Box 60
Information regarding purchase, 1991	Box 60
Items due from lease, 1991	Box 60
Management Group business records and information, 1988-1991	Box 60
Physical Description: Folders 1-2 of 3	
Management Group business records and information, 1988-1991	Box 60
Physical Description: Folder 3 of 3	
By-laws, 1991	Box 61
Compensation data, 1991	Box 61
NCM Capital, 1991	Box 61
Corporate meetings, 1990	Box 61
Information, 1990-1991	Box 61
Physical Description: 2 folders	
Information packets, circa 1988	Box 61
Executive Committee meeting, 1991	Box 61
NCM Board resolutions, 1991	Box 61
Note purchases, 1991	Box 61
Quarterly report, 1990	Box 61
Stock and notes, audit info request, 1986-1991	Box 61
United Asset Management annual report, 1990	Box 61

North Carolina Central University

Academic Affairs annual report, 1990-1991	Box 62
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Board of Trustees, 1988-1994	Box 62
Physical Description: 7 folders	
Board of Trustees agendas and meetings, 1990	Box 62
Board of Trustees info, 1989-1990	Box 62
Board of Trustees information for Collins, 1990	Box 62
Physical Description: Folders 1-2 of 3	
Board of Trustees information for Collins, 1990	Box 63
Physical Description: Folder 3 of 3	
Budget info and case study for the Board of Trustees, 1990	Box 63
Business Associates Program, 1988-1990	Box 63
DeJarmon, 1992 Apr.	Box 63
Miscellaneous, 1987-1991	Box 63
Physical Description: 2 folders	
NCCU Foundation, 1983	Box 63
Physical Description: 5 folders	
NCCU Foundation report, 1991 Apr. 12	Box 63
Open House, 1992	Box 63
Printed Material - "Feasibility Study" , 1984	Box 64
Printed Material - "NCCU Catalog, 1988-1990"	Box 64
Records from "The University of North Carolina - the 1989 Conference on Trusteeship"	Box 64

Records from UNC Board of Governors,
1989-1991 Box 64

Physical Description: 2 folders

School of Law - Board of Visitors,
1975-1990 Box 64

Physical Description: 2 folders

Search Committee, 1991 Box 64

Trustee Collins, 1991 Apr. Box 64

UNC Board of Governors, 1993 Box 64

UNC-CH campus visitation, 1994 Oct. 14 Box 64

Raison D'Etire Club, 1970-1972 Box 65

Raleigh Durham Airport, 1990 Box 65

Richard Genz - Z. Smith Reynolds
Foundation, 1992-1993 Box 65

Total Quality Education, 1994 Box 65

UDI/CDC Board meeting, 1994 Sept. 28 Box 65

United Way of Greater Durham Loaned
Executive Training, 1992 Aug. 17 Box 65

Wachovia Board meeting, 1994 Apr. 15 Box 65

Who's Who in America, 1992-1994, 1999 Box 65

Office of the President Oversize Material

Access Restrictions:

Access note. Files in the Office of the President Subseries are restricted for 25 years from the last year of each presidency. Permission to access these records must be granted by NC Mutual in writing prior to use.

Annual statement and clippings, 1965, 1988 Box OV1

Physical Description: box size: 22x30 inches

New York Life Insurance Company annual statement, 1959	Box OV2
Physical Description: box size: 20x24 inches	
Clippings, 1959	Box OV2
Physical Description: box size: 20x24 inches	
Clippings, 1987-1989	Box OV2
Physical Description: box size: 20x24 inches	
Clippings, 1994	Box OV2
Physical Description: 2 folders ; box size: 20x24 inches	
"Life/70 Proposal," 1979 Jan. 3	Box OV2
Physical Description: box size: 20x24 inches	
Retiree information, floor plan markups, 1970, circa 1990	Box OV4
Physical Description: box size: 16x20 inches	
Access Restrictions:	
[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]	
Fifty leading industrial life companies, 1952	Box OV8
Physical Description: box size: 14x18 inches	
Financial statement, casualty statements and reports, 1931, 1961-1965	Box OV8
Physical Description: box size: 14x18 inches	
Employer year end reports, 1971-1972	Box OV8
Physical Description: box size: 14x18 inches	
Asa T. Spaulding clipping, 1990	Box OV8
Physical Description: box size: 14x18 inches	
Floor plans, 1986	Box OV8
Physical Description: box size: 14x18 inches	
FAS master schedule, circa 1992	Box OV8
Physical Description: box size: 14x18 inches	

The Independent, 1999 Feb. 10-16 Box OV8

Physical Description: box size: 14x18 inches

Processing Information:

[Removed from "Annual Policyholders' Meeting: 1991-1998" folder.]

Newspaper clippings, 1990-1991 Box OV8

Physical Description: box size: 14x18 inches

Processing Information:

[Removed from "Speeches: District offices, 1990" folder.]

Carpet layout, 1987 Box OV10

Physical Description: box size: 24x36 inches

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

Merrick-Moore Scholarship clippings,
1935-1936 Box OV38

Physical Description: box size: 21x25 inches

1982 net incomes by state and "Analysis of
operations by lines of business," 1982 Box OV38

Physical Description: box size: 21x25 inches

Processing Information:

[Removed from "Profitability Studies" .]

"Salute to our president / two weeks
performance / Washington District," poster
board, before 1950? Oversize-folder 9

Physical Description: Measures approximately 19 x 14 7/8 inches.

Scope and Contents

Hand-lettered sign; board is fragile, handle with care.

Includes a list of sales figures for top-producing sales agents in the Washington District.

Personnel Files, 1950s-1990s

Scope and Contents note

Files on employees of NC Mutual originally located in the Office of the President Subseries, chiefly created from the 1950s through the 1990s.

Access Restrictions:

Access restricted. Series contains student records. In accordance with the Family Education Rights and Privacy Act of 1974 as amended, Duke University permits students to inspect their education records and limits the disclosure of personally identifiable information from education records. Contact Research Services for more information.

Some materials are personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Continuing education records with grades,
1987

Box 67

Access Restrictions:

FERPA information restricted until approximately 2057.

L. P. case, 1963-1972

Box 67

Physical Description: 4 folders

Access Restrictions:

Personnel information restricted until 2042.

Personnel evaluations, 1962

Box 67

Access Restrictions:

Personnel information restricted until 2032.

Salaries information, Great Lakes, NCM, 1970,
1975

Box 67

Salaries listings, pensions, and some resumes,
1986

Box 67

Access Restrictions:

Personnel information restricted until 2056.

Special early retirement package, 1988

Box 67

Access Restrictions:

Personnel information restricted until 2058.

Public Relations, 1911-2008 and undated

Physical Description: 13 boxes and oversize containers

Scope and Contents note

Material in files chiefly documents activities such as advertising, publications and printing, and community relations projects undertaken by North Carolina Mutual. The Photographic Material Series also houses an extensive collections of images used by the Public Relations Department in publications such as The Whetstone.

Access Restrictions:

Box 70 contains some fragile material that is in need of preservation. Please contact Research Services to use this material, as contents may need to be photocopied before being handled.

Subseries contains personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Advertising and Promotions, 1911-1998 and undated

Scope and Contents note

The bulk of the material dates from the 1980s and consists of bids, invoices, contracts, shipping lists, and correspondence regarding advertising in specific periodicals, radio stations, and television stations. Also included are memos, drafts, sketches, and research regarding advertising strategy, specific advertisements, and promotional events. This subseries also contains clippings, sample ads, and promotional materials, such as calendars and pamphlets, and photographic plates of group shots and advertisements. Other promotional items are housed and described in the Memorabilia and Artifacts Series.

Advertising and promotions files

Box 69, 69A, 69B

Physical Description: 58 folders

Processing Information:

[Some items removed to Oversize Material.]

Community Relations, 1932-2008 and undated

Scope and Contents note

Documents NCM's various programs and activities related to community outreach through scholarship support, mentoring programs for youth, and

community health programs such as anti-smoking campaigns. Materials consist of event programs, pamphlets, clippings, speeches, photographs, certificates, and leaflets. A substantial portion of the materials are related to the Merrick-Moore Scholarship in the 1930s, including lists of colleges and students, bills, receipts, and correspondence from awardees. Also of note are materials related to the Avery Boys' Club, including a binder belonging to W.J. Kennedy, Jr. Other programs and events are related to the United Negro College Fund, NCCU, the Boy Scouts, Greater Durham Arts Fund, a letter from President Reagan, the 1943 launch of the S.S. Merrick, and Founders' Day celebrations.

Community Relations files

Box 69B, 70, 70A

Physical Description: 53 folders

Processing Information:

[Some items removed to Oversize Material.]

Access Restrictions:

[Box 70 contains some fragile material that is in need of preservation. Please contact Research Services to use this material, as contents may need to be photocopied before being handled.]

Merrick-Moore Memorial Scholarship Fund
ledger, 1935-1942

Box 187

Scope and Contents

Bound volume of financial transactions.

Merrick-Moore Scholarship college grade
transcripts, 1932-1941

Box 66

Access Restrictions:

FERPA restriction time limit expired; now open for research.

Financial Statements, 1966-1968, 1985-1986

Scope and Contents note

Contains financial reports, annual reports to policyholders, budget statements, advertising expenditures, and periodicals.

Financial statements files

Box 70A, 70B

Physical Description: 13 folders

Heritage Room, 1975-1983 and undated

Scope and Contents note

Contains correspondence, clippings, layout plans, and photographs related to the creation of NCM's Heritage Room, a large exhibit on company history.

Heritage Room files

Box 70B

Physical Description: 3 folders

Historical Files, 1927-2008

Scope and Contents note

The bulk of the material is related to specific events, such as annual meetings, the ground-breaking ceremony in 1963, and the celebration of NCM's 85th anniversary, centennial, material for tribute honoring Dr. William and Stella Cleland, script material for television episode regarding N.C. Mutual and John Merrick, and various Founders' Days. Materials consist of slides, photographs, clippings, correspondence, programs, print materials, memos, and other planning documents. Also included are historic NCM policies and certificates.

Historical files

Box 70B, 71

Physical Description: 20 folders

Processing Information:

[Some items removed to Oversize Material. CD-Rom removed to Digital Materials. Electronic files have been migrated to a library server. To request access, please contact Research Services before coming to use this collection.]

Other Correspondence, 1973-1996

Scope and Contents note

Files of mixed correspondence concerning the Public Relations Department. The bulk of the files date from 1984-1986. Materials also include solicitations, brochures, and subscription forms. Topics include radio and television stations, interview requests, A.T. Spaulding, Ben Ruffin, and W.J. Kennedy, Jr.

Correspondence files

Box 72

Box 73

Physical Description: 35 folders

Other Files, 1984-1986 and undated

Scope and Contents note

Additional materials created by the Public Relations Department that do not fit in above categories. Topics include office contests, employee benefits, taxation, the donations committee, smoking cessation program files, the new products committee, the lyrics to the company song, and the history of African Methodism. Materials include phone messages, personnel forms, notes, agenda, minutes, memoranda, brochures, correspondence, an architecture showcase book, a drawing of a house, information collected regarding Hispanics, and a memoir about life insurance.

Other Public Relations files

Box 73, 74, 75

Physical Description: 38 folders

Personnel, 1933-2004

Scope and Contents note

Files open to research access contain company publicity regarding personnel, including, but not limited to, obituaries, biographies, a list of employee birthdays, and other announcements. Among those profiled are Asa T. Spaulding, C.C. Spaulding, Jr., William Henry Harvey, W.E. Williams, W.E. Coleman, W.D. Hill, J.L. Wheeler, W. Lionel Cook, and Fred R. Moore.

Several folders are related to the retirement and death of William Kennedy, Jr., and contain many photographs alongside paper materials. Folders profiling women associated with NCM contain copies of *The Whetstone* and photographs from the 2000s.

Personnel folders with personally identifiable information or data have been separately housed and are restricted; see individual entries for details.

Access Restrictions:

Access restricted. Subseries contains personnel records. Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Personnel files, 1933-2004

Box 75

Physical Description: 18 folders

Access Restrictions:

Access note. Electronic records may need to be reformatted. Access copies of electronic records require special equipment. Contact Research Services for access.

Access note. Subseries contains fragile audiovisual/photographic formats that may need to be reformatted before use. CD-R removed to Digital Media Series. Contact Research Services for access.

Scope and Contents

This group of 18 folders of personnel materials are open to research; items with personally-identifiable information have been separately housed and are restricted. Any personally-identifiable information in the collection is restricted until 70 years after creation of records.

Personnel matters, 1980-1986, 1980-1986 Box 68

Access Restrictions:

Personnel information restricted until 2056.

Managers' and officers' information, 1982
and undated, 1982 and undated Box 68

Access Restrictions:

Personnel information restricted until 2052.

File on W. U., 1977-1986 Box 68

Access Restrictions:

Personnel information restricted until 2056.

Press Coverage and Press Releases, 1938-2004

Scope and Contents note

Contains press releases put out by the Public Relations Department and clippings, photocopies, and reprints of articles about NCM and its staff, including entire issues of several mass market magazines.

Press coverage and press releases files Box 75, 76

Physical Description: 24 folders

Processing Information:

[Some items removed to Oversize Material.]

Production and Publications, 1931-1986

Scope and Contents note

Contains copies of The Review, pages from The Whetstone, ad layouts, proofs, photos, correspondence, notes, memos, and other files relating to Public Relations publishing and printing workflows.

Production and publications files

Box 76

Physical Description: 15 folders

Speeches, 1953-1973

Scope and Contents note

Contains copies of speeches, press releases, and interviews with Presidents William J. Kennedy, Jr., J.L. Goodloe, and Asa T. Spaulding. Also includes speeches by various public figures at the home office dedication in 1966.

Speeches files

Box 76, 77

Physical Description: 10 folders

Public Relations Oversize Material

Calendar, circa 1940

Box OV1

Physical Description: box size: 22x30 inches

Calendar art, "A Penny Short" , NC Mutual presidents, painting of building, undated

Box OV1

Physical Description: box size: 22x30 inches

Sell-E-Bration poster, 1962 July-Aug.

Box OV1

Physical Description: box size: 22x30 inches

Advertisements, mounted on foamcore, after 1990

Box OV52

Physical Description: box size: 24x30 inches; 2 items

Scope and Contents

Two large panels mounted on foamcore: "Building your family's future" (color image of African American family of four), and "Employee benefits provider," benefits lists in large black-and-white text.

NC Mutual advertisement panel, after 1990

Box OV52

Physical Description: box size: 24x30 inches

Scope and Contents

Large panel mounted on foamcore board with prop on back: "Building your family's future" (color image of African American man with child riding on shoulders), copy 1

NC Mutual advertisement panel, after 1990 Box OV52

Physical Description: box size: 24x30 inches

Scope and Contents

Large panel mounted on foamcore board with prop on back: "Building your family's future" (color image of African American man with child riding on shoulders), copy 2

Advertisements, undated Box OV4

Physical Description: box size: 16x20 inches

Advertising sketch by Nash, undated Box OV9

Physical Description: box size: 11x14 inches

Calendars, 1968-2008 Box OV10

Physical Description: box size: 24x36 inches; 2 folders

Calendars, 1930-1939, 1968-1976 Box OV11

Physical Description: box size: 20x24 inches

Calendars, 1977-1984, 1990 Box OV11

Physical Description: box size: 20x24 inches

Posters, calendars, art, 1946-1999 Box OV11

Physical Description: box size: 20x24 inches

Advertisements in newspapers and ads for agents, 1962-1977 Box OV12

Physical Description: box size: 20x24 inches

Asa T. Spaulding clippings, 1956-1972 Box OV12

Physical Description: box size: 20x24 inches

Budgets, 1984-1986 Box OV12

Physical Description: box size: 20x24 inches

Clippings, 1950-1991 Box OV12

Physical Description: 3 folders ; box size: 20x24 inches

Programs, advertisements, clippings, 1927-1982	Box OV12
Physical Description: box size: 20x24 inches	
Ad ideas and planning, 1972-1982 and undated	Box OV12
Physical Description: box size: 20x24 inches	
Advertisements and proofs, 1962-1968	Box OV13
Physical Description: box size: 14x18 inches; 2 folders	
Durham Arts Council classes, 1986	Box OV13
Physical Description: box size: 14x18 inches	
NCCU presidential inauguration, 1968	Box OV13
Physical Description: box size: 14x18 inches	
Brown and Bigelow calendar enclosure, 1960	Box OV13
Physical Description: box size: 14x18 inches	
NIA 50th anniversary, 1970	Box OV13
Physical Description: box size: 14x18 inches	
Newspapers and clippings, 1983-1986	Box OV13
Physical Description: box size: 14x18 inches; 4 folders	
The Whetstone layout, 1993	Box OV13
Physical Description: box size: 14x18 inches	
NCM wall calendars, 1989, 1992, 1999-2006	Box OV38
Physical Description: box size: 21x25 inches	
"Board of Directors, Past and Present," 1946	Box OV45
Physical Description: box size: 23x31 inches	
Calendar art, "A Penny Short" painting reproduction, copyright 1936	Box OV45
Physical Description: box size: 23x31 inches	
Calendars, 1927-1928, 1936-1938	Box OV45
Physical Description: box size: 23x31 inches	

Magazine advertisements (bound),
1975-1978

Box OV49

Physical Description: box size: 14x20 inches

Charlotte, NC branch advertisement, ca.
1911

Box OV13

Physical Description: box size: 14x18 inches

Very large posters and advertisements,
1968-2006

Oversize-folder 1-3

Physical Description: 14 items

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Corporate History Files, 1900-2005

Physical Description: 2 boxes

Scope and Contents note

Assembled by staff of NC Mutual and a former company archivist, these files contain a sampling of the most significant historical documents illustrating the formation of the company, its founders, and its first decade of existence. Materials are varied and include charters and by-laws; early policies, publications and advertisements; significant correspondence; programs, annual statements, and Christmas greetings; items marking milestones in company history; and other unique items. There is also a folder with two charts for 1933 and 1941 ranking the current African American owned life insurance companies, including NCM. Arranged in rough chronological order.

