

## **GB 133 GDN**

### **The Guardian (Manchester Guardian) Archive**

**Dates of Creation: 1821-1986**

#### **Administrative history**

The Manchester Guardian was founded by John Edward Taylor (1791-1844) in 1821, two years after the Peterloo Massacre. Taylor was a successful Manchester cotton merchant, who wanted a newspaper to promote political reform. He was supported in this venture by a number of Manchester commercial men, who shared Taylor's moderate liberal opinions. Originally a weekly, the first issue of the paper appeared on 5 May 1821, and included international and national as well as local news. By the 1830s the Manchester Guardian had become the best-selling newspaper in Manchester; in 1836 it was published twice-weekly, and in 1855 it became a daily.

The Manchester Guardian was a strongly dynastic paper, being in the hands of the Taylor and Scott families continuously until the mid-twentieth century. The two families had been connected since Taylor's marriage to Sophia Scott in 1817. In 1844, after Taylor's death, his brother-in-law, Russell Scott took over the running of the paper until Taylor's sons, Russell Scott Taylor and Edward Taylor came of age. Russell Scott was the father of the Charles Prestwich Scott (1846-1932), probably the most significant figure in the history of the newspaper. It was C.P. Scott, appointed editor in 1872, who transformed the paper from an essentially provincial journal into a newspaper of national and international standing. Scott pioneered a style of journalism that was both accessible and highly principled. Politically, he pursued a consistently left-of-centre editorial stance during his fifty-seven years in the post, even in the face of public hostility. He championed Irish Home Rule, condemned the excesses of imperialism, and criticised British policy in South Africa immediately before and during the Boer War. Scott's journalistic achievement was, in the words of Lord Robert Cecil, "making righteousness readable".

Scott recruited a gifted set of journalists to the paper, mostly directly from Oxbridge, including C. E. Montague, L. T. Hobhouse, W. T. Arnold, and Allan Monkhouse. They made major contributions to the paper's reputation for its coverage of national affairs, particularly politics and the arts. In 1904, Scott bought the Manchester Guardian from the Taylor family at an inflated price, and thereafter ran it as owner-editor. Following Scott's retirement in 1929, his son, Edward, was appointed as editor. He died suddenly following a boating accident in April 1932, and was succeeded by W. P. Crozier. In 1936 ownership of the paper was transferred to the Scott Trust in order to protect the paper's journalistic independence. A P Wadsworth took over as editor in 1944, and in turn was succeeded by H. A. Hetherington in 1956, who remained in post until 1975. The Manchester Guardian's liberal outlook continued under these editors, although formal support for the Liberal party gradually waned. On 24 August 1959 the title of the newspaper changed to the Guardian to reflect its national distribution and news coverage, and in 1970 the main editorial offices and production facilities moved to London.

The newspaper and its archive are a major source for studies of the political, military, economic, social and technological developments of the 20th century.

### **Immediate Source of acquisition**

The bulk of the archive was donated to JRUL by the Guardian in 1971; there have been several subsequent accessions.

### **Accruals**

This is a non-accruing archive.

### **Scope and content**

The archive consists of two main elements: the records of the newspaper as a business; and a very extensive collection of editorial correspondence and despatches from reporters. Records date from the foundation of the paper in 1821 and continue until the editorship of Hetherington into the mid-1970s.

The archive is strongest for the period from the 1890s to the 1960s. Comparatively few records from the pre-C.P. Scott era have survived.

There is a particularly fine set of records relating to the Guardian as a business concern; this includes partnership contracts and legal documents relating to the foundation and subsequent ownership of the paper, including the original agreement between John Taylor senior, and a group of Manchester merchants and gentlemen for the financing of the launch of the paper in 1821, as well as leases of properties (1887-1960s), and papers relating to libel actions. Financial records include ledger books for the period 1821-1823, 1828-1834, 1839-1900, and cash books for 1827-1828, 1830-1832, 1838-1841 and 1845-1848. There is also a wide range of more recent financial records including balance sheets and financial correspondence. There are circulation and distribution records, including detailed sets of statistics, and files relating to circulation figures. There is an important body of records relating to the production of the newspaper, containing information on developments in printing technology, changes of premises, working conditions, wage rates and trade union employment agreements. Payment books detail the employment conditions of machinists, electricians, cleaners, cooks, and other ancillary workers. There are a number of photographs depicting staff, working premises and equipment (GDN/317) although photographs produced for publication in the newspaper are not part of this archive.

The general series also includes material on the Guardian's Manchester headquarters in Cross Street and later, Deansgate. Records exist for the activities of journalistic staff, including payment records, reporters' diaries (these are appointments diaries and contain no reportage etc.) and listings of books reviewed. The payment ledgers which record payments to contributors (GDN 229-235, 338/1-12a) are a useful means of identifying authorship of articles (which were normally published anonymously).

The archive includes a number of records relating to the Guardian's sister paper, the Manchester Evening News.

