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UA2022.03

Follett Collection

Dates: 1873-1998, 2022, Undated

Creators: C.M. Barnes Company, C. M. Barnes – Wilcox Company, J. W. Wilcox & Follett Company, Wilcox & Follett Company, Follett Corporation

Extent: 8.25 linear feet

Level of description: Folder

Processor & date: Judith Robins, 1998; revised by K. Young, 2023

Administration Information

Restrictions: See note following arrangement note for restrictions.

Copyright: Loyola University Chicago owns the physical materials in this collection. Loyola University Chicago does not own the copyright to the materials in this collection.

Citation: Loyola University Chicago. Archives & Special Collections. Follett Collection, 1894-1998, 2022, Undated. Box # - Folder #.

Provenance: The Follett Collection was gifted to Loyola University Chicago on 31 January 2022 by Todd Litzinger, Chief Executive Officer, on behalf of the Follett Corporation and Follett Family.

Separations: No separations.

See also: Record Group 7: Audio-Visual Materials.

Corporate History

The following biographical and historical sketch is provided only as an overview to assist the users of this collection. Much of this information has been drawn from two essays written by Steve Waichler: "The First Fifty Years of Follett Corporation", and "Follett: Partners in Education, 1873-1996." The rest of the information has been drawn from other items in the collection itself, and from conversations with Follett staff and family members.

This biographical and historical sketch was written by Judith Robins.

C. M. Barnes Company, ca. 1873-1908

Charles Montgomery Barnes was born in Canton, Illinois, in 1833. He was the son of the Rev. Romulus Barnes, who had come to Illinois three years previously. Charles M. Barnes also chose the ministry as a career. Anecdotes state that an illness forced him to leave his profession, and that as a source of ready income he sold his own library. The year in which this occurred is variously given as 1872, 1873 and 1874. Mr. Barnes quickly developed a full-time business in the sale of used books. By 1876 he had moved both his home and his business from Wheaton, Illinois to Chicago. He changed his business premises frequently throughout the next twenty years. The business was incorporated as the C. M. Barnes Company on 17 February 1894.



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Charles M. Barnes married Ellen Moore. Their son William Robbins Barnes was born in 1865. Records in this collection relating to the incorporation of the new company, as well as court records consulted by historian Steve Waichler, reveal that the company received infusions of cash from one J. H. Moore and one S. W. Moore. They, and several other members of the Moore family, were early stockholders of the company. It seems likely that these individuals were related to Mrs. Barnes.

In 1901, Charles W. Follett was hired on a temporary basis. He remained with the company, however, and quickly rose to a position of leadership. Eventually he was to become the owner and President of the company.

C. M. Barnes--Wilcox Company, 1908-1917

By the time the business was first incorporated in 1894, Charles' son William R. Barnes was working for the company. In 1896, William married Blanche Wilcox. The following year, his father-in-law John W. Wilcox also joined the company. Early stockholders included several members of the Wilcox family. The founder of the company, Charles M. Barnes retired in 1907 and moved to Seattle, Washington. Upon Charles' retirement, his son William became President. In recognition of John Wilcox's contribution to the business, the company name was changed to the C. M. Barnes-Wilcox Company on 20 February 1908. In 1912, C. W. Follett became a shareholder, Director and Vice President of the company. His rise to eventual ownership was well under way.

J. W. Wilcox & Follett Company, 1917-1943

Charles Wolcott Follett was born in Illinois. Anecdotes state that C. W. Follett met his future wife Edythe Benepe in Indiana, and that when she returned to her home in Chicago he followed her there. Charles and Edythe Follett had four sons: Robert D., Garth Benepe, Dwight Wolcott and Charles N. (known as "Laddie".)

In 1901, C. W. Follett was hired by the C. M. Barnes Company to assist in the company's move to new premises. He remained with the company, serving in many capacities over the years. Early in his career with the company, he worked as a salesman in the Oklahoma Territory. In 1912 he became a shareholder, Director and Vice President of the company.