Other items whose function was to illustrate the history of the company can be found throughout the collection. Film and video on NC Mutual's history are found in the Recordings series. Early examples of insurance policies from 1902 into the 1930s are found in the Agency Series.

Bylaws and amendments, 1900-1946

Box 78

Annual statement, 1908

Box 78

The Mutual Album, 1910

Box 78

Home office postcard, circa 1910

Box 78

Amendment of Charter documents, 1912-1914

Box 78

Physical Description: 4 folders

Agents' conference, 1920 June	Box 78
Publications and pamphlets, 1920-1923	Box 78
Female employees, 1923-1995	Box 78
Greetings, statements, and advertisements, 1924-1927	Box 78
"Meet the Who's Who of the Company's Officials," after 1926	Box OV8
Physical Description: box size: 14x18 inches	
Scope and Contents	
Portraits of 10 NCM leaders. Photocopy.	
C.C. Spaulding speeches and other materials, 1926-1935	Box 78
Clippings from newspapers regarding NCM, after 1926-1946	Box 78
Physical Description: 4 folders	
Publications, pamphlets, and advertisements, 1927-1929	Box 78
Biographical sketches of officers and directors, 1927-1969	Box 78
Processing Information:	
[Some items removed to Oversize Material.]	
Annual statement, 1928	Box 78
Manuscript and quotations, 1928 and undated	Box 78
Liberia banknote, 1929 Jan. 31	Box 78
Publications, correspondence, advertisements, and statements, 1930-1938	Box 78
Records of life insurance enterprises operated by Negroes, 1933, 1941 (2 charts with data such as assets, founding date)	Box 78

The Negro's Adventure in the Field of Life Insurance, by W.J. Kennedy, Jr., 1934	Box 78
"Historical Sketch" , by W.J. Kennedy Jr., 1934	Box 78
Thrift Club manual, 1938	Box 78
Charter and amendments, 1938-1946 Physical Description: 4 folders	Box 79
Chronology, 1938	Box 79
"The President's Book" , 1939	Box 79
Correspondence, statements, and programs, 1940-1949	Box 79
A Tour of the Home Office, 1945-1955	Box 79
Whaley's Pharmacy grand opening, 1951 Oct. 11	Box 79
Historical summary of provisions governing payment analysis, 1952	Box 79
Publications and memos on NCM history, 1952-2005	Box 79
Proofs from publication on NCM history, undated	Box 79
Speeches, publications, and programs, 1953-1966	Box 79
Bylaws of NCM and other companies, 1957	Box 79
Draft of NCM bylaws, 1958 and undated	Box 79
Bylaws and charter committee, 1963-1971	Box 79
Organizational Survey of the Home Office, 1963 Aug.	Box 79
Presidents' biographical sketches, circa 1990	Box 79

1909 annual statement, photocopied in 1964
with note from 1983

Box OV8

Physical Description: box size: 14x18 inches

Holding Companies Paperwork, 1983-2000

Box 187

Physical Description: 2 folders

Scope and Contents

Includes official correspondence between NCM and various companies and government agencies

Bylaws of NCM, 1984

Box 187

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Digital Media, circa 1900-2005

Physical Description: 3 boxes

Scope and Contents note

Dates reflect content rather than the creation of the media. Series includes electronic files on diskettes, as well as optical disks (CDs and DVDs) containing photographic images, documents, and video copies of short films, chiefly regarding NC Mutual's history.

Some content has been moved to a library server and is available in the Rubenstein reading room; other content must be reformatted before access. A few files are unreadable.

Access Restrictions:

Access note. Series contains fragile audiovisual/photographic material that needs reformatting. Contact Research Services for access.

Access note. Series contains electronic records that may need to be reformatted. Access copies of electronic records require special equipment. Contact Research Services for access.

Diskettes, 1991-2003

Physical Description: 44 disks

Scope and Contents

Titles were taken from original media carriers or created by library staff. Contents are mixed and include images, documents, and data. Topics chiefly relate to NC Mutual operations, events, and people; other content relates

to the National Insurance Association. Some of the disks were found to be damaged and inaccessible and were deaccessioned by library staff.

Access Restrictions:

Access note. Subseries contains electronic records that may need to be reformatted. Access copies of electronic records require special equipment. Contact Research Services for access.

Final Draft 9/11 NC Mutual, 1998 Digital-materials RL00936-SET-0002
Box DIG 1 > Disk RL00936-ZIP-0001

Physical Description: Approximately 15 files; 25 megabytes.

Scope and Contents

Includes desktop publishing files.

Legacy of Founders Page 4 NCM, 2002-2005 Digital-materials RL00936-SET-0002
Box DIG 1 > Disk RL00936-FL3-0001

Physical Description: Approximately 10 files; less than 1 megabyte.

Scope and Contents

Includes document and data files.

NCMUTUAL, 1993-1994 Digital-materials RL00936-SET-0002
Box DIG 1 > Disk RL00936-FL3-0002

Physical Description: Approximately 10 files; less than 1 megabyte.

Scope and Contents

Includes still image and desktop publishing files.

100th Anniv - N.C. Mutual, 1998 Digital-materials RL00936-SET-0002
Box DIG 1 > Disk RL00936-FL3-0003

Physical Description: Approximately 5 files; less than 1 megabyte.

Scope and Contents

Includes document files.

Work David 4x6, 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0004

Physical Description: Approximately 35 files; less than 1 megabyte.

Scope and Contents

Includes still image, unidentified, and document files.

[No label], 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0005

Physical Description: 2 files; less than 1 megabyte.

Scope and Contents

Includes document files.

NCM 1-5 #1, 1996

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0006

Physical Description: Approximately 10 files; 1 megabyte.

Scope and Contents

Includes multimedia files.

[No label], 2000

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0007

Physical Description: Approximately 10 files; less than 1 megabyte.

Scope and Contents

Includes document files.

SPA; SPONG; TOM; TSO; VICKIE.PM4; VOGT;
WEBSTER; WORKSHIP.A9; Speakers 96, 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0008

Physical Description: Approximately 30 files; 1 megabyte.

Scope and Contents

Includes still image files.

NIA '01, 2000-2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0009

Physical Description: Approximately 25 files; less than 1 megabyte.

Scope and Contents

Includes document files.

Betty Job, 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0010

Physical Description: Approximately 15 files; less than 1 megabyte.

Scope and Contents

Includes still image files.

Toutelog.pm4; sernar.pm4, 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0011

Physical Description: Approximately 30 files; 1 megabyte.

Scope and Contents

Includes still image files.

AL + NB, 2002

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0012

Physical Description: 2 files; 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2002

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0013

Physical Description: Approximately 5 files; less than 1 megabyte.

Scope and Contents

Includes still image and document files.

NC Mutual's 2001 Finance Statements, Review
of Operations, 2001 Collins Message, 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0014

Physical Description: Approximately 5 files; less than 1 megabyte.

Scope and Contents

Includes document files.

[No label], 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0015

Physical Description: Approximately 5 files; 1 megabyte.

Scope and Contents

Includes data files.

Beach 2002, 2002

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0016

Physical Description: Approximately 65 files; 1 megabyte.

Scope and Contents

Includes still image files.

My Dear's 102 Birth Day Party, 2002

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0017

Physical Description: 60 files; 1 megabyte.

Scope and Contents

Includes still image files.

CENT-LOGO-BW, 1998 Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0018

Physical Description: 3 files; less than 1 megabyte.

Scope and Contents

Includes still image and data files.

CHLOE CKB PIC, 1999 Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0019

Physical Description: Approximately 5 files; 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2002 Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0020

Physical Description: Approximately 5 files; 1 megabyte.

Scope and Contents

Includes still image files.

[Illegible] Logo, 1999 Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0022

Physical Description: 2 files; less than 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2001 Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0023

Physical Description: Approximately 15 files; 1 megabyte.

Scope and Contents

Includes audio and still image files.

[No label], 1996-2000

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0024

Physical Description: Approximately 20 files; 1 megabyte.

Scope and Contents

Includes document files.

Charles Blackmon images, 1997

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0025

Physical Description: Approximately 5 files; less than 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0027

Physical Description: 2 files; less than 1 megabyte.

Scope and Contents

Includes still image files.

NCM Logos, 1994-1997

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0028

Physical Description: Approximately 10 files; 1 megabyte.

Scope and Contents

Includes still image, document, and multimedia files.

NC Mutual Anniversary Logo, 1998

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0029

Physical Description: Approximately 5 files; 1 megabyte.

Scope and Contents

Includes desktop publishing files.

NCM Gold, 1998-2000

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0030

Physical Description: Approximately 5 files; 1 megabyte.

Scope and Contents

Includes document and still image files.

NIA Cruise, 2002

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0031

Physical Description: Approximately 60 files; 1 megabyte.

Scope and Contents

Includes still image files.

Blank, 2004

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0032

Physical Description: Approximately 5 files; less than 1 megabyte.

Scope and Contents

Includes document files.

J2, 1998-2002

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0033

Physical Description: 3 files; less than 1 megabyte.

Scope and Contents

Includes document and still image files.

Seal 1; Seal 2, 1997

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0034

Physical Description: Approximately 5 files; 1 megabyte.

Scope and Contents

Includes still image and multimedia files.

STMT.PRE, 1991-1993

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0036

Physical Description: Approximately 20 files; less than 1 megabyte.

Scope and Contents

Includes unidentified and data files.

[No label], 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0037

Physical Description: Approximately 50 files; 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2001

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0038

Physical Description: Approximately 80 files; 1 megabyte.

Scope and Contents

Includes still image files.

Glenda Small SR VP Insurance Operations,
2003

Digital-materials RL00936-
SET-0002

Box DIG 1 > Disk RL00936-
FL3-0039

Physical Description: 1 file; less than 1 megabyte.

Scope and Contents

Includes a still image file.

[No label], 2001

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0040

Physical Description: Approximately 30 files; less than 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2001

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0041

Physical Description: Approximately 90 files; 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2001

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0043

Physical Description: Approximately 80 files; 1 megabyte.

Scope and Contents

Includes still image files.

[No label], 2001

Digital-materials RL00936-
SET-0002
Box DIG 1 > Disk RL00936-
FL3-0044

Physical Description: Approximately 90 files; 1 megabyte.

Scope and Contents

Includes still image files.

**Films, photographs, and documents on optical disks (CDs, DVDs),
1948-2005**

Physical Description: 16 disks

Scope and Contents

Dates reflect content rather than the creation of the disks, which is roughly 2003-2005. The group consists of 8 DVDs with copies of historical short films chiefly about North Carolina Mutual, its building on Chapel Hill Street, and Durham history (1948-1966); one DVD with R. Kelly Bryant speaking in a short video interview about Durham's "Black Wall Street" history; 3 CDs of image files, one with 114 images of women staff at NCM from 1907 to the 1980s; 2 DVDs of a luncheon talk by James Speed (2005); one Powerpoint presentation on NC Mutual history; and one CD of 11 document files related to the National Insurance Association.

Access Restrictions:

Access note. Subseries contains fragile audiovisual/photographic material that needs reformatting. Contact Research Services for access.

Dedication ceremony film, master, B&W,
sound, 1966 April 2

Box DIG 2

Scope and Contents

Title taken from disk label. Reproduced from 16mm film.

Three shorts: 1 color advertisement, 2 black-
and-white awards/meetings (silent), master,
circa 1966

Box DIG 2

Scope and Contents

Title contents taken from DVD labeling. Reproduced from 16mm film.

Dedication - TV, master, B&W, sound, 1966
April 2

Box DIG 2

Groundbreaking, master, B&W, sound, 1964

Box DIG 2

Scope and Contents

Reproduced from 16 mm film.

75th Anniversary salute: master, color, sound,
1978

Box DIG 2

Scope and Contents

Reproduced from 16mm film.

DC Footage, master, B&W, silent, circa late
1960s

Box DIG 2

Scope and Contents

Content appears to be hearings or meetings held in the Treasury Building in Washington, D.C. There are views of the Capitol Building and dome from office windows.

Success Story [NC Mutual history], 1948 Box DIG 2

Physical Description: 1.26 Gigabytes
7 files (.bup, .ifo, .vob)

Scope and Contents

Disk contains a copy of a 1948 black-and-white film featuring the history of NC Mutual. The disk is unreadable by contemporary media players, but a digital copy of the original film reel has been created and is available for access. Please contact the Rubenstein with questions.

Dedication ceremony luncheon, B&W, sound, 1966 Box DIG 2

Luncheon with speaker James Speed on insurance at NC Mutual, 2005 March 21 Box DIG 2

Physical Description: 2.95 Gigabytes
8 files (.vup, .vob, .ifo)

Scope and Contents

Label indicates 12 "chapters" or divisions. Approximately 1 hour running time.

Luncheon with speaker James Speed on insurance at NC Mutual, part 2, 2005 March 21 Box DIG 2

Physical Description: 1.08 Gigabytes
15 files (.bup, .ifo, .vob, .dat)

Scope and Contents

Label indicates there is 1 "chapter" with an approximately 15-minute running time.

Black Wall Street Through the Lens of R. Kelly Bryant, Jr.: A documentary by Adrienne Everett and Neil Williams, circa 2000 Box DIG 2 > Optical-disc
RL00936-DVD-0001

Digital-materials RL00936-
SET-0003 > Video-file
RL00936-DVD-0001.mp4

Physical Description: 638 Megabytes
6 files (.bup, .ifo, .vob) ; Total running time: 00:11:27

North Carolina Mutual women photographs,
1907-1980s

Box DIG 2

Physical Description: 539 Megabytes
114 files (.pdf)

Scope and Contents

Disk contains 114 files of digital images, almost all photographs, of women on the North Carolina Mutual staff, from 1907 to the 1980s. Quite a few were taken from a 1907 NC Mutual publication. There is a wide representation across departments, including female insurance agents (some winners of awards); office staff, cafeteria workers, nurses, and executives. About one-quarter are identified in file titles; the rest are unidentified. Names include Geneva Hawkins, Constance Merrick, Dr. Sadie T. Mossell, Carmen Saunders, Eleanor Shields, Viola Sims, Glenda Small, Thelma Smith, and Elna Spaulding. There is also a news photo of the "Fulz quadruplets" on their visit to NCM, circa 1956.

The dates reflect the image content, not the creation of the disk (circa 2006). Some file titles contain dates, from which these are derived; however there may be earlier and later images. Most are black-and-white, but there are also color images from later years.

NCM Heritage Room photographs - Charles
Blackmon, circa 1940s-2001

Box DIG 2

Physical Description: 401 Megabytes
38 files (.tif, .jpg)

Scope and Contents

Chiefly exhibit images of officers, boards of directors, and other staff, as well as some publicity for events such as a canned goods drive. Named individuals in image file titles include John Hope Franklin and Asa Spaulding. One file is titled "Bldg gets corners." Disk is faulty; some files are unreadable. Please contact Research Services for assistance.