The correspondence and despatches are a source of immense importance for studies of almost every aspect of the late 19th and 20th centuries. The period of Scott's editorship (1872-1929) is represented by two classes of correspondence. There are nearly 4,400 personal letters to and from Scott, exchanged with some 1,100 individuals (GDN 118-132, 334-338). The general correspondence includes separate series for J.E. Taylor (GDN 129-130), G.B. Dibblee, a manager at the Manchester Guardian (GDN 131) and the academic and journalist, L.T. Hobhouse (GDN 132). The second class comprises editorial correspondence, numbering 13,000 items from over 1,300 persons (the so-called "A" series). Scott's correspondence reveals his close personal and political contacts with many of the leading statesmen and politicians of his time, such as Herbert Asquith, David Lloyd George, Winston Churchill, Lord Haldane, Lord Grey of Fallodon, Ramsay MacDonald, Lord Beaverbrook, Lord Beveridge, Sir Samuel Hoare and Leslie Hore-Belisha. His interest in causes such as women's suffrage, Irish nationalism and the establishment of a Jewish homeland is illuminated in correspondence with the suffragette Emmeline Pankhurst, the subsequent Irish rebel Sir Roger Casement, and the Zionists Chaim Weizmann and Sir Lewis Namier. Leading literary figures also feature in the correspondence, such as George Bernard Shaw, William Butler Yeats, John Masfield and Arthur Ransome.

Reactions to Scott's stance on the Boer War can be traced in an interesting collection of correspondence (GDN 324/7). There is also a small group of letters from Lord Fisher of Kilverstone to Scott and Sir Maurice Hankey (GDN 223/54). The archive includes a collection of Scott's leading articles and other journalistic writings (GDN 75-78a). There are also typescript copies of Scott's political diaries covering 1911-1928 (GDN 133-134) [published as *The political diaries of C.P. Scott 1911-1928*, ed. by Trevor Wilson (London: Collins 1970)].

In the post-Scott era, the correspondence of W.P. Crozier (1932-1944) is particularly rich in material relating to European politics, Zionism and the Second World War. Most of this material can be found in the "B" series of editorial correspondence, but there is also very significant material in the so-called "foreign correspondence" series covering the years 1912-1939 (GDN 204-221). In addition, a series of Crozier's "confidential" correspondence and papers relating to Palestine and Zionism contains much of value on these topics (GDN 145/30-44).

There are also discrete series of correspondence of the former Guardian correspondent and Labour politician, Morgan Philips Price (GDN 338/2), and another former journalist and foreign policy scholar, David Mitrany (GDN 338/1). Correspondence of the paper's London editor, James Bone, forms a separate series (GDN 222), and this includes letters from the novelist, Arnold Bennett.

The editorial correspondence of Alfred Powell Wadsworth (1944-56) can be found in the "B" series, and there is some additional correspondence in GDN 149. The "C" series comprises the correspondence and other papers of Wadsworth's successor, Alastair Hetherington (1956-75). Labour politicians figure prominently in both series, and include George Brown, James Callaghan, Richard Crossman, Hugh Gaitskell,

Roy Jenkins and Harold Wilson, while Jo Grimond represents the Liberals. Hetherington's papers include a collection of very interesting interview transcripts from these and other politicians dating mainly from the 1960s. Among the prominent Guardian staff members and contributors who feature in the correspondence are Mark Arnold-Forster, Denis Brogan, Neville Cardus, Alistair Cooke, R.H. Fry, Bernard Levin, Malcolm Muggeridge, Peter Preston, Terence Prittie, Arthur Ransome, Brian Redhead, R.H. Tawney, A.J.P. Taylor and Alexander Werth.

The "D" Series comprises the papers of the Guardian's Deputy Editor, Patrick Monkhouse, dating from the 1950s-1960s. Monkhouse was the son of the distinguished Guardian journalist, Allan Monkhouse. A number of significant journalists are represented in these papers, and in terms of subject matter there is some interesting material relating to economic planning in the North West, and the development of the Peak District National Park, a particular interest of Monkhouse.

Almost every major event and crisis of the 20th century is represented in the archive: the First World War, the Russian Revolution, the Abdication Crisis of 1936, the rise of Fascism and the Second World War, the founding of Israel and the later Middle East conflicts, the Suez Crisis, the Korean and Vietnam Wars, the Cold War, the development of the European Economic Community etc.

### **System of Arrangement**

The constituent records of the archive have been arranged in a sequential running order (GDN 1-449). It appears that the arrangement was imposed on the collection some time before its transfer to JRUL, and as such is more in the nature of an accession list than a proper archival arrangement. Although some record series with similar content are contiguously arranged within this system, the records have not for the most part been arranged systematically by provenance, function or activity.

Some material however has been reclassified, namely the Scott and Crozier/Wadsworth editorial correspondence (Series "A" and "B" respectively). Similar archival material which did not form part of the original accession, namely the Hetherington papers ("C" series) and the Monkhouse papers ("D" series) has been classified in a like manner.

An index of contents for the Scott general correspondence (GDN 118-132, 135 and 332-336) has been created, arranged by correspondent with a brief description of the content of items. This follows after the main Guardian hand list. A similar listing has been provided (without content description) for the Wadsworth additional correspondence (GDN/149).