In 1917, then-President of the company William R. Barnes chose to leave the company in order to form a new partnership with his friend Mr. Noble in New York City. This was the origin of the present-day firm, Barnes & Noble. Upon William's resignation, John Wilcox acquired his interest in the company and became its President. Also in that year, three of Charles W. Follett's sons (Dwight, Garth and Robert) were first employed by the company as summer workers.



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On 12 March 1918 the company name was officially changed to the J. W. Wilcox & Follett Company. In 1920, the company took a ten year lease on premises at 2008 Calumet Street. By 1927, the company had moved to 1255 S. Wabash Avenue, where it would remain for nearly thirty years.

John W. Wilcox died in 1923. Immediately, C. W. Follett made overtures to acquire a majority holding of the stock. He succeeded in becoming full owner of the company. All four of C. W. Follett's sons joined him in the business; the elder three during the mid-1920s, and the youngest in 1931. After their father's death on 19 December 1952, his sons jointly controlled the company until their own respective retirements.

Under C. W. Follett's management, the company formed contractual agreements with many related businesses, and acquired several others. It also created a number of short-lived subsidiaries, primarily retail book and stationery stores. In 1926, the company organized what was to become a major subsidiary: Follett Publishing Company (FPC.) FPC was created at the instance of Dwight Follett, and was managed by him until his father's death in 1952, when he became President of the company. Dwight's son Robert J. R. Follett then took over the management of FPC.

Wilcox & Follett started its first college book store at the University of Minnesota in Minneapolis. The date of this event is variously reported as 1929, 1930 and 1931. This was the beginning of a specialization in the operation of college book and supply stores which continues today.

Wilcox & Follett Company, 1943-1957

For many years the J. W. Wilcox & Follett Company was informally known simply as "Wilcox & Follett", and even used this shortened form of its name on letterhead stationery. On 27 December 1943, the corporate name was officially changed.

In 1955 the company moved to 1000 W. Washington Boulevard, the former home of the National Biscuit Company (known today as Nabisco.) This building was purchased by the Follett family in 1962, and gradually the company's divisions filled the entire building. The corporate offices remained at this location for nearly forty years.

Follett Corporation, 1957 - 2022

In 1957, a major reorganization of the company was undertaken. The new entity was incorporated on 12 December 1957, and began operations on 2 January 1958. As part of this change, Wilcox & Follett Company was dissolved as a separate entity and reconstituted as a division of the new Corporation.



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The company continued to form new subsidiaries and to re-combine its operating divisions. Many of these reflect the company's attempts to find new niches in the educational marketplace. In the 1970s, the Corporation explored an entirely different market by purchasing several racquet clubs and other recreational properties. In the 1980s, several large chains of college book and supply stores were acquired.

In 1993, the Corporation moved its headquarters to a building owned by one of its divisions, Follett Campus Resources, at 2211 West Street in River Grove, Illinois.

The Follett family sold the business in 2022.

Scope and Content

This section of the Follett Collection records comprises 8.25 linear feet spanning the years 1873 to 1998 with some undated records. These records include ledgers, applications, bills of sale, financial statements, correspondence, reports, brochures, catalogs, minutes, newsletters, by-laws, and histories.

Arrangement

The collection is arranged into six (6) record groups. Five (5) record groups reflect the growth and name changes of the company. The sixth (6) and last record group covers the subsidiary companies owned by the company.

Each record group is arranged into one or more series – series 1: Administrative, series 2: Financial, series 3: Legal, series 4: Personnel, series 5: Publications, and series 6: Restricted.

Notes

Records sometimes crossover from one company to the next, especially in the early years.

This section of the Follett collection was previously processed by Judith Robbins. It was reprocessed according to Loyola University Chicago Archives & Special Collections standards in 2022.

Per agreement, the following restrictions regarding confidential and sensitive information are in place:

Financial records from 1950 to 2022 are restricted for 20 years

Personnel records from 1951 to 2022 are restricted for 72 years

Records from 1992 to 2022 are restricted for 20 years

Record Groups (RG)

RG 1: C. M. Barnes Company, 1873-1908, Undated. Boxes 1-2

This record group includes bills of sale, financial statements, correspondence, ledgers and catalogs.