Dates reflect image content; the disk was assembled by Charles Blackmon in 2003-2004.

Ephemera images, circa 1910s-1970s

Box DIG 2

Physical Description: 12.4 Megabytes

17 files (.jpg)

Scope and Contents

Disk contains 17 image files of paper ephemera created or related to NC Mutual. Items include: a 1952 poster of a "Negro Farm Youth" dairy show in Durham, NC, with two photographs of contestants with their stock, and with the current president of NCM; single covers of publications such as the Whetstone, The Pilot (National Negro Insurance Assoc.), Negro History Bulletin, and others; and a few NCM advertising fliers.

Dates reflect image content; disk was created in the 2000s.

National Insurance Association documents,
2003-2005

Box DIG 2

Physical Description: 37.1 Megabytes
11 files (.doc)

Scope and Contents

Disk contains 11 Word document files relating to the National Insurance Association (from 1920-1950, the National Negro Insurance Association). Includes a number of blank templates for awards information submissions; an agenda for a "President's Summit" in San Antonio, 2005; a 2003 directory of officers from member institutions; and several documents related to an NIA reinsurance proposal.

In Living Color [PowerPoint presentation],
2005

Box DIG 2

Physical Description: 125 Megabytes
1 file (.ppt)

Scope and Contents

Disk contains one 2005 PowerPoint presentation by Raymond Christian, then the Corporate Archivist and Historian for NC Mutual, titled, "In living color: Photos and advertisements of Black middle class life styles at the turn of the century." Twenty PowerPoint slides are illustrated with digital images from the NC Mutual collection. Further context for this presentation is unknown.

6 DVD carriers containing copies of films

Dedication, 1966

Box DIG 3

Three color shorts, 1966

Box DIG 3

Dedication, TV, 1966

Box DIG 3

Groundbreaking, 1964	Box DIG 3
75th Anniversary, 1975	Box DIG 3
DC footage, about 1970	Box DIG 3

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Exhibit Materials, 1940s, 1960s-2000s, and undated, (1970s-2000s)

Physical Description: 25 boxes

Scope and Contents note

Houses the components of the many exhibits assembled and curated by North Carolina Mutual staff, most of which were part of a large exhibit on NCM history in the company's Heritage Gallery in the Mutual Building on Chapel Hill Street in Durham. Other exhibits were created for specific events such as conventions.

Mostly consists of black and white or sepia images and captions reproduced from original photographs and mounted on thin board, often with velcro backing. A good selection are from vintage photographs from the early years of the company. Later images, some in color, show officers and employees in meetings, conferring, or posing for portraits. Finally, some exhibit panels are reproductions of advertisements and other broadsides. The exhibit boxes also house large groups of caption cards, labels, and informational panels.

This group also includes two framed letters of interest: one from Eleanor Roosevelt's secretary, writing in July 1934 subsequent to a visit to NCM by Roosevelt in June of that year, and the other a strongly worded letter written by President Spaulding on improving the company's performance, entitled "Open Letter to Managers," from Berlin, Germany, 1931.

Thousands of additional images illustrating the company's history are housed in the Photographic Materials Series, including original photographs from which the exhibit images were reproduced. Some additional exhibit materials may be found in this series.

Exhibit materials: panels, images, and captions (in original order as received), 1980s?	Box 80-89
Clipping, policy holders' meeting photographs, 1974, circa 1995	Box OV1

Physical Description: box size: 22x30 inches

Exhibit materials: oversize reproductions and captions (in original order as received)	Box OV14-OV22
MEAC exhibit, 1993 Physical Description: box size: 14x18 inches	Box OV23
"Stairwell Initiative," circa 1995 Physical Description: box size: 14x18 inches	Box OV23
NC Mutual building, circa 1980 Physical Description: box size: 20x24 inches	Box OV24
Exhibit materials, 1943, circa 1963, and undated Physical Description: box size: 24x36 inches	Box OV44
Exhibit materials, mixed panels and images, 1980s? Physical Description: box size: 21x25 inches	Box OV50
Exhibit materials, mixed panels and images, 1980s?	Box OV51
Exhibit label panels, 1980s? Physical Description: 6 items ; Labels measure approximately 36x4 inches.; oversize	Oversize-folder 2
Heritage Room and exhibition spaces architectural plans, NC Mutual building, circa 1960s-1975 Physical Description: oversize blueline prints	Oversize-folder 4
Assorted exhibit photographs, undated	Box 186

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Memorabilia and Artifacts, 1923-2008 and undated, (1970s-2000s)

Physical Description: 16 boxes

Scope and Contents note

Contains a wide variety of items that document recognition of achievements, advertising campaigns, and company and employee milestones throughout

the history of NCM. Organized into four subseries: **Artifacts, Awards and Memorabilia, Plaques,** and **Promotional Items.**

Artifacts, 1916-2008 and undated

Scope and Contents note

Material includes a very early papers portfolio probably belonging to E.R. Merrick; a glass ornament; medical supplies; sales logs; an early 20th century leather satchel with the company name (oversize box); and a large 1950s or 1960s-era travel case housing an insurance sales training kit.

"Valuable Papers" portfolio and contents,
1916-1919

Box 90-A

Physical Description: 6 folders

Scope and Contents note

Promotional folded portfolio measuring 5.0 x 10.75 inches, stamped on cover with "Valuable Papers, Compliments of North Carolina Mutual and Provident Association," plus a group of documents originally filed within. Probably belonged to E.R. Merrick. Original contents bearing his name include receipts for personal house furnishings, a piano, and baby furniture, among others. For preservation purposes, papers are now housed in separate folders.

"Historical St. Joseph's, 1891" - clear glass flat
hexagonal ornament, circa 1990s

Box 90

Artifacts: medical equipment, medical
supplies, and other three-dimensional objects,
circa 1940s-1990s

Box 91

Box 92

Box 93

Physical Description: 3 large boxes

Life insurance training kit in green faux-
leather travel case (with transparencies,
manuals, and films), circa 1960s

Box 179

Puzzle of NCM building, after 1967

Box 188

Physical Description: 2 folders

Awards and Memorabilia, 1953-2003 and undated

Scope and Contents note

The **Awards and Memorabilia Subseries** houses publicity for insurance coverage and charitable giving, and awards and certificates for NCM

employees, as well as awards received by NCM from external organizations. Includes a company award featuring a bronzed shoe belonging to C.C. Spaulding, and two copies of the Merrick-Moore Award. Also includes a 1943 Western Union telegram from then-governor of N.C. Broughton to C.C. Spaulding concerning the launching ceremony of the U.S.S. Merrick (box 90). The first box is arranged in two groups of folders, beginning with memorabilia (chiefly publicity and programs), and then awards.

Printed materials and papers	Box 90
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Physical Description: 11 folders

Framed and artifactual items	Box 94
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Physical Description: 2 large boxes

Framed and artifactual items	Box 95
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Employee certificate, undated	Box 188
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Plaques, 1959-2008 and undated

Physical Description: 7 large boxes

Scope and Contents note

Two groups of awards: plaques marking achievements within the company of its employees and officials, and plaques received by NCM honoring the company for its contributions to the community, commemorating its lifetime membership in the NAACP, and other milestones.

Various plaques and awards	Box 96
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Various plaques and awards	Box 97
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Various plaques and awards	Box 98
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Various plaques and awards	Box 99
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Various plaques and awards	Box 100
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Various plaques and awards	Box 101
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Various plaques and awards	Box 102
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Promotional Items, circa 1950-2002 and undated

Scope and Contents note

Consists of both printed material and artifacts, including holiday cards, pocket calendars, fans, match books series with leaders from the civil rights movement, blank baby books, and bookmarks, among many other items.

Promotional NCM paper fans, circa 1960s-1998 and undated Box 90-A

Printed materials Box 90

Physical Description: 9 folders

Artifactual items Box 103

Physical Description: 1 large box

Memorabilia and Artifacts Oversize Boxes

Certificates, 1962-2005 Box OV9

Physical Description: box size: 11x14 inches

Article About Mutual Plaza Dedication (deframed), 1966 Box OV9

Physical Description: box size: 11x14 inches

Programs, awards, and certificates, 1923-2004 Box OV23

Physical Description: box size: 14x18 inches

A.M. Best Certification of Financial Strength Rating, 2006, Feb. 10 Box OV23

Physical Description: box size: 14x18 inches

Prudential Insurance plaque, 1967 Box OV24

Physical Description: box size: 20x24 inches

Carrier bag, early 20th c.? Box OV25

Physical Description: box size: 20x24 inches

Advertising Federation award, 1974 Box OV26

Physical Description: box size: 14x18 inches

Certificate from UNC President commemorating NCM's centennial, 1998 Box OV26

Physical Description: box size: 14x18 inches

"An Album of the American Family," 1980	Box OV26
Physical Description: box size: 14x18 inches	
<hr/>	
Federal Housing Administration Award, 1959, June 1	Box OV26
Physical Description: box size: 14x18 inches	
<hr/>	
"Official Welcome to Baltimore" certificate, 1998, Sep. 14	Box OV26
Physical Description: box size: 14x18 inches	
<hr/>	
Durham County Board of County Commissioners resolution commemorating NCM's 95th anniversary, 1993, Oct. 11	Box OV26
Physical Description: box size: 14x18 inches	
<hr/>	
Durham resolution honoring NCM 100th anniversary (framed), 1998	Box OV45
Physical Description: box size: 23x31 inches	
<hr/>	
Plaques, 1991-1997 and undated	Box OV46
Physical Description: box size: 17x21 inches	
<hr/>	
NCM visitor register, 1924-1955	Box OV48
Physical Description: box size: 12x16 inches	

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Other Organizations, 1927-2008 and undated

Physical Description: 9 boxes

Scope and Contents note

Contains documents from companies which NCM acquired, and companies with which NCM shared a relationship (or from which it obtained information for planning). These companies include: Wright Mutual Insurance Company, Lincoln National Life Foundation, Inc., the National Insurance Association (NIA), NCM Capital, and Mortgage Company of Durham.

Materials relating to other organizations and companies, including correspondence and printed materials, are found throughout the collection, especially in the papers of the presidents.

Access Restrictions:

Box 104 contains fragile material and is slated for preservation photocopying. Please contact Research Services to use this material.

Lincoln National Life Foundation, Inc., 1973-1975

Scope and Contents note

Created to administer the Lincoln National Life Museum, the Foundation provided an avenue for charitable, tax-exempt contributions of Lincoln memorabilia to the museum. It appears that the NCM Corporate Planning department requested information from the Lincoln National Life Foundation regarding its annual report and bylaws in 1975.

Lincoln National Life Foundation documents,
1973-1975

Box 104

Mortgage Company of Durham, 1929-1941

Scope and Contents note

Founded in 1929 by C.C. Spaulding, E.R. Merrick, and R.L. McDougald to provide greater financial independence for black businesses in Durham, N.C. Although this company stood as a separate corporate entity from NCM, many of the members of the Executive Committee were leaders at NCM, and the company was somewhat connected with NCM in practice. The material consists of the early minutes of the Executive Committee of the Mortgage Company of Durham.

Access Restrictions:

[Fragile and slated for preservation photocopying. Please contact Research Services to use this material.]

Minutes of the Executive Committee of the
Mortgage Company of Durham, 1929-1941

Box 104

Physical Description: 2 folders

National Insurance Association, 1927, 1951-1964, 1975-2008 and undated

Scope and Contents note

The subseries contains various papers and records relating to the operations of the National Insurance Association. The earliest records are copies of the NIA's bylaws, beginning in 1927. Most of the subsequent papers derive from NIA meetings and conference planning, in which NCM staff were involved each year.

Historical Note

The NIA was established in 1920 as the National Negro Insurance Association (renamed in 1950 as the National Insurance Association or NIA) after a meeting of a group of Black insurance executives in Durham, N.C. The organization was created in order to promote and represent the mutual interests of insurance companies owned and operated by African Americans. C.C. Spaulding was elected first president of the association and NC Mutual remained one of the largest member companies of the organization until its closure in 2022. NCM employees regularly served as NIA officers and as members on its Board of Directors.

Assorted printed material and miscellaneous documents, 2005-2008	Box 104
NIA brochure, 2007 and undated	Box 104
Assorted convention planning material, 2006-2007	Box 105
NIA annual convention programs, 2002-2004, 2006-2008	Box 105
Oversize poster, NIA annual convention, Las Vegas, 2003	Box OV52
Physical Description: box size: 24x30 inches; 2 duplicate copies	
44th Institute in Agency Management, 2000	Box 105
Audit report, 1979-1980	Box 105
By-laws and related items, 1927, 1951-1964, 1991-1999	Box 105
Committees and other NIA files, 1991-1996	Box 105
Conferences and other pamphlets, 1988, 1998-2002	Box 105
Excerpts on notable African Americans, "Little Known History of the Negro" , undated	Box 105
NIA corporate policies, plans, job descriptions, 1975 and undated	Box 105
NIA tax files, 1985, 1991-1997	Box 105

NIA tax files and IRS correspondence,
1986-1991 Box 105

Physical Description: 2 folders

Resumes, 1981-1982 and undated Box 105

Surveys, studies, workshops, and other
material, 2000-2001 Box 105

NIA pamphlets, newsletters, correspondence,
and printed material, 1989-1998 and undated Box 105

NIA Golden Anniversary scrapbook, 1970 Box 106

Poster of NIA presidents, circa 1970 Box OV1

Physical Description: box size: 22x30 inches

66th National Insurance Month posters, 2000
May Box OV2

Physical Description: box size: 20x24 inches

NCM Capital, 1986-1994 and undated

Scope and Contents note

Maceo Sloan of North Carolina Mutual founded NCM Capital in 1986. NCM is a parent company of NCM Capital. Contents include Board records, reports, and general business files.

NCM Capital miscellaneous business files,
1987-1988 Box 106

Physical Description: 3 folders

NCM Capital Board and business files,
1986-1989 and undated Box 107

Physical Description: 26 folders

NCM Capital reports and correspondence,
1989-1994 and undated Box 108

Physical Description: 22 folders

NCM Capital correspondence, reports,
minutes, and business files, 1986-1990 and
undated Box 109

Physical Description: 18 folders

Wright Mutual Insurance Company, 1942-1967, 1985-2000

Scope and Contents note

Records of the Wright Mutual Insurance Company, acquired by NC Mutual in 2000.

Foreclosure proceedings and legal research, 1985-1993	Box 109
Legal documents, 1994	Box 109
Appraisal for home office, 1988	Box 110
Board of Directors, minutes, 1990-1999	Box 110
Board of Directors, notices, 1998	Box 110
Certificates of Authority and Certificates of Interest, 1963, 1967, 1993-1999	Box 110
Complaints, 1994-1998	Box 110
Correspondence from Mich. Treasury Dept. and Mich. Dept. of Insurance, 1942-1946	Box 110
Dreifus Insurance Exchange Agency, 1990-1998	Box 110
Kaid Almadrahi case, 1990-1992	Box 110
Miscellaneous Insurance Coverage for Wright Mutual, 1999	Box 110
Notice to policyholders of NC Mutual merger and late policy payment notices, 1999, 2000 Dec.	Box 110
Omni-Care Health Plan, 1997-1999	Box 110
Photos of Board of Directors and information booklet, 1987	Box 110
Lincoln National Pension benefit quote summaries and benefit payouts, 1980-1987	Box 110
Pension plan, 1987-1999	Box 110

Amended bylaws, 1967, 1990	Box 111
Articles of Association, 1942	Box 111
Certificates of Amendment, 1945, 1959, 1966, 1985	Box 111
Certificate of Authority, 1942-1944	Box 111
Cynthia Thomas-Riley case, 1994-1997 Physical Description: 3 folders	Box 111
Deed for home office, 1961	Box 111
Foreclosure documents and notes, 1975-1993 Physical Description: 2 folders	Box 111
Landlord-tenant decisions, 1991-1994 Physical Description: 2 folders	Box 111
Legal complaints against Wright Mutual, 1991-1993	Box 111
Mortgage foreclosure proceedings, 1991-1993	Box 111
Papers regarding incorporation and connection with Pilgrims Mutual Aid Society, 1942-1944	Box 111
Board of Directors and Executive Committee minutes, 1954-1973 Physical Description: 9 folders	Box 112
General contents of Board of Directors and Executive Committee minutes binders, copyrighted 1945	Box 112
Wright Mutual Insurance Company brochure, circa 1963	Box 112

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Photographic Materials, 1888-2008

Physical Description: 24 boxes

Scope and Contents note

The thousands of photographs in this series document the history of North Carolina Mutual Life Insurance through images of its employees and their families, buildings and other places, and company events. They range from formal portraits and group shots to snapshots taken at banquets, conventions, meetings, on trips, and around the office.