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RG 2: C. M. Barnes – Wilcox Company, 1908-1918, Undated. Box3

This record group includes meeting minutes, financial statements, stock certificate ledgers, payroll, and a list of books wanted.

RG 3: J. W. Wilcox & Follett Company, 1918-1943, Undated. Boxes 4-7

This record group includes correspondence, meeting minutes, reports, financial statements, expense books, contracts, personnel lists, newsletters, and catalogs.

RG 4: Wilcox & Follett Company, 1943-1957, Undated. Boxes 8-11

This record group includes notes, histories, reorganization plans, meeting minutes, correspondence, employee manuals, reports, stock certificates, real estate information, newsletters, and catalogs.

RG 5: Follett Corporation, 1957-2022, Undated. Boxes 12-15

This record group includes by-laws, policies, news clippings, articles, histories, memos, correspondence, president's letter, reports, financial statements, articles of incorporation, leases, newsletters, brochures, and organization charts.

RG 6: Subsidiary Companies, 1920-1983, Undated. Boxes 16-18

This record group includes contracts, stock certificates, correspondence, reading guides, reminiscences, memoranda, order forms, and financial statements.

Subjects

Follett Corporation
C. M. Barnes Company
C. M. Barnes – Wilcox Company
J. W. Wilcox & Follett Company
Wilcox & Follett Company
Barnes, C. M.
Follett, C. W.
Wilcox, J. W.
Histories
Business records
Minutes
Financial statements
Newsletters
Correspondence
By-laws
Reorganizations
American Publishers Corp.
Bubble Makers, Inc.
Clarkson Publishing Co.



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Follett Publishing Co.
Follett Book Co.
Handy Book Company
Thomas S. Rockwell co.
Wallace-Homestead Col.
Ye Book Stalle Co.



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Accession No.: UA2022.03

Creator: C.M. Barnes Company, C. M. Barnes – Wilcox Company, J. W. Wilcox & Follett Company, Wilcox & Follett Company, Follett Corporation

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<u>RG 1: C. M. Barnes Company, ca. 1873-1908,</u>			
<u>Undated</u>			
Series 1: Administrative, 1894			
1	1	Bill of sale from C.M. Barnes to C.M. Barnes Co.	1894
1	2	Bill of sale from C. M. Barnes to C.M. Barnes Co.	17 Feb. 1894
1	3	Bill of Sale from J. H. Moore to C. M. Barnes Co.	March 1894
1	4	Bill of Sale from J. H. Moore to C. M. Barnes Co.	3 March 1894
1	5	Guarantee to J. H. Moore from C. M. Barnes Co.	1894
Series 2: Financial, 1894-1927			
1	6	Financial Statement	1899
1	7	Stockholders Correspondence	1894-1907
1	8	Shareholders Ledger	1894
1	9	Shareholders Ledger	1894-1903
1	10	C. M. Barnes Co. Stock Certificates #1-111	1894-1906
1	11	Stock Certificate #31 issued to C. W. Follett	ca. 1906
1	12	World's Columbian Exposition Stock	1894
1	13	Golden Rule Mining Co.	1902
1	14	Pan-American Planters Co.	1906
1	15	Grand Republic Gold Mining Co.	1907
1	16	Notes and Bills Receivable	1893-1906
1	17	Notes and Bills Receivable	1902-1926
1	18	Notes and Bills Receivable	1906-1927
Series 3: Personnel, 1898-1914			
2	1	C. M. Barnes Co./Barnes-Wilcox Co. - Payroll	1898-1914
2	2	Items removed from payroll ledger	1898-1914
2	3	Employment Application	1907
Series 4: Publications, 1900-1901, Undated			
2	4	Catalogue No. 48	1900-1901
2	5	Bargain List #51	Undated



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RG 2: C. M. Barnes - Wilcox Company, 1908-1918, Undated

Series 1: Administrative, 1910-1937

3	1	Illinois Booksellers Assn.	1916
3	2	Annual Meetings and Stock Record Book	1910-1937