There are many 19th century black-and-white photographs of NCM leaders and their families, staff, including women, the earliest home office buildings, office interiors, and community events. Many of these were reproduced by NCM staff for use in publicity and exhibits; these reproductions may be found in other series.

Individuals depicted in later images include NCM officers, employees, their families, and leaders such as Robert F. Kennedy, Martin Luther King, Jr., Spiro Agnew, Jesse Jackson, ambassadors, and other politicians. Many significant original images were reproduced by NCM in various sizes and for various purposes; some of these reappear in the Exhibits Series material.

The bulk of the 20th century images was produced by the NC Mutual Public Relations Department for *The Whetstone* and *The Pilot* and are therefore often marked for cropping and resizing. Although some images are captioned with names, years, and locations, many are unmarked and many dates have been estimated. Some related paper material, such as clippings, biographical sketches, speeches, copies of publications, and memos transmitting the images, can also be found with the prints.

Comprising the bulk of the series, the Prints Subseries is arranged into Events, Historic Images, Other Public Relations, People, and Places Subseries. There is considerable overlap among subseries, for example, between Events and People. Many related items are also found in the Exhibit Material Series.

Large-format photographs and albums are located in the Oversize Prints section listed at the end of this series. These items include historic images of the company's early offices, portraits of senior administrators, group shots at banquets and other events, and images of the NCM home office buildings.

Materials are arranged into subseries by format. There are also slides, negatives, and negative reproductions found with corresponding photographs in the Prints Subseries. Print sizes range from 11x14 inches to roughly 32x40 inches; there is also a group of historic panoramic prints in the collection.

Access Restrictions:

Series contains fragile photographic material in the form of brittle oversize photographs and film negatives that may require extra assistance from library staff for access. Contact Research Services with questions.

Negatives, 1900-2008

Scope and Contents note

Contains negatives and negative reproductions stored separately from prints. Items are arranged in loose chronological order and then into broad categories by content. Negatives directly associated with prints may also be located in the Photographic Prints subseries.

Access Restrictions:

Subseries contains some fragile photographic material in the form of film negatives that requires extra assistance from library staff for access. Contact Research Services with questions.

People and places, 1900-1950	Box 113
Physical Description: 21 negatives	
People, events, and places, 1940-1968	Box 113
Physical Description: 11 negatives	
People, 1960-1980	Box 113
Physical Description: 13 negatives	
Events, 1960-1980	Box 113
Physical Description: 3 negatives	
People and office, 1980-1990	Box 113
Physical Description: 2 folders; 25 negatives	
Events, 1980-1990	Box 113
Physical Description: 6 folders; 57 negatives	
People and office, 1990-2000	Box 114
Physical Description: 2 folders; 20 negatives	
Events, 1990-2000	Box 114
Physical Description: 3 folders; 46 negatives	
People, 2000-2008	Box 114
Physical Description: 3 folders; 9 negatives	

Photographic Prints, 1888-2008 and undated

Scope and Contents note

Mostly produced by the Public Relations department for publications such as *The Whetstone* and *The Pilot*, the prints are arranged into **Events**, **Historic Images**, **Other Public Relations**, **People**, and **Places** subseries, and within, chronologically.

Of note in this series are historic photographs of North Carolina Mutual offices, leaders, and staff; as well as early images of the families of its founders. These early images were arranged in various groupings by staff, and are found in other series in the collection, especially as reproductions in the **Printed Materials Series**.

Formats include 19th century and early 20th century prints such as cartes-de-visite, platinum, and gelatin silver prints, as well as modern black-and-white prints. One may also find negatives, slides and some related paper records in the series. Panoramic prints, largely associated with events, and other large format images are found in the Oversize Prints section listed at the end of the series.

Photographic materials, especially early and mounted prints, can be fragile and vulnerable to damage. Please handle carefully.

Access Restrictions:

Access note. Series contains fragile photographic materials in the form of brittle oversize photographs and film negatives that may require extra assistance from staff for access. Contact Research Services with questions.

Events, 1944-2008 and undated

Scope and Contents note

Arranged chronologically, these images depict banquets, conventions, trips, and meetings hosted or attended by NCM staff. Most but not all were labeled. Significant events include annual meetings of the National Insurance Association, a 1964 speech by Robert F. Kennedy, a 1964 trip to Mexico and Central America, and the celebration of NCM's 85th anniversary in 1983. Other events include awards ceremonies, retirement celebrations, the Annual Policy Holders' Meeting, Founders' Day, enrollment drives, and charitable events, such as an AIDS Walk and blood drives. Prominent event titles are included. Individuals depicted include NCM officers, employees, their families, politicians, and figures such as Robert F. Kennedy, Spiro Agnew, Jesse Jackson, and the Nigerian

ambassador to the U.S. Some negatives and related paper documents are also included.

Conferences and meetings, 1944-1970 Box 114

Physical Description: 2 folders; 114 prints

Cloudburst, 1960-1985 Box 114

Physical Description: 20 prints

Unidentified banquet in large ballroom,
Chicago photographer stamped on back,
black-and-white print, circa 1950s Box 180

Physical Description: Photograph has adhered to its glass covering; handle with care.

Scope and Contents

May be North Carolina Mutual Chicago office event. Print measures approximately 20x12 inches.

School in Agency Management, 1962 Box 114

Physical Description: 1 print

Various events, 1963 and undated Box 114

Physical Description: 6 prints

Ambassador of Nigeria visit, 1964 Feb. 23 Box 114

Physical Description: 18 prints

Spaulding trip to Mexico and Central
America, 1964 Box 114

Physical Description: 76 prints

Spaulding convention, 1967 Box 114

Physical Description: 11 prints

White House event, 1969 May 12 Box 114

Physical Description: 2 prints

NIA Convention in Richmond, 1970 Box 114

Physical Description: 2 folders; 50 prints

John Avery Boys' Club event, circa 1970s Box 115

Physical Description: 2 prints

Events, 1970-1980	Box 115
Physical Description: 4 prints	
NIA Convention in Houston, 1980	Box 115
Physical Description: 2 folders; 68 prints	
Tailgate party, 1980 Sept.	Box 115
Physical Description: 20 prints	
Events, 1980-1990	Box 115
Physical Description: 3 folders; 263 prints	
NIA Convention in Atlanta, 1981	Box 115
Physical Description: 45 prints	
85th Anniversary events, 1983	Box 115
Physical Description: 8 of 18 folders; 175 prints	
85th Anniversary events, 1983	Box 116
Physical Description: 10 of 18 folders; 139 prints	
Various events, 1980s	Box 116
Physical Description: 3 prints	
Dr. Cleland tribute, 1985	Box 116
Physical Description: 14 prints	
Russell Blunt reception, 1986	Box 116
Physical Description: 9 prints	
Annual policy holder's meeting, 1968	Box 116
Physical Description: 5 prints	
Blood drive, circa 1986	Box 116
Physical Description: 13 prints	
Olympic Festival, 1987	Box 116
Physical Description: 18 prints	
Sales Manager School, 1987	Box 116
Physical Description: 43 prints	

Awards luncheon, 1989 May 19	Box 116
Physical Description: 12 prints	
Convention and trip snapshots, 1989-1995	Box 116
Physical Description: 2 folders; 166 prints	
Field Accounting System training, circa 1990	Box 116
Physical Description: 48 prints	
Fellowship event, circa 1990	Box 116
Physical Description: 37 prints	
94th Founders Day, 1992	Box 116
Physical Description: 60 prints	
Ron Brown Reception, 1992	Box 116
Physical Description: 9 prints	
Annual Policyholders' Meeting, 1993, 1994	Box 116
Physical Description: 2 folders	
Proactive Management Workshop, 1994	Box 116
Physical Description: 1 print	
Events, 1990-2000	Box 116
Physical Description: 1 of 18 folders; 52 prints	
Events, 1990-2000	Box 117
Physical Description: 2-9 of 18 folders; 942 prints	
Events, 1990-2000	Box 118
Physical Description: 10-18 of 18 folders; 748 prints	
Johnny Cochran reception, 1996	Box 118
Physical Description: 7 prints	
Stagville event, 1997	Box 118
Physical Description: 89 prints	
Events, 2003-2007	Box 119
Physical Description: 1-10 of 11 folders; 919 prints	

Founders' Day album, 2003	Box 120
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Physical Description: 1 photo album

Events, 2003-2007	Box 121
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Physical Description: (folder 11 of 11; 132 prints)

National Insurance Association (NIA) convention, 2003	Box 121
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Physical Description: 2 folders; 267 prints

NCCU event, 2004	Box 121
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Physical Description: 205 prints

Events, 1980-2005, undated	Box 186
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Physical Description: 8 folders

Events, 1966-2003, undated	Box 190-196
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Scope and Contents

Photographs arrived in bundles and their order has been retained. Candid and posed photographs of assorted events, including employee recognition, holiday parties, meetings, annual conventions, and company trips. Also includes group and individual portraits. Some photographs contain captions, but the majority do not.

Historic Images, circa 1885-1952 and undated

Scope and Contents note

Contains early black-and-white images of North Carolina Mutual officers, employees, their family members, corporate meetings, office interiors, and groups related to NCM, such as Thrift Clubs, musical groups, and sports teams. These files were assembled by staff in their own separate grouping; additional historic images can also be found in the **People Subseries**, as well as throughout the **Printed Materials Series**, where they are often found reproduced in publications of many types.

Formats are wide-ranging, and include true photographic prints, both mounted and unmounted, in albumen, platinum, and gelatin silver processes; printed images on paper; clippings; and photographic copy prints from the late 20th century. Oftentimes there are crop marks and other editorial marks made by the Publications Department staff.

Large-format historical images of the NCM offices and its officers and employees are also found in the Oversize Prints section at the end of this series; sizes range from 11x14" to approx. 32x40"; there is also an

extremely large panoramic print 27x75" of the Parrish Street home office, closed to use until conservation treatment is completed.

Arranged alphabetically by folder title and within in loose chronological order.

Use Restrictions:

Early images are fragile and vulnerable to damage. Please handle with care.

Photographs of John M. Merrick and family,
circa 1885-1915

Box 184

Physical Description: 3 folders; 12 prints

Scope and Contents

Most are mounted on ornate paper boards and appear to be a mix of albumen, platinum, and gelatin silver prints. Subjects include John Merrick; his wife Martha Hunter Merrick; daughters Martha, Alma, Mabel, and Geneva; and sons E.R. (Edward) Merrick and J.T. (John) Merrick. Photographers whose names are stamped on frames include Thomas Hobgood, Shelburn, Miss Johnson, and Cole and Holladay, all in Durham, North Carolina. An additional print of John Merrick, circa 1917, is located in the Oversize Prints subseries.

Portrait cabinet card of John Merrick, seated,
1890s

Box 184

Physical Characteristics and Technical Requirements

Photographic surface is damaged; a large portion is missing.

Officers, circa 1890-1930s

Box 184

Physical Description: 4 prints

Officers, reproduction of original, used for
exhibit, circa 1915-1920

Box OV59

Physical Description: box size: 18x24 inches

Scope and Contents

Nine members of the original founders and officers, standing in a group facing camera. Reproduced sometime after 1970 from larger original; caption at bottom is cut off. Sheet is slightly creased due to being rolled up.

Glee Club, Quintet, circa 1929, and 1991 sheet music for "Dreams"	Box 122
Physical Description: 4 photographs; 1 piece of sheet music	
Merrick family, circa 1930-1960	Box 122
Physical Description: 10 prints	
William Kennedy, Jr., circa 1930	Box 122
Physical Description: 2 prints	
Thrift Clubs, circa 1933-1941	Box 122
Physical Description: 19 prints	
Tennis championship, 1938 Sept. 3	Box 122
Physical Description: 1 print	
Mrs. E.H. Berry and daughter, 1939-1944	Box 122
Physical Description: 10 prints	
Model of office, circa 1930	Box 122
Physical Description: 1 print	
Payment of first claim in Atlanta office, circa 1940	Box 122
Physical Description: 1 print	
Master contract delivery, 1945 March	Box 122
Physical Description: 1 print	
Basketball team, undated	Box 122
Physical Description: 1 print	
Historic images photograph album assembled by NCM staff, 1920s-1960s	Box 122-A

Scope and Contents note

Collection of 132 black-and-white photographs ranging in size from approx. 3x4" to 8x10", with three predominant types of images appearing in this order: the exterior of the home office on Parrish Street in Durham; interiors from the 1920s-1940s, including many early departments and their staff and equipment; and portraits of officers and other staff. Many of the subjects are identified on the back of the print. A series of commercially-made images of the medical and other

departments in the 1940s are particularly of note. A few image slots are empty (#16, 134-137).

Public Relations Image Files, 1942-2008

Scope and Contents

Arranged in loose chronological order, this subseries contains mixed images, almost all black-and-white, of events, people, and places produced by the Public Relations Department for exhibits and publications such as *The Whetstone* and *The Pilot*.

Some folders are related to specific issues of publications or composite pages while others are more intermixed. Many of the images in this subseries overlap with other subseries. Those depicted include NCM officers, employees, their families, policy holders, politicians, and prominent figures such as Robert F. Kennedy, Martin Luther King, Jr., and Jesse Jackson. Some negatives, reprints of older images, clippings, and related paper materials are also included. The bulk of the material dates from the 1960s.

PR, 1942-1987	Box 122
Physical Description: 4 folders; 125 prints	
PR, 1950-1970	Box 122
Physical Description: 4 of 5 folders; 165 prints	
PR, 1950-1970	Box 123
Physical Description: 1 of 5 folders; 35 prints	
PR, 1950-1990	Box 123
Physical Description: 2 folders; 31 prints	
PR, 1950-2000	Box 123
Physical Description: 15 prints	
PR, 1960-1970	Box 123
Physical Description: 14 of 25 folders; 362 prints	
PR, 1960-1970	Box 124
Physical Description: 11 of 25 folders; 290 prints	
The Pilot materials, 1960-1980	Box 124
Physical Description: 3 folders; 143 prints	

PR, 1960-1980	Box 124
Physical Description: 6 folders; 111 prints	
PR, 1970-1980	Box 125
Physical Description: 7 folders; 190 prints	
PR, 1970-1990	Box 125
Physical Description: 4 folders; 81 prints	
PR, 1980-1990	Box 125
Physical Description: 6 of 12 folders; 219 prints	
PR, 1980-1990	Box 126
Physical Description: 6 of 12 folders; 123 prints	
PR, 1980-2000	Box 126
Physical Description: 10 folders; 483 prints	
PR, 1980-2008	Box 126
Physical Description: 25 prints	
PR, 1990-2000	Box 126
Physical Description: 3 folders; 81 prints	
Collins scrapbook, 1992-1995	Box 127
Physical Description: 21 prints	
Exhibit photographs	Box 127
Physical Description: 6 folders; 183 prints	
Scope and Contents note	
Contains reprints of photographs and drawings from different periods in NCM history, compiled for exhibits in the 1980-2000 period.	
Exhibit photos from NIA Convention, 2003	Box 127
Physical Description: 11 prints	
Proof pages with portraits of employees for unidentified publication, 1970s	Box OV57
Physical Description: 2 folders	

People, 1910-2008

Scope and Contents note

These files were assembled by NC Mutual staff, and were arranged into subgroupings for employees, officers, and other people. Other images of people are found scattered throughout the collection, but are particularly concentrated in all of the other sub-groups of the Photographic Materials Series, and in the **Printed Materials Series**.

Employees, 1910-2008

Scope and Contents note

Contains portraits and group photographs of NCM employees from the home office and various district offices. In addition to headshots, employees are shown working and attending various events. Arranged by location, when possible.

Baltimore district, 1940-1962	Box 127
Physical Description: 36 prints	
Birmingham district, 1940-1970	Box 127
Physical Description: 51 prints	
Chicago district, 1950-1970	Box 128
Physical Description: 19 prints	
Georgia district, circa 1910-1980	Box 128
Physical Description: 3 folders; 115 prints	
Group shots of employees from various districts, 1961-1968 and undated	Box 128
Physical Description: 8 prints	
Los Angeles district, circa 1960	Box 128
Physical Description: 25 prints	
Newark district, 1950-1970	Box 128
Physical Description: 63 prints	
Norfolk district, 1993	Box 128
Physical Description: 1 print	
North Carolina district, circa 1930-2000	Box 128
Physical Description: 5 folders; 246 prints	

Pennsylvania district, 1940-1980	Box 128
Physical Description: 109 prints	
South Carolina district, circa 1920-1980	Box 128
Physical Description: 90 prints	
Tennessee district, 1930-1980	Box 128
Physical Description: 2 folders; 117 prints	
Washington DC district, 1930-1965	Box 129
Physical Description: 54 prints	
Women, 1926-2008	Box 129
Physical Description: 7 folders; 106 prints	
Other employees, 1940-2000	Box 129
Physical Description: 8 folders; 422 prints	
Other employees, 1975-2008	Box 129
Physical Description: 1 of 8 folders; 13 prints	
Other employees, 1975-2008	Box 130
Physical Description: 7 of 8 folders; 300 prints	
Other employees, 1989-2004, undated	Box 186
Physical Description: 4 folders	

Officers, 1910-2008

Scope and Contents note

Contains portraits and group photographs of NCM presidents, officers, Board of Directors, and Executive Committee. Images of officers' family members are also included. Contains formal portraits, group photographs, and snapshots taken at various events. Arranged in loose chronological order.

Merrick, Kennedy Jr., Kennedy III, and Sloan headshots, 1910-1990	Box 130
Physical Description: 8 prints	
Board of Directors, 1929-1995	Box 130
Physical Description: 4 folders; 69 prints	

C.C. Spaulding, circa 1940-1952	Box 130
Physical Description: 14 prints	
C.C. Spaulding, Cox, and Merrick visit to Atlanta, 1934	Box 130
Physical Description: 1 print	
J.L. Wheeler, 1943-1957	Box 130
Physical Description: 9 prints	
W.A. Clement, 1950-1998	Box 130
Physical Description: 2 folders; 79 prints	
Joseph W. Goodloe, 1952-1972	Box 130
Physical Description: 2 folders; 75 prints	
Officers at various events, 1955-1978	Box 130
Physical Description: 2 of 5 folders; 82 prints	
Unidentified male executive with glasses and Shriners' lapel pin, probably 1950s	Box 130
W. A. Clement and Asa Spaulding, circa 1960	Box 131
Physical Description: 3 photo albums	
Officers at various events, 1955-1978	Box 132
Physical Description: 3 of 5 folders; 109 prints	
Asa T. Spaulding, 1956-1968	Box 132
Physical Description: 2 folders; 68 prints	
William J. Kennedy, III, circa 1970s-1986	Box 132
Physical Description: 2 folders; 14 prints	
Executive Committee, 1987-1988	Box 132
Physical Description: 10 prints	
Bert Collins, 1987-1996	Box 132
Physical Description: 2 folders; 30 prints	

William J. Kennedy, III and Bert Collins,
circa 1990 Box 132

Physical Description: 60 prints

James Speed, 2004-2008 Box 132

Physical Description: 27 prints

Other People, 1930-2008

Scope and Contents note

Contains various portraits and group photographs of employees, family members, policy holders, executives from other insurance companies, scholarship recipients, and HBCU administrators. Many are currently unidentified. Arranged in loose chronological order.

Policy holders, 1930-1970 Box 132

Physical Description: 141 prints

University and high school students,
1935-1965 Box 132

Physical Description: 76 prints

Merrick and Moore Scholars, 1938-1970 Box 132

Physical Description: 73 prints

Group shots, 1940-1965 Box 132

Physical Description: 24 prints

Military service, circa 1945-1970 Box 133

Physical Description: 10 prints

Employees, policy holders, and other
people, 1945-1990 Box 133

Physical Description: 4 folders; 220 prints

HBCU administrators, 1950-1970 Box 133

Physical Description: 22 prints

People, 1980-2008 Box 133

Physical Description: 7 folders; 176 prints

Places, circa 1900-2008

Scope and Contents note

Suberies primarily contains images of North Carolina Mutual Life Insurance office buildings, men and women staff members on the job, workspaces, equipment, mainframes, decorations for specific events, and the construction of the 1964 home office.

Includes photographic images of NCM's original home office buildings in Durham, N.C., from circa 1900 to an architect's rendering of the new home office, circa 1963. There is also a large set of images of NCM employees' homes, labeled with the employee's name, rank, and city. Also included are scenes in Durham, N.C. and snapshots from business trips to Puerto Rico and Miami. Other images of the home offices can be found in oversize photo boxes and in the Exhibits series.

Employees' homes, 1930-1960 Box 133

Physical Description: 52 prints

NCM home office, front of frame building,
circa 1900 (exhibit reproduction) Box 133

NCM Building, aerial view, ca. 1966
(reproduction) Box OV23

Physical Description: box size: 14x18 inches

Physical plant and office scenes, and home
office buildings, 1905-2008 Box 133

Physical Description: 9 folders; 154 prints

Hurricane Hugo damage, 1989 Box 134

Physical Description: 16 prints

Business trip snapshots, circa 1988-1995 Box 134

Physical Description: 46 prints

List of digital images of a variety of locations,
2007 Box 134

Oversized Prints

Scope and Contents

Includes photographic prints and photograph albums, arranged in original order as received, with mixed contents in boxes and folders. The great majority are black-and-white, with many featuring professional portraits of NC Mutual leaders and officers. The majority of the 20 panoramic photographs feature large group portraits taken at national and regional

insurance association conventions and meetings, some as early as 1916 and 1917, and range in size from 18.75x8 inches to 44.5x8 inches. One panoramic photo at an unknown location features well-known educators including John Hope, Julius Rosenwald, Mary McLeod Bethune, and others.

Use Restrictions:

Some oversize items are vulnerable to damage. **Please handle carefully.** While lifting or turning, please support them with two hands or archival board.

Robert F. Kennedy at NIA convention photograph album, 1962	Box OV27
Physical Description: box size: 11x14 inches	
Meeting album, 1985	Box OV28
Physical Description: box size: 14x18 inches	
Marketing mid-year conference album, 1993	Box OV28
Physical Description: box size: 14x18 inches	
NCM events album, 1994	Box OV29
Physical Description: box size: 11x17 inches	
NCM annual policyholders meeting, circa 2004	Box OV29
Physical Description: box size: 11x17 inches	
John Merrick, black-and-white portrait in paper frame, circa 1917	Box OV30
Physical Description: box size: 11x14 inches	
"Sons and a daughter of some of the Mgrs. of the N.C. Mut. Life Ins. Co.," group portrait taken outdoors, 1939 April	Box OV30
Physical Description: box size: 11x14 inches	
Scope and Contents	
Last names written on photo include: Harvey, Clement, Leathers- Babcock (the daughter), Harrods or Hassouds, Alston, Bolden, Leathers. There are several Harveys, Clements, and Boldens.	
Unidentified man, photographic portrait, circa 1910s	Box OV30
Physical Description: box size: 11x14 inches	

Mrs. Martha Merrick Donnell and party at
launching of S.S. John Merrick, July 11, 1943
(printed clipping of image)

Box OV30

Physical Description: box size: 11x14 inches

C.C. Spaulding, cut-out of head shot,
mounted, undated

Box OV30

Physical Description: box size: 11x14 inches

William Kennedy, cut-out of head shot,
mounted, undated

Box OV30

Physical Description: box size: 11x14 inches

Staff of Augusta, Georgia home office, group
portrait taken in front of building, 1934

Box OV30

Physical Description: box size: 11x14 inches

"They were at the cabin now..." engraving
of African American couple in front of a
cabin, artist Allen C. Redwood, engraver E.H.
Wellington, 1886 (modern black-and-white
photographic reproduction)

Box OV30

Physical Description: box size: 11x14 inches

Scope and Contents

Originally an illustration for a short story by Thomas Nelson Page, "Ole
'Stracted," published in Harper's Magazine, Oct. 1886.

Composite of engraved vignettes from the
first N.C. Colored Industrial Association
fair, held in Raleigh, artist Joseph Becker,
1879 (modern black-and-white photographic
reproduction)

Box OV30

Physical Description: box size: 11x14 inches

Scope and Contents

Scenes include exhibitors arriving at the fair with livestock, ox-drawn
wagons, Gov. Jarvis giving a speech, and men, women, and children on
the grounds and in the hall.

NCM home office, Parrish St., Durham, NC,
after 1921

Box OV30

Physical Description: box size: 11x14 inches; 2 copies

View of downtown Durham, N.C., with NCM
home office and Hill Building, after 1937 Box OV30

Physical Description: box size: 11x14 inches

NCM 60th anniversary banquet, shot of all
seated guests in hall, mounted, 1958 Box OV30

Physical Description: box size: 11x14 inches

Unidentified woman, photographic portrait,
1930s? Box OV30

Physical Description: box size: 11x14 inches

Historic images, mixed Box OV31

Physical Description: 5 folders ; box size: 12x18 inches

Access Restrictions:

Some of the materials in this box are fragile and in need of preservation.
Please contact Research Services to use this material, as contents
should be photocopied before being handled.

Events, people, places Box OV32

Physical Description: 7 folders ; box size: 12x18 inches

Historic images, people, places Box OV33

Physical Description: box size: 16x20 inches; 7 folders

Historic images, events Box OV34

Physical Description: 8 folders ; box size: 24x30 inches

Historic images, events Box OV38

Physical Description: 1 folder ; box size: 21x25 inches

NCM District Managers' meeting, circa
1940s; 60th anniversary banquet, 1958 Box OV45

Physical Description: box size: 23x31 inches

Panels used for exhibits or internal
communications, 1968-1988 Oversize-folder 1

Physical Description: Panels are roughly 36 inches tall and 16 inches wide.;
4 items

Scope and Contents

Panels include listings of "Our current Fortune 500 clients" and "Our
current public sector clients," a 1968 panel with a few photographic

images of real estate investments, and data on assets, insurance in force, and policy holders, and a panel cutout of the new office on Chapel Hill Street, Durham, N.C.

"Committed to African American wealth building since 1898," color advertising panels, "draft," 2000s Oversize-folder 2

Physical Description: Panels measure roughly 24x36 inches.; 4 items

Scope and Contents

Each panel contains a large color photographic portrait of African American family members with children, and each has "draft" written in top corner. Two of the images are the same as panels in Oversize Folder 3.

"Committed to African American wealth building since 1898," color advertising panels, 2000s Oversize-folder 3

Physical Description: Panels measure roughly 24x36 inches.; 3 items

Scope and Contents

Panels feature large color photographic portraits of African American family members: one with a man and a child, and one with a woman and a child. These images are the same as two draft panels in Oversize Folder 3. The third panel is a duplicate image.

"Platinum Plus Whole Life Plan," color poster with African American family, 2000s Oversize-folder 3

Physical Description: Panels measure roughly 24x36 inches.

Scope and Contents

Advertisement poster features a large color photographic portrait of African American family with man, woman, and one child.

"Raise your financial IQ: your guide to financial literacy," North Carolina Mutual, Durham, N.C. office, color calendar of events poster, 2006 Oversize-folder 4

Physical Description: Poster measures approximately 24x36 inches.

Unidentified [insurance agents?] meeting, panoramic photograph taken on a beach, circa early 1920s Oversize-folder 5

Annual convention of the N.C. Association of Insurance Agents, Asheville, N.C., 1917 July 12, panoramic photograph

Oversize-folder 5

Mid-year conference, National Association of Insurance Agents, Mt. Vernon, Virginia, 1917 February 16, panoramic photograph

Oversize-folder 5

Scope and Contents

Includes several women in the front row.

National Association of Insurance Agents, Signal Mountain, Chattanooga, Tennessee, 1922 March 14, 15, 16, panoramic photograph

Oversize-folder 6

33rd NNIA (National Negro Insurance Association) convention, Miami, Florida, 1953 Sept. 22-24, panoramic photograph

Oversize-folder 7

National Negro Insurance Association, silver anniversary convention, New York City, 1946 July 9-12, panoramic photograph

Oversize-folder 7

Scope and Contents

Group portrait of roughly 150 individuals.

National Insurance Association, 38th annual session, Columbus, Ohio, 1958 August 4-8, panoramic photograph

Oversize-folder 7

NCM, Durham, N.C., home office force [AN.?] District Managers, 1931 January 29, panoramic photograph

Oversize-folder 7

Untitled panoramic photograph, same location as print labeled "NCM home office force [AN.?] District Managers, 1931 January 29," undated

Oversize-folder 7

Scope and Contents

Banner in window of large building reads "Welcome NCM District Managers." Torn on left side, missing several inches from print. Same location as the print labeled January 29, 1931, "NCM Home office force

[AN.?] District Managers," but features some of the same men; may be either the same year or a year before or after.

National Negro Insurance Association, silver anniversary convention, New York City, 1946, July 9-12, panoramic photograph (duplicate of previous print)

Oversize-folder 7

Scope and Contents

Label on back of print: "Contributed by the Greenville S.C. District, John Harper, District Sales Manager"

Western Underwriters Association, NC Mutual agents, Charlotte, N.C., 1924 April 24-25, panoramic photograph

Oversize-folder 7

Scope and Contents

Photograph taken by Carolina Studio, Charlotte, N.C.

17th annual convention, National Negroes Insurance Association, Augusta, Georgia, 1937 May 26-28, panoramic photograph

Oversize-folder 7

19th annual convention of Kappa Alpha Psi fraternity, Durham, N.C., panoramic photograph by Ramsey Studio, 1929 December 27-31

Oversize-folder 7

Georgia state conference of NCM insurance agents, Augusta, Georgia, panoramic photograph by H. Stewart, Savannah, 1924 September 11-12

Oversize-folder 7

Untitled panoramic photograph of gathering of well-known African American leaders, including C.C. Spaulding, unknown location and event, before 1932

Oversize-folder 7

Scope and Contents

Names listed on the back of the print include the following educational, legal, and religious leaders: John Hope; Julius Rosenwald (died 1932); Mary McLeod Bethune; [Dr. Harper] Council Trenholm; W. [William] A.C. Hughes [prob. Jr.]; Ira D.A. Reed [?]; C.C. Spaulding; R.R. Morton; Channing Tobias; Chas. [Charles Harris] Wesley; Emmett [J.] Scott; Mordecai [Wyatt] Johnson; and W.R. [Books?]. There are also the words

"Blueford A&T" and "Monroe [work?]." The first may refer to Ferdinand D. Bluford, president of A&T College in North Carolina (1925-1955).

NCM birthday celebration in honor of
President C.C. Spaulding, [Durham, N.C.?],
1923 August 1, panoramic photograph Oversize-folder 7

37th annual session of National Insurance
Association fellowship luncheon, Hotel New
Yorker, NYC, 1957 August 21, panoramic
photograph Oversize-folder 7

NCM 3rd George Wayne Cox sales
convention banquet, Hotel Prince George,
unknown location, 1955 April 22, honoring
George Wayne Cox, Vice President and
Agency Director, panoramic photograph Oversize-folder 7

National Convention of Insurance Agents,
Boston, Massachusetts, 1916 September 12,
panoramic photograph Oversize-folder 8

Physical Description: Panoramic photograph has adhered to its glass covering; handle carefully.

Scope and Contents

Taken in front of large downtown building; includes many women.

Digital image of panoramic photograph of
first N.C. Mutual home office on Parrish
Street, Durham, N.C., between 1906 and
1920 (online item available)

Digital Object: [Panoramic photograph of N.C. Mutual home office on Parrish Street, Durham, N.C.](#)

Scope and Contents

Item is a digital-only version of a 27x75-inch photographic print mounted on a thick board. The photographer is unknown. The subject is the North Carolina Mutual Life Insurance Company home office on the first block of Parrish Street in Durham, N.C., built in 1906 and demolished in 1921 in order to build a new six-story home office. A group of staff and affiliated people is grouped in front of the building, and appears to be facing another photographer.

The board mount is severely deteriorated and is stored in separate flat file housing; it is closed to general use. The digital access image was captured by Duke Libraries Digital Production staff in 2016 in several separate images, and stitched together with Photo Merge.