Series 2: Financial, 1908-1935, Undated

3	3	Trial Balance	1911-1912
3	4	Trial Balance	1912-1918
3	5	Trial Balance page	Undated
3	6	Barnes-Wilcox Co. Stock Certificates 1-30	1908-1912
3	7	Stock Certificate #25 issued to C.W. Follett	1912-1930

Series 3: Personnel, 1914-1935

3	8	Barnes-Wilcox Co./J. W. Wilcox-Follett - Payroll	1914-1935
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Series 4: Publications, 1909

3	9	School Books wanted List #53	1909
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RG 3: J. W. Wilcox & Follett Company, 1918-1943, Undated

Series 1: Administrative, 1923-1943, Undated

4	1	Purchase of J. W. Wilcox & Follett by C. W. Follett	1923-1926
4	2	Correspondence re: Name Change	1933
4	3	Correspondence - Minnie J. Arthur	1936
4	4	Minute Book #2-A	1938-1943
4	5	Western Union Telegraph Co. - Time Service	1930
4	6	Publishers vs. Second-hand Book Dealers	Undated

Series 2: Financial, 1920-1943

4	7	Accounting Survey	1929
4	8	Auditor's Report	1932
4	9	Audit Report	1939
4	10	Dun & Bradstreet Reports	1928-1933
4	11	Dun & Bradstreet Reports	1934-1940
4	12	System Report	1932



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4	13	Statement	1920
4	14	Purchase/Expenses/Sales Summaries	1924-1926
4	15	Statement	1924
4	16	Statements	1926
4	17	Statements	1927
4	18	Statement	1928
4	19	Statements	1929
4	20	Statements	1930
4	21	Statements	1930
4	22	Statements	1931
4	23	Trial Balance	1918-1920
4	24	Trial Balance	1920-1922
4	25	Trial Balance	1922-1924
4	26	Trial Balance	1922-1929
4	27	Trial Balance	1924-1926
4	28	Trial Balance	1931-1933
4	29	Trial Balance	1932
4	30	Trial Balance	1933-1935
4	31	Trial Balance	1935-1936
4	32	Trial Balance	1936
	33	Passbooks	1924-1929, 1934-1938
5	1	Scotts Book Shop invoice	1919
5	2	Payment Receipt	1923
5	3	Expense Books of George McCann	1927
5	4	State Text Book Commission of Mississippi Receipt	1927
5	5	Sales Receipt Book	1933
5	6	Payment to Hofacher	1935
5	7	Bills Receivable and Notes Payable	1931-1934
5	8	Notes Payable Ledger	1934-1936
5	9	Items removed from Notes payable Ledger	1934-1936
5	10	Notes on Accounts	1942-1943
5	11	Journal of Accounts	1931-1937
5	12	Stock Certificates #51-100	1931-1936
Series 3: Legal, 1921-1942			
6	1	Follett Catalogs - Copyright	1939, 1941- 1942, 1953
6	2	Central YMCA College - Contract	1935



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6	3	Consolidated Book Publishers - Contract	1930, 1931
6	4	Contract with Edmund A. Diaz	1942
6	5	Parker Publishing CO. - Contract	1934
6	6	Publishers Outlet Bookstore - Contract	1939
6	7	Rental of 2008 Calumet Ave.	1921-1924
6	8	Income Taxes	1923-1934
6	9	Tax Warrants	1932

Series 4: Personnel, 1926-1946

6	10	Personnel - Correspondence	1926
6	11	Lists of Personnel	1939-1940
6	12	Employee Record Sheets	1935-1936
6	13	Weekly Payroll - Branch Managers	1940-1946
6	14	Weekly Payroll Journal - Part A 1940-1943 only	1940-1943
6	15	"Wage Hour"	ca. 1940

Series 5: Publications, 1930-1942, Undated

6	16	Newsletters	1930s
6	17	Buying Catalog B-39	1939
6	18	Buying Catalog B-42	1941-1942
6	19	Educational Publications	Undated