Although a negative or smaller print of this image appears not to exist in the collection, there are oversize photographs of Durham, N.C. home office and staff taken around or on the same date in the Photographic Materials, Historical Images subseries, or possibly in other locations in the Exhibit Materials series.

Please consult with Rubenstein Library staff for more assistance.

Slides, 1960-2005

Scope and Contents note

This group contains film slides assembled and organized by NCM staff. Items are arranged in loose chronological order. Slides that are surrogates for photographic prints are located in the Prints subseries.

Asa Spaulding, circa 1960	Box 134
Events and people, 1989	Box 134
People and office, 2000-2005	Box 134
Events and people, 2004-2005, undated	Box 186

Items closed pending conservation treatment

Access Restrictions:

Subseries contains fragile audiovisual/photographic material that may require reformatting. Contact Research Services for access.

Twelve women on staff, Durham Office, mounted group portrait photograph, circa 1910	Box 199
Fragments from two mounted panoramic photos, early 1920s?	Box 199
Prof. W. G. [William Gaston] Pearson (1885-1947), oval mounted photographic portrait, 1920s	Oversize-box OV 53
Large group shot, fragment of panorama, probably Durham Office, circa 1920	Oversize-box OV 53
Staff of Durham District Office, mounted group portrait, 1910	Oversize-box OV 53

Staff of Washington District Office (Newport News?), mounted group portrait, 1948 Oversize-box OV 53

Staff of Washington District Office (Newport News?), group portrait housed in cardboard portfolio with closure, circa 1948 Oversize-box OV 53

Men in front of building with sign, "Headquarters, National Negro Insurance Association," mounted panoramic photograph, Durham, 1920s? Oversize-box OV 54

Unidentified banquet in Chicago, panoramic photograph, circa 1950s Oversize-box OV 54

National Insurance Association (NIA) banquet, Philadelphia Sheraton, unmounted panorama, July 22, 1964 Oversize-box OV 54

Large photographic portrait of unidentified man, pastel or chalk overlay, 1910s? Oversize-box OV 55

Scope and Contents

May be a member of the Spaulding family.

North Carolina Mutual District managers, in front of NC Mutual building, Parrish St., Durham, panoramic group photograph, after 1921 Oversize-box OV 56

[Return to Table of Contents](#)

Printed Materials, 1903-2008 and undated, (1920s-1990s)

Physical Description: 51 boxes

Scope and Contents note

Arranged into the following subseries: **NCM Publications**, **Non-NCM Publications**, and **Periodical Clippings**. The first two subseries are further subdivided into two large format groupings: Pamphlets and Other Publications, and Serials. These files were assembled by NCM staff and offer a rich array of printed resources on African American history, culture, and businesses. Formats include essays; reports; pamphlets; brochures and fliers for products, initiatives, and events; newsletters; newspapers and clippings; journals; popular serials; internal publications, including a full set of NC Mutual's serial, *The Whetstone*, promotional literature for North Carolina Mutual as well as other

organizations, and a set of obituaries (1944-2005) memorializing company staff, most of which contain full biographies.

The substantial clippings file was assembled by the Public Relations Department, and is arranged topically in its original sequence; there are significant amounts of materials on the civil rights movement and on Durham history.

There are also oversize sections at the end of each subseries chiefly housing newspapers and other serials; early whole issues as well as single pages of Durham newspapers can be found here, as well as newspapers from elsewhere, and issues of mainstream magazines such as *Ebony*. The Non-NCM subseries in addition contains a large sub-grouping of print items related to Durham's historically black North Carolina Central University (NCCU), including campus newspapers and events programs.

Series, subseries, and their files are further described in this collection guide.

North Carolina Mutual Life Insurance Company Serials, 1903-1998

Scope and Contents note

Series comprises internal North Carolina Mutual serial publications, arranged alphabetically by title, then chronologically. Consists primarily of nearly complete runs of three company publications: *The Mutual* (1903, 1923-1929), *The Whetstone* (1924-1998), and *The Weekly Review* (1925-1998). Some large runs of issues are housed in original binders. One binder with mixed contents contains various samples of NCM publications, including an issue of *The Whetstone* (second quarter 1963); two issues of *The Mutual*; a pamphlet about the origins and history of the company, dated November 23, 1921; and the proceedings of the Annual Agents' Conference of 1920. A fourth publication is *The Hotline* (1988-1997). Listings in the collection guide include oversize material, found at the end of the series.

The Durham Reformer, Vol 13, No. 13 (two pages, pieces lacking), 1911 July 27

Box OV59

The Hotline, 1988-1997

Box 137

Processing Information:

[Some items removed to Oversize Material.]

The North Carolina Mutual cover, 1903 Sept.,
clippings 1906 Jan.

Box 137

Processing Information:

[Some items removed to Oversize Material.]

The North Carolina Mutual, four partial issues, 1903-1906, 1912	Box OV59
The Mutual, 1923 June, 1923 Nov., 1924 Apr., 1927 Apr., 1929	Box 137
Newsorama, 1960-1961	Box 137
The Review, 1933-1966 Sept. Physical Description: 11 folders	Box 137
The Review, 1966 Oct.-1985 Sept. Physical Description: 15 folders	Box 138
The Review, 1986-1998 Physical Description: 19 folders	Box 139
The Review (bound issues), 1956-1957 June Physical Description: 3 binders	Box 140
The Review (bound issues), 1957 July-1959 June Physical Description: 4 binders	Box 141
The Review (bound issues), 1960-1961 Physical Description: 4 binders	Box 142
The Review (bound issues), 1962-1963 Physical Description: 3 binders	Box 143
The Review (bound issues), 1963-1964 Dec. Physical Description: 4 binders	Box 144
The Review (bound issues), 1965 Physical Description: 3 binders	Box 145
The Review (bound issues), 1966 Physical Description: 2 binders	Box 146
The Review (bound issues), 1967 Physical Description: 2 binders	Box 147
The Review (bound issues), 1968 Physical Description: 2 binders	Box 148

The Review (bound issues), 1969-1970	Box 149
Physical Description: 3 binders	
<hr/>	
The Review (bound issues), 1971-1972	Box 150
Physical Description: 3 binders	
<hr/>	
The Review (bound issues), 1972-1974	Box 151
Physical Description: 3 binders	
<hr/>	
The Review (bound issues), 1976-1977	Box 152
Physical Description: 3 binders	
<hr/>	
The Review (bound issues), 1977-1978	Box 153
Physical Description: 2 binders	
<hr/>	
The Review (bound issues), 1979-1981	Box 154
Physical Description: 2 binders	
<hr/>	
The Review (bound issues), 1982-1985	Box 155
Physical Description: 2 binders	
<hr/>	
The Review, 1989	Box 156
Scope and Contents	
Includes issues no. 3-6, 8-18.	
<hr/>	
The Whetstone, 1924 March-November	Box 156
Scope and Contents	
Includes Vol. 1, nos. 2, 4-5, 7-10	
<hr/>	
The Whetstone, 1925 February-December	Box 156
Scope and Contents	
Includes Vol 2, nos. 2-12	
<hr/>	
The Whetstone, 1926 March-December	Box 156
Scope and Contents	
Includes Vol. 3, nos. 3, 5, 6-12	
<hr/>	
The Whetstone, 1927 February-November	Box 156

Scope and Contents

Includes Vol. IV, nos. 2, 4-11

The Whetstone, 1928 March-November (online
item available)

Box 156

Digital Object: [The Whetstone, 1924-1931](#)

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation.
Please contact Research Services to use this material, as contents should
be photocopied before being handled.]

Scope and Contents

Includes Vol. V, nos. 3-9, 11

The Whetstone, 1929 January-May

Box 156

Scope and Contents

Includes Vol. VI, nos. 1-5

The Whetstone, 1929 June-December

Box 156

Scope and Contents

Includes Vol. VI, nos. 6-12

The Whetstone, 1930

Box 156

Scope and Contents

Includes Vol. VII, nos. 1-12

The Whetstone, 1931

Box 156

Scope and Contents

Includes Vol. VIII, nos. 1-2, 4, 6-8, 10-12

The Whetstone, 1932-1939

Box 157

Physical Description: 13 folders

The Whetstone, 1940-1952

Box 158

Physical Description: 14 folders

The Whetstone, 1953-1964

Box 159

Physical Description: 12 folders

The Whetstone, 1965-1977	Box 160
Physical Description: 13 folders	
The Whetstone, 1978-1998	Box 161
Physical Description: 11 folders	
The Whetstone (bound issues), 1943-1950	Box 161
Physical Description: 1 binder	
The Whetstone (bound issues), 1947-1959	Box 162
Physical Description: 2 binders	
The Whetstone (binding removed), 1960-1967	Box 163
Physical Description: 3 folders	
Miscellaneous publications (bound), 1920-1963	Box 163
Physical Description: 1 binder	
Access Restrictions:	
[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]	
The North Carolina Mutual, 1903 Sept.	Box OV38
Physical Description: [frame removed] ; box size: 20x24 inches	
Access Restrictions:	
[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents may need to be reproduced before being handled.]	
The North Carolina Mutual, 1907 Jan.	Box OV23
Physical Description: box size: 14x18 inches	
Two pages from internal publication (probably The Mutual) Vol. II, no. 6, between 1907-1918 (photocopies)	Box OV23
Physical Description: box size: 14x18 inches	

One page (small pieces missing) from
unidentified NC Mutual publication (The NC
Mutual?), Vol. II, No. 6, 1904

Box OV58

Physical Description: box size: 11x17 inches

Bottom half of page from unidentified NC
Mutual publication (NC Mutual?), with
additional small fragments, 1906

Box OV58

Physical Description: box size: 11x17 inches

Scope and Contents

Page from what is almost certainly a publication for NC Mutual staff
contains aphorisms, inspirational messages, jokes, and news items about
staff and policy holders.

**North Carolina Mutual Life Insurance Company Pamphlets and Other
Publications, circa 1917-2008 and undated**

Scope and Contents note

Various publications issued by North Carolina Mutual. The earliest piece, circa 1917, is a pamphlet from the Life Extension Department of NC Mutual, by Medical Director Clyde Donnell, M.D., on the health risks associated with flies, especially the spread of diseases, giving advice on eliminating flies from human inhabitations. Other items include programs from memorial services; publications commemorating company anniversaries and the opening of new offices; The Mutual Album (a booklet containing photographs and biographies of NCM's founders and early employees); "Education in our Democracy" (a reprint of a speech that W.J. Kennedy, Jr. gave at Fort Valley State College); The Negro's Adventures in the Field of Life Insurance and Partners in Business (instructional tracts written by W.J. Kennedy, Jr. and Asa T. Spaulding, respectively); and various sales, promotional, and recruitment material, and training manuals. Arranged alphabetically by title or subject.

Annual Report, 1994

Box 135

Physical Description: 3 folders

"Black Achievement" calendars, 1977-1979

Box 135

Charters, bylaws, and resolutions, 1971-1984

Box 135

"Cloudburst All-Stars," 1985

Box 135

Cruise West Indies and Caribbean, 1961 May

Box 135

"Dedication Festival" for Mutual Plaza, 1968 March 28-April 2	Box 135
"Education in our Democracy," undated	Box 135
Employee wellness program, 2002	Box 135
"Facts about African Americans" pamphlets, undated	Box 135
Founders' days/anniversaries, 1969-2008	Box 135
"Founders Memorial Services," pamphlet, 1983	Box 135
"A Glossary of Insurance and Insurance- Related Terms," circa 1982	Box 135
Funerals and memorial services, 1944-2005	Box 135
Physical Description: 2 folders	
Health bulletin from the Life Extension Department of NC Mutual, "Swat The [fly]," by Medical Director Clyde Donnell, M.D., circa 1917	Box 135
Scope and Contents	
Cover of this black-and-white, two-page pamphlet has the words "Swat The" and a large hand-drawn illustration of a fly. Four smaller illustrations show sites for the spread of disease: an outhouse, stable, sickroom, and windows with no screens. Donnell was promoted to Medical Director in 1917.	
Home office ground-breaking/dedication, 1963-1966	Box 135
Internal promotional material, 1961-1985	Box 135
Physical Description: 3 folders	
Internal promotional material, 1985-1987 and undated	Box 185
Physical Description: 2 folders	
Living and Working Together the Mutual's Way, employee manual, 1953 (revised ed.)	Box 185

Scope and Contents

Forty-seven page employee manual originally written under the direction of President William J. Kennedy, Jr. in 1949.

Music recital program, between 1958 and 1968 Box 185

Physical Description: 2 copies

The Negro's Adventure in the Field of Life Insurance, by William J. Kennedy, Jr., 1934, 1937 Box 185

Physical Description: 3 folders

Scope and Contents

Contains 14-page pamphlet of the history of African American-owned life insurance industry, with multiple copies of 1934 first edition and one second edition copy from 1937. Includes lists of historical and current companies and their assets and expenditures. Three folders hold many duplicate copies, probably to be mailed to other Mutual offices.

North Carolina Mutual: A Symbol, 1960-1964 Box 185

Office openings, 1946-1950 Box 136

Office and officer images, undated Box 136

Partners in Business, 1940 Box 136

Proceedings of the Annual Agents' Conference, 1920 Box 136

Program honoring Asa Spaulding, 1959 Box 136

Remington Rand Punched-Card Applications, 1950s? Box 136

"Retirees Anniversary Banquet," pamphlet, 2005 Box 136

Sales and promotional material, undated Box 136

Physical Description: 10 folders

"Statistical Bulletin," 1923 Box 136

Training manuals and guides, 1927-1988 and undated Box 136

Physical Description: 6 folders

"You and Your Company" handbook, after 1965 Box 136

"Your Career" recruitment pamphlet, undated Box 136

Periodical Clippings, 1906-1996 and undated

Scope and Contents note

Contains groups of clippings, mostly assembled by the Public Relations Department, from mainstream national and local newspapers, university newspapers, and African American publications. Arranged alphabetically by topic.

Processing Information:

[Clippings are in original order as received and are stored in large envelopes - please unfold and handle with care.]

Civil rights, 1947-1960 Box 173

Physical Description: 3 folders

Processing Information:

[Some items removed to Oversize Material.]

League of Women Voters, 1950-1953 Box 173

North Carolina newspapers, 2005 Box 173

NCM, 1960-1966, 1991 Box 173

Physical Description: 2 folders

Richmond, Tyronza, 1994 Box 173

Spaulding, C.C., undated Box 173

Tillotson College, undated Box 173

Tougaloo Southern Christian College, 1945-1956 Box 173

Town Hall world tours, 1949-1953 Box 173

Toure, Sekou, 1959-1961 Box 173

Tuskegee Institute, AL, 1949-1958	Box 173
Various topics, 1955-1968, 1984	Box 173
Physical Description: 3 folders	
Processing Information:	
Some items removed to Oversize Material.	
Washington, Booker T., 1946-1960	Box 173
Washington, George, 1953	Box 173
Watchtower Life Insurance Company, Houston TX, 1939	Box 173
Weaver, Robert C., 1961-1962	Box 173
Wilberforce University, OH, 1949-1956	Box 173
Wiley College, TX, 1958	Box 173
William Penn Business School, 1951	Box 173
Williamsburg VA, 1962	Box 173
Winston Mutual Life Insurance Company, 1935-1957	Box 173
Winston-Salem Teachers' College, 1961	Box 173
Wit and humor (wise sayings), 1948-1955	Box 174
Physical Description: 2 folders	
"Women of the Week and Year," 1949-1957	Box 174
Wright, Richard, 1961	Box 174
WTCU, 1949-1953	Box 174
Xavier University, 1949-1952	Box 174
Y-Teens, 1955	Box 174
"Ye Towne on Queen Anne's Creek," 1962	Box 174
YMCA, 1949-1957	Box 174

YWCA, 1950-1958	Box 174
Zeta Phi Beta sorority, 1950-1953	Box 174
Various topics, oversize clippings, 1955-1967	Box OV4
Physical Description: box size: 16x20 inches	
Access Restrictions:	
[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents may require photocopying before being handled.]	
Various topics, oversize clippings, 1936, 1953, 1964, 1967, 1984	Box OV9
Physical Description: box size: 11x14 inches	
Various topics, 1967, 1982, 2006	Box OV23
Physical Description: box size: 14x18 inches	
Unknown newspaper article on charges against Dr. Norris, physician for NCM (?), ca. 1928	Box OV23
Physical Description: box size: 14x18 inches	
Civil rights, The Picture News, 1947 Nov. 2	Box OV35
Physical Description: box size: 15x19 inches	
Various topics, 1984, 1991-1994	Box OV35
Physical Description: 3 folders ; box size: 15x19 inches	
C.C. Spaulding, 1942 Dec. 12	Box OV35
Physical Description: box size: 15x19 inches	
NCM oversize clippings, 1921, 1926	Box OV39
Physical Description: box size: 20x24 inches	
Laminated NCM clippings, 1906, 1921, 1966, 1988	Box OV39
Physical Description: box size: 20x24 inches	
Kennedy, Jr., W.J., 1952-1958	Box OV39
Physical Description: box size: 20x24 inches	

Wheeler, J.L. funeral notices, 1957 Apr. 22	Box OV39
Physical Description: box size: 20x24 inches	
Lawsuit and annual meeting, 1972-1973	Box OV39
Physical Description: box size: 20x24 inches	
Various topics, 1943-1966	Box OV39
Physical Description: 3 folders ; box size: 20x24 inches	
Various topics, 1983-1996	Box OV39
Physical Description: 5 folders ; box size: 20x24 inches	
Access Restrictions:	
[Some of the materials in this folder are fragile and in need of preservation. Please contact Research Services to use this material, as contents may require photocopying before being handled.]	

Publications by Other Organizations, 1914-2006 and undated

North Carolina Central University (NCCU) Publications

Scope and Contents note

Material related to North Carolina Central University, including commencement programs, course guides, an issue of the campus journal *Varia*, issues of the campus newspaper *The Echo*, and issues of the faculty newsletter *The Faculty Fuzz*. Includes oversize material, given at end of grouping.

Annual school catalog, 1959-1960	Box 163
Annual school catalog, 1961-1962	Box 163
Commencement programs, 1959-1964	Box 163
Summer school, 1951	Box 163
Miscellaneous publications, 1960-1992 and undated (Box 163
Processing Information:	
[Other items in oversize folder.]	
<i>Varia</i> journal, 1963	Box 163

Golden Echo, 1960 Jan.; Campus Echo, 1964
Sept. 28; Alumni Bulletin, 1964 Apr. Box OV35

Physical Description: box size: 14x18 inches

Faculty and Staff Fuzz, 1963, 1965 Box OV35

Physical Description: 5 issues ; box size: 14x18 inches

Non-NCM Pamphlets and Other Publications

Scope and Contents note

Various items related to organizations other than North Carolina Mutual. Includes a large collection of material related to African American history; a number of government publications (primarily concerning either the African American population or the state of the economy); files from a 1973 audit of NCM conducted by the firm Ernst and Ernst; brochures and booklets related to health education; and publications produced by the NAACP, the National Urban League, the Southern Regional Council, the National Insurance Association, the Institute of Life Insurance, Ebony, the United Negro College Fund, the National Council of Negro Women, and the Peace Corps, among many others. Arranged in alphabetical order by title or subject, with oversize material at the end.

American Heart Association Pamphlets,
undated Box 164

Annual Report, The National Industrial
Conference Board, 1967 Box 164

"Archives*Records, DC," 2006 Box 164

Atlanta Home Horizons, 1962 Box 164

"Bits and Pieces," undated Box 164

"Blacks and Hispanics in the United States,"
1979 Box 164

American Traveler's Guide to Negro History,
undated Box 164

Arno Press, "Black Studies Program" catalog,
1972 Box 164

"The Black Presence in North Carolina"
exhibition program, 1978 Box 164

Blacks in the Westward Movement, 1975	Box 164
Calendars, 1983-1985	Box 164
"Fifty Years of Progress" pamphlets, 1950	Box 164
Flags of Famous Black Military Units, 1976	Box 164
"Golden Legacy" comic book, 1984	Box 164
Merzette coloring books, 1985	Box 164
"Negro History Week: A National Celebration," undated	Box 164
"Pepper Bird Pathways: African American Heritage," 1995	Box 164
"The Pride and the Passion," 1983	Box 164
Black Resource Guide, 1983	Box 164
Blue Cross/Blue Shield of North Carolina annual report, 1994	Box 164
British and Foreign Anti-Slavery Reporter indices, 1840-1846, 1854, 1857-1860 [photocopies]	Box 164
Business training pamphlets, 1948-1983 and undated	Box 164
"Can These Bones Live," by R.V. Horton, 1974	Box 164
Choose a Career That Counts, 1959	Box 164
Civil Rights and the South: A Symposium, 1963	Box 164
Conference Board publications, 1966-1969 and undated	Box 164
Physical Description: 3 folders	
Corporate Structure, 1993	Box 165
Diego Rivera/Mexico tourism material, postcards, undated	Box 165

"Durham: A Rare Combinations of Qualities," undated	Box 165
Durham County Almanac, 1925	Box 165
Ebony Publications on "Negro Market Potential," 1965 and undated	Box 165
Ernst and Ernst audit, 1973	Box 165
Physical Description: 3 folders	
"An Evening with Chuck Davis," program, 1992	Box 165
"Falcon Song," World Expo pamphlet, 1992	Box 165
Federal Records Centers folder with various pamphlets, leaflets, undated	Box 165
Government publications:	
Black Americans: A Chartbook, 1971	Box 165
Causes of Negro Insurance Company Failures, 1937	Box 165
Committee for Economic Development, 1968-1969	Box 165
Department of Labor, 1965-1966	Box 165
Franchise Company Data, 1968	Box 165
General Services Administration occupancy guides, 1963-1965	Box 165
"National Negro Health Week," 1928	Box 165
The Negro Woman Worker, 1938	Box 165
Office of Economic Opportunity, 1967	Box 165
The Social and Economic Status of the Black Population in the United States, 1972	Box 165
Third Report of Insurance Companies Owned and Operated by Negroes, 1949	Box 165

Health education, 1994-1998 and undated	Box 166
Physical Description: 3 folders	
History Speaks, 1932	Box 166
Home Insurance Companies, 1933	Box 166
"In Loving Memory of Mr. Willie C. Lovett" program, 1992	Box 166
Institute of Life Insurance, 1959 and undated	Box 166
"The Integration of the Negro into the United States Navy," 1948	Box 166
Joint Center for Political Studies, 1982	Box 166
Life Insurance Facts for Business Women, 1956	Box 166
Martin Luther King and The Montgomery Story, 1956	Box 166
Musings of a Teenager, Lawrence A. Dunmore, 1974	Box 166
National Archives brochures, 2005	Box 166
NAACP publications, 1955-1963	Box 166
Physical Description: 2 folders	
National Council of Negro Women, 1956-1981	Box 166
National Negro Finance Corporation, 1924	Box 166
"National Negro Business League Annual Report" , 1914	Box 166
National Insurance Association member roster, 2002	Box 166
National Urban League "Building for the Future," 1956	Box 166A
"The Negro and the Depression in North Carolina," 1933	Box 166A

"Negro History Week," pamphlet, undated	Box 166A
Physical Description: 2 copies	
The Newcomen Society, 1958-1960	Box 166A
"A New Era on Parrish Street" pamphlet, circa 2004	Box 166A
"New Directions," reprint, 1974	Box 166A
North American Reassurance Company "Forecast for the Seventies," 1962	Box 166A
North Carolina AIDS resource directory, 1989	Box 166A
North Carolina Black Leadership Caucus fifteenth annual conference, 1991	Box 166A
North Carolina Human Relations Council, 1978	Box 167
Peace Corps publications, 1961 and undated	Box 167
Physical Distribution: Key Points for Presidents, 1967	Box 167
Position paper, Allan P. Sindler, undated	Box 167
Preparing the Annual Report, 1960	Box 167
"The Quarterly Earnings Roller Coaster" Best's Insurance Review, 1976	Box 167
Race in the News, circa 1950	Box 167
Reading Course in Executive Technique, 1948	Box 167
"Register to Vote" flier, undated	Box 167
The Road to Justice: Three Major Statements on Civil Rights by President Lyndon B. Johnson, 1965	Box 167
Russian scholarship, 1952-1955 and undated	Box 167

Society of American Archivists Annual Report, 2005	Box 167
Southern Regional Council publications, 1960 and undated	Box 167
"Stony the Road We Trod...: a Portrait of Black North Carolinians in Prose and Poetry," 1976 Nov.	Box 167
A Survey of the Years 1898-1899, 1958	Box 167
Tax law information, 1966-1979	Box 167
"They Call Him 'Co-operation,'" 1943 Physical Description: 2 copies	Box 167
"They Defend Genocide and Cannibalism" , remarks of Hon. Claude Pepper, 1965 Feb. 17	Box 167
"Thomas Day, Cabinetmaker" exhibition program, 1975 Physical Description: 2 copies	Box 167
Thomas F. Keller Center dedication, 1996	Box 167
"Three Peeps and Some Looks," by J. Mason Brewer, 1963 Jun.	Box 167
"Toward the Preservation of a Heritage: Inaugural Exhibition of The Howard University Museum," 1979	Box 167
Triad Black Business Expo program, 1994	Box 167
United Negro College Fund, 1958-1964 and undated	Box 167
University of North Carolina commencement, 1967	Box 167
Urinary Analysis by Chemical Examination, 1923	Box 167
"Vacuum Freeze-Drying," undated	Box 167

Vocational Training Opportunities in North Carolina, 1963	Box 167
You Can Go Places and See Things in the Life Insurance Business, undated	Box 167
City of Durham master plan report, 1959	Box OV14
Physical Description: box size: 11x14 inches	
Cosmopolitan Chamber of Commerce report on Chicago, 1965	Box OV14
Physical Description: box size: 11x14 inches	
White Rock Baptist Church: A Brief History, undated	Box OV35
Physical Description: box size: 14x18 inches	
NIA national convention, 2003	Box 188

Non-NCM Serials

Scope and Contents

Serials published by other entities, chiefly newspapers. Includes early issues of Durham, N.C. African American and other local newspapers (1906-1945), and many issues of The Journal of Negro History and The Pilot, official journal of the National Negro Insurance Association. Arranged in alphabetical order by title.

Administrative Management, 1967 Mar.	Box 167
American Magazine, 1948 Dec.	Box 167
American Visions, 1990 June	Box 167
The Atlantic, 1940 May	Box 167
Best's Insurance News, 1943-1967	Box 167
Best's Life Rating Chart, 1928, 1930	Box 168
Blackbook, 1983	Box 168
Black Business Digest, 1973 May	Box 168
Black Business Ink, 2003 Aug.	Box 168

Black Enterprise, 1974-1993	Box 168
Physical Description: 4 folders	
Black Scholar, 1987 July/Aug./Sept./Oct.	Box 168
Black Southerner Magazine, 1982	Box 168
The Brown American, 1958 Fall	Box 168
Business Automation, 1964 Sept.	Box 168
Business Leader, 1991 Oct.	Box 168
Campus Echo, 1957 Feb. 28 (photocopy)	Box OV36
Physical Description: box size: 14x18 inches	
The Carolina Times, 1966 Mar. 5, 19, 26, Apr. 9; 1968 Dec. 14; 1994 Sept. 24	Box OV38
Physical Description: box size: 20x24 inches	
The Carolinian, 1983 Feb. 17	Box OV38
Physical Description: box size: 20x24 inches	
Caravan, 1965 April/May	Box 168
Chicago Daily Defender, 1965 Dec. 8-9	Box OV36
Physical Description: box size: 14x18 inches	
Chief Legal Executive, Winter 2003	Box 168
Concrete Facts, undated (Vol. 12 #2)	Box 168
Concrete Products, 1965 May	Box 168
Council Review, 1985 Apr./May-Sept.	Box 168
The Crisis, 1931-1968	Box 168
Physical Description: 2 folders	
Dollars and Sense, 1983-1986	Box 168
Double Ought, 1999 Nov.-2000 Oct.	Box OV38
Physical Description: box size: 20x24 inches	

Durham Morning Herald, 1966 Mar. 12, Apr. 3; 1968 May 5; 1981 Apr. 26	Box OV38
Physical Description: box size: 20x24 inches	
Durham Morning Herald, 1927 July 3 (photocopied by NCM)	Box OV38
Physical Description: box size: 20x24 inches	
Scope and Contents	
Contains article about Royal Knights of King David, Durham.	
Durham Negro Observer (5 issues), 1906 June-October	Box OV59
Physical Description: box size: 18x24 inches	
The Durham News Journal, 1966 Mar. 31	Box OV38
Physical Description: box size: 20x24 inches	
Durham Report, undated	Box 168
The Durham Sun, 1921 Dec. 31 (photocopy)	Box OV36
Physical Description: box size: 14x18 inches	
The Durham Sun (three full pages, small pieces lacking), 1945 August 29	Box OV59
Physical Description: box size: 18x24 inches	
The Durham Sun, 1966 Mar. 31	Box OV38
Physical Description: box size: 21x25 inches	
Durham YMCA Heartbeats, 1994 Apr.	Box 168
Ebony, 1955 (reprints); 1985; 2005	Box 168
Ebony, 1955 Sept.; 1959 Mar. (reprints)	Box OV37
Physical Description: box size: 13x18 inches	
Ebony, 1963 May; 1966 June; 1967 Mar.-Apr.; 1969 May; 1971 Mar; 1973 Aug.-Sept., Dec.	Box OV37
Physical Description: 5 folders ; box size: 13x18 inches	
Fortune, 1974 Oct.	Box 168

Gaffney Ledger (S.C.), 1928, July 12
(photocopied by NCM)

Box OV38

Physical Description: box size: 20x24 inches

Scope and Contents

Was archived due to a front-page article (partial) of the indictment of a Dr. C. L. Norris, (Gaffney, South Carolina's sole African American physician), in connection with his medical examinations work for North Carolina Mutual's branch office.

Hotline and Unity News, 1963-1983

Box OV36

Physical Description: box size: 14x18 inches

Humanities, 2006 May/June

Box 168

Input, 1966

Box 168

Inside Track, 1987 Fall

Box 168

The Insurance Examiner, 1939 Mar.

Box 168

The Insurance Field, 1926 Aug. 6

Box OV36

Physical Description: box size: 14x18 inches

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

The Insurance Leader, 1919-1920

Box 169

Intercollegiate Digest, 1935 Nov.

Box 169

Physical Description: 2 copies

Jet, 1983-2005

Box 169

The Journal of Negro History, 1962-1996

Box 169

Physical Description: 8 folders

The Kappa-Alpha-Psi Journal, 1926-1929

Box 169

The Little Voice, 1927 July 9

Box OV38

Physical Description: box size: 20x24 inches

Local History and Genealogy, 1948	Box 169
The Macon Courier, 1983 Feb. 15	Box OV38
Physical Description: box size: 20x24 inches	
The Message, 1951 Sept.	Box 169
The Messenger, 1927 Mar.	Box OV9
Physical Description: box size: 11x14 inches	
The Mouthpiece, 1925 Feb.	Box 169
The Nation, 1952, Sept. 27	Box 169
The National Magazine of Commerce, 1935 Jan.	Box 169
National Negro Digest, circa 1937	Box 169
The Nation-Wide Review, 1928 Sept.	Box 169
The Negro History Bulletin, 1962-1975	Box 169
Physical Description: 2 of 8 folders	
The Negro History Bulletin, 1962-1975	Box 170
Physical Description: 6 of 8 folders	
Negro Progress in North Carolina, 1950-1964	Box 170
Physical Description: 3 folders	
The Negro Worker, 1944 July	Box 170
The New York Stock Exchange Magazine, 2005 May/June	Box 170
The News and Observer, 1992 June 17	Box OV38
Physical Description: box size: 20x24 inches	
Opportunity, 1923-1935	Box 170
Pageant, 1963 July	Box 170
The Philadelphia Tribune, 1983 February 8	Box OV38
Physical Description: box size: 20x24 inches	

The Pilot, 1951-1954	Box 170
Physical Description: 8 folders	
<hr/>	
The Pilot, 1955-1965	Box 171
Physical Description: 17 folders	
<hr/>	
The Pilot, 1966-1978	Box 172
Physical Description: 13 folders	
<hr/>	
Probe, 1961 April	Box 172
<hr/>	
The Quarterly Journal, 1940 October	Box 172
<hr/>	
The Radiator, 1922-1923	Box 172
Physical Description: 4 folders	
<hr/>	
The Saturday Evening Post, 1945 Mar. 27	Box 172
<hr/>	
Sepia, 1983 July	Box 172
<hr/>	
Survey Graphic, 1942 Nov.	Box 172
<hr/>	
Tar Heel Junior Historian, African American Life Edition, 1995 Fall	Box 172
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The Trumpet of Conscience, undated (Vol. 1, No. 2)	Box 172
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The Underwriters' Forum, 1947 Jan.-May	Box 172
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The Wayfarer, 1965 Fall	Box 172
<hr/>	
Weekly News Review Digest and Best's Insurance News, 1924-1940	Box 172
Scope and Contents note	
Carries extensive handwritten annotations and lists.	
<hr/>	
The Saturday Evening Post, 1943 Mar. 27	Box OV14
Physical Description: box size: 11x14 inches	
<hr/>	
Sentinel, 1983 Apr. 14	Box OV14
Physical Description: box size: 11x14 inches	

The Triangle Tribune, 1998 Oct. 11

Box OV36

Physical Description: NC Mutual 100th anniversary edition ; box size: 14x18 inches

Tribune supplement, 1966, and The Durham Morning Herald, 1973 Nov. 4

Box OV36

Physical Description: box size: 14x18 inches

The Wall Street Journal, 1994 Sept. 27

Box OV38

Physical Description: box size: 20x24 inches

Access Restrictions:

[Some of the materials in this box are fragile and in need of preservation. Please contact Research Services to use this material, as contents should be photocopied before being handled.]