Series 6: Restricted, 1937-1970

7	1	Bills Payable Ledger	1943-1970
7	2	"Sales Figures"	1951-1971
7	3	Employment Applications	1937-1947
7	4	Reference Letter for D. W. Follett	1942
7	5	Wage Reports	1940-1952
7	6	Individual Earnings Journal (1941-9155) - A	1941-1943

RG 4: Wilcox & Follett Company, 1943-1957, Undated

Series 1: Administrative, 1943-1980, Undated

8	1	Notes & Drafts for "75 Years of Service"	1948, Undated
	2	Book News - "75 Years of Service"	1949
8	3	75th Anniversary	1949
8	4	Publishers' Weekly	8 Jan. 1949
8	5	"75 Years of Service" Booklet	1948



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8	6	Reorganization	1957
8	7	Reorganization Plans	1957
8	8	"Memo re: Reorganization Plan 10/22/57"	1957
8	9	Memoranda on Corporate Reorg.	1957, Undated
8	10	Minute Book #2-A	1943-1944
8	11	Minute Book #2-B	1945
8	12	Minute Book #3-A	1946-1949
8	13	Minute Book #3-B	1950-1952
8	14	Minute Book #3-C	1953-1955
8	15	Minute Book #4	1956-1958
8	16	Mis-shipment Correspondence	1948-1949
8	17	Christmas Cards	ca. 1950s
9	1	Internal Memos	1950-1957
9	2	Collection Letters from the 1940s	1980
9	3	Employee Manuals	1956, Undated

Series 2: Financial, 1919-1957, Undated

9	4	Banking Correspondence	1934-1949
9	5	"1099 Reports"	1934
9	6	Sales Figures	1935-1950
9	7	Auditor's Report	1919-1923
9	8	Audit Report	1943
9	9	Comments on 1946 Audit	Undated
9	10	Dun & Bradstreet Reports	1946-1948
9	11	"Corporation Stock"	1957
9	12	Proposal to issue preferred stock	1944
9	13	Lists of Stockholders	1944-1957
9	14	Stock Transfer papers	1945-1950
9	15	Preferred Stock Certificate Book	1944-1957
9	16	Common Stock Certificate Book #0101-0200	1945-1957

Series 3: Legal, 1951-1978, Undated

9	17	College Examination Series	1952-1953
9	18	1000W. Washington - Building	1961-1966
9	19	1000 W. Washington	1962-1977, Undated
9	20	1000 W. Washington	1971-1978
9	21	Centennial Booklet of the First Congregational Church	1951

Series 4: Personnel, 1940, 1948-1950



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9	22	Announcements	1940, 1949
9	23	Fortnightly Folletter Newsletter	1948, 1949
9	24	Job Rating Index	1950

Series 5: Publications, 1952, 1954-1956

9	25	W & F Books for Children - Catalog	1952
9	26	W & F Trade Book Catalog - Adult List	1954
9	27	Bob Follett's Newsletter	1955-1956

Series 6: Restricted, 1944-1960

10	1	Departmental Analysis	1948-1953
10	2	Pro Forma Balances	1956
10	3	Stock Transfer papers	1951-1957
10	4	Executive payroll	1956-1960
10	5	Weekly Payroll Journal 1940-1955 - Part B 1944-1947	1944-1947
10	6	Weekly Payroll Journal 1940-1955 - Part C 1948-1950	1948-1950
10	7	Payroll Journal 1956-1960 - A	1956-1957
10	8	Individual Earnings Journal 1941-1955 - B 1944-1950	1944-1950
11	1	Individual Earnings Journal 1941-1955 - C 1951-1955	1951-1955
11	2	Individual Earnings Journal 1941-1955 - D 1951-1955	1951-1955

RG 5: Follett Corporation, 1957-2022, Undated

Series 1: Administrative, 1958-1989, 2022, Undated

12	1	Resolution to Dissolve Wilcox & Follett	1958
12	2	By-Laws	ca. 1958
12	3	By-Laws	ca. 1967
12	4	By-Laws	1979
12	5	By-Laws	1984
12	6	By-Laws	1987
12	7	By-Laws	1988
12	8	By-Laws	1991
12	9	By-Laws	1992
12	10	Directors Notebook	1980-1981
12	11	Basic Policies for Divisions	1983
12	12	Centennial Business Program	1984
12	13	News clippings	1964, 1966, Undated
12	14	News clippings	1966
12	15	Barnes Research File	1984