Unidentified newspaper (Durham Negro Observer?), circa 1920 (photocopy)

Box OV38

Physical Description: box size: 20x24 inches

Scope and Contents

Contains advertising for insurance companies, including North Carolina Mutual Life Insurance Company, and the society of the Royal Knights of King David, as well as an article on lynching and the response of the Charlotte News and Observer. Also featured are society comments, and notes on businesses, local events, and churches.

Other Printed Material

Scope and Contents

Contains two oversize posters acquired by North Carolina Mutual staff.

"A Picture History of the American Negro," (poster), circa 1960s

Oversize-folder 10

Scope and Contents

Consists of a large black-and-white poster measuring approximately 36x48 inches, displaying the history of Africans and African Americans in the United States from the 1700s to the 20th century. Includes small portraits and biographies of notable individuals: abolitionists, politicians, authors, artists, and civil rights leaders. Background paper color is ivory; fonts and portraits are in brown.

"National African American leadership salutes the Million Man March, October 16, 1995,

Washington, DC...Day of Atonement / Michael

Brown," (poster), 1995

Oversize-folder 11

Scope and Contents

Large poster consisting of a color collage of images of African American men; at its center is iconic image of slave with back turned to show scars. Mounted on foam core support, measuring 24 1/2 x 34 1/2 inches. Signature appears to be M.T. Row. Produced by Things Graphics and Fine Arts, Washington, DC.

Items Closed Pending Conservation

Access Restrictions:

Extremely brittle item; closed pending conservation treatment.

Large typed list of districts and offices with handwritten annotations, mounted on cardboard support, 1920s?

Oversize-box OV 54

[Return to Table of Contents](#)

Audiovisual Materials, 1943-circa 1970s

Physical Description: 5 boxes and 19 film cans

Scope and Contents note

Series houses sound and moving image recordings spanning many decades and documenting milestones in North Carolina Mutual History. Formats include audiocassettes, audio tape reels, film reels, and videocassettes.

Audiocassettes are few in number and include a set of home-study tapes on insurance practices.

Subjects of films include a history of North Carolina Mutual; the history of "Black Wall Street" in Durham; the groundbreaking and dedication ceremonies for the current headquarters building on Chapel Hill Street in Durham; and advertisements and broadcasts about NC Mutual products and services. Titles of films listed have been taken from original canister or box labels. Many of these films were copied in digital format to DVD, around 2002 (see listings of digitized moving images in Digital Material Series).

Access Restrictions:

Series contains fragile audiovisual/photographic material that may require reformatting. Contact Research Services for access.

Audio Recordings, 1962, 1963, 1987, and undated

Access Restrictions:

Series contains fragile audiovisual/photographic material that may require reformatting. Contact Research Services for access.

HS 328, "Investments" - audiocassette
for home study created by Insurance
Achievement, Inc., 1987

Box 175

Physical Description: 5 cassettes

Processing Information:

[Removed from Office of the President, Bert Collins Subseries.]

Radio commercials on audiotape reels,
undated

Box 175-A

Physical Description: 22 reels

Scope and Contents note

Primarily seems to consist of radio commercials on 3-, 4-, and 5-inch reels.

Unidentified audiotape reels, undated

Box 175-B

Physical Description: 3 reels

Scope and Contents note

Unlabeled, 8" reels.

"Adventures in Negro History," 1963

Box 175-C

Scope and Contents note

Set of 2 commercially produced record albums (LPs) with booklet, released in 1963 by Highlight Radio Productions, presented by Pepsi-Cola, directed by Fred Flowerday, and narrated by Jerry Blocker.

The Saxton Show, KTVM, FM 103.9, 1962 Feb.
15

Box 175-C

Scope and Contents note

Radio show featuring guests Asa Spaulding and H.J. Clement, 10.5" audio reel.

Films, 1948-1976 and undated

Scope and Contents note

Series of NCM-produced films and advertising spots, including a history of NCM created in 1948. Film footage is approximate. All but FILM 17 are reels of film; FILM 17 is an archival box housing multiple films.

Access Restrictions:

Series contains fragile audiovisual/photographic material that may require reformatting. Contact Research Services for access.

"Success Story" , complete, 1948 Box Fully Processed: 187 >
Film-reel RL00936-F16-0001
Digital-materials RL00936-
SET-0003 > Video-file
RL00936-F16-0001.mov

Physical Description: 725 feet, bw, sound

"NC Mutual 'Success Story,'" , 1948 Film-reel 13

Physical Description: 500 feet

"Success Story," b/w, fragments, 1948 Box FILM 17

Physical Description: includes small sections that were removed from the enclosed film

Access Restrictions:

[This film is in need of preservation. Please contact Research Services to use this material, as contents should be treated before being handled.]

"Success Story" , title missing, 1948 Film-reel 5

Scope and Contents note

"Missing most of title."

"WTTW #47325 Spaulding Spots," circa 1964 Film-reel 4

Scope and Contents note

WTTW in Chicago. Three small reels inside 11.5" can.

"Groundbreaking," circa 1965 Film-reel 8

Physical Description: 1200 feet

Scope and Contents note

"Film and video tape division WTTW Chicago."

- "Dedication Ceremony," 1966 Film-reel 7
Physical Description: 1200 feet
Scope and Contents note
16mm film.
-
- "NC Mutual," 1966 Film-reel 6
Physical Description: 747 feet
Scope and Contents note
Charles Crone Agency. Black and white 16mm film.
-
- "NCM Dedication Ceremonies," 1966 Film-reel 12
Physical Description: 700 feet
-
- "NC Mutual," circa 1966 Film-reel 14
Physical Description: 100 feet, 2 reels
Scope and Contents note
"Humphrey 1966." WTTW kine negative original.
-
- "NC Mutual," 1966 April 15 Film-reel 15
Physical Description: 810 feet
Scope and Contents note
WTTW kine negative original. Also on can: "Humphrey neg 1966." 16mm,
sound.
-
- "Hi band dub N.C. Mutual Founders' Day,"
29:19, 1970 October 24 Film-reel 2
Physical Description: 3200 feet
Scope and Contents note
RCA video tape, 2".
-
- "Tribute to Martin Luther King" : Producer:
Clayton Weaver, 1972 January 14 Box FILM 17 > Film-reel
RL00936-F16-0009
Digital-materials
RL00936-SET-0005 >
Video-file RL00936-
F16-0009.904_12fps.avi

Digital-materials RL00936-
SET-0005 > Video-file
RL00936-F16-0009.mp4

Physical Description: 16mm, color, magnetic sound; 0:02:37

"Black Ambassador, Home and Abroad," circa
1976

Film-reel 1

Physical Description: 2550 feet

Scope and Contents note

"Shipped to WRAL-TV...6/25/76." Memorex video tape, 2".

"NC Mutual Insurance, Jogger, 0:30,
10-17-80" : WPTF-TV28, 1980

Box FILM 17

"North Carolina Mutual, Jogger, 0:30, 28 May
'81" : Brand Edmonds Packett, WDBJ-TV7,
Roanoke, 1981

Box FILM 17

"NC Mutual, NCMU-0130, 0:30, dub 9/3/81" :
WRAL-TV5, Raleigh, 1981

Box FILM 17

"NC Mutual Ads #1-4, Dangerfield," undated

Film-reel 10

Scope and Contents note

Container houses 3.5" reel with one film; and one 4.75" reel with four films
on it, according to labels. 16mm format.

"NC Mutual, Charles Crone Assoc.," undated

Film-reel 11

Physical Description: 500 feet

Scope and Contents note

Has not been screened, but likely contains NCM commercials produced by
Charles Crone Associates advertising agency; 16mm film.

"The Quiet Road to Success, VTR #1, 29:30,"
WRAL-TV 5, Raleigh

Film-reel 16

"The Achiever," 0:30 commercial spot, color,
undated, seven copies

Box FILM 17 > Film-
reel RL00936-F16-0002 -
RL00936-F16-0008
Digital-materials RL00936-
SET-0004 > Video-file
RL00936-F16-0002.mkv -
RL00936-F16-0008.mkv

Digital-materials RL00936-
SET-0004 > Video-file
RL00936-F16-0002.mp4 -
RL00936-F16-0008.mp4

Physical Description: 7 copies

"Dubs of NC Mutual Founders Day," undated

Film-reel 3

Physical Description: 3200 feet

Scope and Contents note

RCA, video tape, 2".

Various film reels - commercials and other
content

Box FILM 18

Various film reels - commercials and other
content

Box FILM 19

Physical Description: 19 film reels

Scope and Contents note

Primarily consists of television commercials on 16 mm film.

Videocassettes, 1990s-1999 and undated

Scope and Contents note

Titles and dates are taken from original container labeling. Total running time (TRT) given when possible. Arranged in alphabetical order by title.

Access Restrictions:

[Original audiovisual materials are closed to use. Use of these materials may require production of listening or viewing copies. Please contact Research Services before coming to use this collection.]

"Antique Truck," undated

Box 175-A

Physical Description: [U-Matic, TRT :30]

"Community Mental Health and Health Care
Reform, with Dr. Fred McCall Perez, a member
of President Clinton's Health Care Task
Force," 1990s

Box 176

Physical Description: [VHS, TRT :30]

"National Insurance Association (NIA), 1997 Atlanta, Howard Catching and Coretta Scott King"	Box 176
Physical Description: [VHS]	
"NIA 1997 Awards Banquet"	Box 176
Physical Description: [VHS]	
"NIA 1997 President's Banquet, J. Lowery"	Box 176
Physical Description: [VHS]	
"Ninety-Five Years of Sales and Service," 1993	Box 176
Physical Description: [VHS]	
"NCM Centennial Celebration Documentary," 1999	Box 176
Physical Description: [VHS]	
"NCM Christmas," 1992	Box 176
Physical Description: [VHS]	
"NCM Employee Forum," 1999	Box 176 Box 189
Physical Description: [VHS]	
"NCM: The First 100 Years," circa 1999	Box 176 Box 189
Physical Description: [VHS]	
"NCM 94th Founders Day Program," 1992	Box 176
Physical Description: [VHS]	
NCM Life Insurance Show, 1988 May 24	Box 189

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Scrapbooks, 1912-1975

Physical Description: 6 boxes

Scope and Contents note

Varying in size and condition, these scrapbooks commemorate the history of North Carolina Mutual Life Insurance through clippings, photographs, memos, programs, and other items. Also found in the photographic material section in

the Oversize Material Series are photo albums that also commemorate company personnel, conferences and other events, and milestones.

Access Restrictions:

Access note. Series contains fragile material that may require extra assistance from staff or conservation treatment. Contact Research Services for access.

Scrapbook 1, 1966

Box OV40

Physical Description: box size: 13x18 inches

Scope and Contents note

Commemorating the dedication of new home office building, this scrapbook chiefly contains many pages of congratulatory messages in the form of letters and telegrams, many from notable officials, politicians, and businessmen.

Scrapbook 2, 1975

Box OV41

Physical Description: box size: 21x25 inches

Scope and Contents note

History of NC Mutual from its beginnings to the 1970s. Almost completely made up of cut-outs from the company publication Whetstone.

Scrapbook 3, 1961-1967

Box OV42

Physical Description: box size: 23x29 inches

Scope and Contents note

Contains newspaper clippings of NCM advertisements, along with a photograph, clippings of competitor's ads, and an event program. Approximately 25" x 17".

Scrapbook 4, 1920-1939

Box OV43

Physical Description: box size: 17x21 inches

Scope and Contents note

Eighteen-page portfolio (approximately 13" x 16") belonging to calligrapher and illustrator Walter W. Micheaux. Micheaux was recognized as an expert penman and, after moving from South Carolina. in 1916, illustrated and hand-lettered the insurance policies, publicity, logos, and other material for NCM for over 20 years. Scrapbook contains many original examples of his work, as well as a 1928 clipping about him (with photo), and a small photo of him as an older man.

Access Restrictions:

[Extremely fragile. Slated for conservation treatment. Please consult with a reference archivist before using.]

Scrapbook 5, 1912, 1943-1963, 1972 and
undated

Box OV47

Physical Description: box size: 12x16 inches

Scope and Contents note

The majority of the contents of this scrapbook are dedicated to the launching of the S.S. Merrick in honor of John Merrick on July 11, 1943. Also includes a specially-bound edition of the Whetstone edition honoring NCM's 50th anniversary, as well as various newspaper clippings relating to individuals and other entities connected to NCM. Other items laid in to the scrapbook are copies of a letter and photo from President John F. Kennedy, a 1946 Whetstone honoring John Merrick, and an unidentified Atlantic City vacation photograph of NC Mutual staff, circa 1940s.

Scrapbook 6, 1936-1941

Box 177

Scope and Contents note

Scrapbook of newspaper clippings belonging to J.L. Wheeler, NCM Agency Director of the Southern Region.

NCM Annual Meeting, 1991-2003

Box 197

Scope and Contents

Contains correspondence, photographs, and invitations. Also includes photographs from NCM Annual Meeting Spouse Programs.

President's Club Convention, 1990

Box 197

Scope and Contents

Includes photographs from the 1990 meeting in San Francisco, CA.

President's Club Convention, 2001

Box 197

Scope and Contents

Includes photographs and invitations.

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Social Groups and Events, 1922-1992 and undated

Physical Description: 1 box

Scope and Contents note

Files relate to social clubs and events for North Carolina Mutual employees. The group that is most chronicled in these files is the Tuesday Morning Study Group, a self-improvement group composed chiefly of the wives of NCM administrators, who met to read about and discuss political, social and cultural topics of the day. One of their meetins contains content on sexism. There are also some records from the NCM Glee Club.

Tuesday Morning Study Club: Minutes, 1962-1977 Box 178

Physical Description: 2 folders

Tuesday Morning Study Club: Correspondence and memorabilia, 1966-1977 Box 178

Tuesday Morning Study Club: Agendas and readings, 1973-1976 Box 178

Tuesday Morning Study Club: Materials on meeting topic, "The Great Transition," 1977 Box 178

Scope and Contents

"The Great Transition" theme taken up by the NCM social group, the Tuesday Morning Study Club, may refer to the term as used by Kenneth Boulding, social reformer, economist, educator, and systems scientist, in 1965, to mean a pivotal moment in social science and human society as it transitions from the 20th to the 21st century.

Tuesday Morning Study Club: "The Great Transition," three cassettes for study meeting, circa 1977 Box 175

Access Restrictions:

Original audiovisual recordings are closed to use. Use of these materials may require production of listening or viewing copies. Please contact Research Services before coming to use this collection.

Greetings, announcements, and ads, 1924-1927 Box 178

Glee Club history and programs, 1922 and undated Box 178

"Hayti Lived Before" (stage play, circa 1992), and the June 28, 1952 issue of The Nation Box 178

Guide to the North Carolina Mutual Life Insurance Company
Archives, 1850, 1888-2000s and undated, bulk 1920-2008

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