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12	16	Follett Research File	Undated
12	17	Publishers' Weekly	1973
12	18	Opening and Closing of Various Stores and Divisions	ca. 1977
12	19	Follett History	1978, 1980, 1989, Undated
12	20	Russellings - NACS	ca. 1979
12	21	Waichler, Steve. The First Fifty Years of Follett Corp.	1984, Undated
12	22	First Fifty Years - Official Version	1984
12	23	Follett, Robert J. R. and Jean A. Follett. A Follett Corporation History	2022
12	24	NACAS - 118 Years Follett Corporation	1991
12	25	Focus	1993
12	26	Miscellaneous Histories	Undated
12	27	History of the Wholesale and Retail Used Book Business	Undated
12	28	Early History of Follett Corp.	Undated
12	29	Draft of "Follett: Partners in Education 1873-1996" (computer disks)	Undated
12	30	Internal Memos	1958-1959
12	31	President's Letter	1956, Undated
13	1	President's Letter	1966
13	2	President's Letter	1968
13	3	President's Letter	1972
13	4	President's Letter	1973
13	5	President's Letter	1975
13	6	President's Letter	1977
13	7	Correspondence	1966
13	8	Correspondence	1984
13	9	Christmas Card	1950s-1960s
13	10	Christmas 1965 Card	1965
13	11	Christmas Cards	1970s
13	12	Golden Apple Scholars of Illinois	1990s
13	13	Charles W. Follett Award	Undated
13	14	Follett Educational Foundation	Undated
13	15	Follett Campus Resources	1998
13	16	Follett Corporation Report	ca. 1963
13	17	Follett Corporation Operations Review	1987, 1988

Series 2: Financial, 1993, 1998, Undated

13	18	Consolidated Statement	1993
13	19	Annual Report	1998



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13	20	Follett Partners in Education	Undated
Series 3: Legal, 1905, 1957-1960, 1988			
13	21	Articles of Incorporation	1957
13	22	Amendment to Articles of Incorporation	1988
13	23	Incorporation in various States	1957-1958
13	24	Lease for 262-264 Wabash	1905
13	25	Waiver of Pre-Emptive Rights (blank)	1960
Series 4: Personnel, 1983, 1994, No Year			
13	26	Personnel Policy & Procedure	1983
13	27	Benefit Programs Packet	ca. 1983
13	28	Management News Briefs	1994
13	29	Juanita Graham Retirement	28-Oct
Series 5: Publications, 1961, 1984-1998, Undated			
13	30	Article for Follett World	1992
13	31	Follett News	1993
13	32	Wilcox & Follett Basic Reference Materials	ca. 1961
13	33	Follett World	1984
13	34	Follett World	1985
13	35	Follett World	1986
13	36	Follett Focus	1987
13	37	Follett World	1989
13	38	Follett World	1990
13	39	Follett World	1991
13	40	Article for Follett World	1992
13	41	Follett World	1992
13	42	Follett World	1993
13	43	Follett World	1994
13	44	Follett World	1995
13	45	Follett World	1996
13	46	Follett World	1997
13	47	Follett World	1998
13	48	Follett Micro-Blue Book Brochure	Undated
Series 6: Restricted, 1957-1998, Undated			
14	1	Balance Statements	1957



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14	2	Balance Statements	1958
14	3	Sales Figures	1955-1957
14	4	Book Values of Stock	1955-1957
14	5	Exchanges of Stock	1957-1958
14	6	Exchanges of Stock	1958
14	7	Exchanges of Stock	1958-1959
14	8	Stamp Tax Computations	1958
14	9	proposed Sale of Shares	1960
14	10	Transfers of Stock	1960-1961
14	11	Transfers of Stock	1962-1963
14	12	Transfers of Stock	1963-1964
14	13	Transfers of Stock	1965
14	14	Transfers of Stock	1966
14	15	Transfers of Stock	1967-1968
14	16	Transfers of Stock	1969-1970, 1973
14	17	Resumes	Undated
14	18	Payroll Journal 1956-1960 - B	1958-1960
14	19	Executive Payroll	1961
15	1	Follett Organization Charts	1997, 1998, Undated
15	2	Follett Corporation Legal Materials Inventory	Undated
15	3	Shareholders Report	1971
15	4	River Grove Facility Phone Directory	1998
15	5	Employees Handbook	1994
15	6	Blank Personnel Forms	Undated
15	7	Benefits Package	1998

RG 6: Subsidiary Companies, 1920-1983, Undated

Inactive Corporations - Minute Books on Microfilm (3 rolls with audio-visual materials)

American Publishers Corp., 1927-1956

16	1	Contract w/Lucius Beckham	1938
16	2	Stock Certificates	1927-1956
16	3	1969 School & Library Catalog	1969

Bubble Makers, Inc., 1945, 1951

16	4	Bubble Makers, Inc.	1945
16	5	Bubble Makers, Inc.	1951



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Clarkson Publishing Co., 1932-1956

16	6	Clarkson Publishing Co.	1932-1936, 1956
16	7	G. A. Whittaker Correspondence	1952-1953

Follett Book Co., 1927-1944, Undated

16	8	Contract with Commonwealth Book Co.	1927
16	9	Guide to Good Reading	1938-1941
16	10	Guide to Catholic Reading	1940-1941
16	11	Recommended Reference Books	1941-1951
16	12	Review Index	1942-1944
16	13	Follett Book Co.	Undated

Follett Publishing Co., 1927-1983, Undated

16	14	Roy Hampton's Reminiscences pp. 1-27	Undated
16	15	Roy Hampton's Reminiscences pp. A1-A41	Undated
16	16	40th Anniversary Address	1966
16	17	Memoranda	1960-1968, Undated
16	18	Correspondence w/ Publishers	1932, 1939
16	19	Correspondence w/ Publishers	1940-1950
16	20	Christmas Cards	ca. 1960s
16	21	Christmas Cards	1973
16	22	Authors Publicity	1960, 1964
16	23	Orders	1973, Undated
16	24	Order Blanks	Undated
16	25	Special Offer	Undated
16	26	Stockholder Ledger	1927-1940
17	1	Stock Ledger	1927-1951
17	2	Capital Stock Data	1928-1946
17	3	Common Stock Certificate Book #1-100	1938-1958
17	4	Affidavits re: Stock Purchases in 1926-1929	1948
17	5	Educational Books	1933-1934
17	6	Follett Instructional Materials	1969-1970
17	7	Books for Adults and Children Spring 1974	1974
17	8	Books for Adults and Children	1974
17	9	1981 Catalog K-12	1981
17	10	Educational Materials Catalog	1983
17	11	Out of Print Books	1965



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17	12	Out of Print Books	1966
17	13	Spanish Dictionary	1929, 1944
17	14	Where Magazine	1966
17	15	Man's Pageant of Progress	Undated

Handy Book Company, 1928-1932

17	16	Handy Book Company	1928-1932
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Thomas S. Rockwell Co., 1932-1934

17	17	Correspondence	1933-1934
17	18	Stock Powers	1934
17	19	Rockwell Books Order Form	1932

Wallace-Homestead Co., 1933

17	20	Wallace-Homestead Co.	1933
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Ye Book Stalle Co., 1920, 1924, Undated

17	21	Statement of Incorporation	1920
17	22	Bill of Sale to Ye Book Stall Co.	1920
17	23	Lease & Blueprint 408 S. Wabash	1920
17	24	Stock Certificate	1920
17	25	Income Tax Return	1924
17	26	Annual Report	Undated

Restricted, 1952-1958

Follett Publishing Co., 1927-1983, Undated

18	1	Banking Correspondence	1953-1954
18	2	Stock Transfer papers prior to 12/31/1957	1952-1957
18	3	Statements	1956-1958
18	4	Transfer of Trade Division	1956