The catalogue has been divided into two sections:

### **Part 1**

Business Archive	GDN/1-449
Index of Scott General Correspondence	GDN/118-132, 135 and 332-336
Index of Wadsworth Additional Correspondence	GDN/149

## Part 2

Scott Editorial Correspondence	A series
Crozier/Wadsworth Editorial Correspondence	B series
Hetherington Editorial Correspondence	C series
Monkhouse Deputy Editorial Correspondence	D Series

### Alternative formats

Published microfilm of C.P. Scott papers: Papers of C.P. Scott, 1846-1932, from the John Rylands University Library of Manchester (Marlborough: Adam Matthew Publications, 1992).

### Related units of description

Guardian Archives for the post-Hetherington period are the responsibility of the GNM Archive, Kings Place, 90 York Way, London N1 9GU, email: [archives@guardian.co.uk](mailto:archives@guardian.co.uk). This archive also has numerous collections of papers of Guardian journalists and staff. See their web-site for further information (<http://www.guardian.co.uk/gnm-archive>).

JRUL also holds the papers of a number of individuals employed or associated with the Guardian. These include: W.E.A. Axon, journalist; W.P. Crozier, editor, 1932-44; A.N. Monkhouse, critic; C.E. Montague, journalist; Howard Spring, journalist; and A.P. Wadsworth, editor, 1944-56.

### Bibliography

The Guardian archive was used extensively by David Ayerst in his official history, *Guardian: Biography of a Newspaper* (London: Collins 1971). This is the standard study of the newspaper up to 1956. For the later period, which is partly covered by this archive, see Geoffrey Taylor, *Changing faces: a history of the Guardian 1956-1988* (London: Fourth Estate 1993).

The archive has been described in Peter McNiven, 'The Guardian Archives in the John Rylands University Library of Manchester', *Bulletin of the John Rylands University Library of Manchester*, vol. 74 (1992), pp. 65-84.

## **Guardian Archives - Part One**

The collections in Part One are arranged as follows:

<b>Business Records</b>	pp. 7 - 57
<b>Index to Scott General Correspondence</b>	pp.58-172
<b>Index to Wadsworth Addl Correspondence (GDN149)</b>	pp. 173-182

## Guardian Archive Main Sequence – Business Records

### **Introduction.**

The finding aid is based on a list of archive material compiled in January 1971 after the records were removed from the newspaper's Cross Street Building, Manchester.

This list is essentially an accession list, using reference numbers allotted by Guardian staff. Record series are described in no particular order. The records include some material relating to the Manchester Evening News. Some constituents of archive have been reclassified (editorial correspondence) and are not described in this list.

### **1-73 Reporters' Diaries, 1 Jan-31 Dec 1944.**

The diaries are appointment diaries of *Manchester Guardian* and *Manchester Evening News* reporters. Many of the diaries are 'Letts' diaries. Information is arranged by date (daily), column inches, place and subject of news, and initials (of the reporter). Some diaries have an A-Z index in the front with particulars of the reporter and sometimes an address for that person. Some diaries contain staff rosters, newspaper cuttings and notes. After 1942 the information is entered into note books rather than actual diaries.

Condition: a number of items are damaged with broken spines and loose covers.

- 1-17 *Guardian* Reporters' Diaries, 1 Jan 1868-31 Dec 1882. An incomplete run of diaries.
- 18-31 *Guardian* Reporters' Diaries, 1 Jan 1886-31 Dec 1898. An incomplete run of diaries.
- 32-38 *Guardian* Reporters' Diaries, 1 Jan 1899-31 Dec 1905 and *Manchester Evening News* Reporters' Diaries, 1 Jan 1893-31 Dec 1914. Incomplete runs of both sets of diaries.
- 39 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1906.
- 40 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1907.
- 41 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1908.
- 42 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1909.
- 43 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1910.
- 44 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1911.
- 45 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1912.

- 46 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1913.
- 47 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1914.
- 48 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1915.
- 49 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1916.
- 50 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1917.
- 51 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1918.
- 52 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1919.
- 53 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1920.
- 54 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1921.
- 55 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1922.
- 56 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1923.
- 57 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1924.
- 58 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1925.
- 59 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1926.
- 60 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1927.
- 61 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1928.
- 62 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1929.
- 63 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1930.
- 64 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1931.
- 65 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1932.
- 66 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1933.
- 67 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1934.
- 68 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1935.
- 69 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1939.
- 70 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1940.



- 71 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1941.
- 72 *Guardian* Reporters' Diary, 1 Jan-31 Dec 1942.
- 72a *Guardian* Reporters' Diary, 1 Jan-31 Dec 1943. In note book form.
- 72b *Guardian* Reporters' Diary, 1 Jan-31 Dec 1944. In note book form.
- 73 Twenty-seven different Reporters' Diaries are included under the general reference 73; some of them have individual reference codes (73 followed by a letter of the alphabet), while some of them have no code attached to them. Here they are listed chronologically, as follows:

- 73l *Guardian* Reporters' Diary, 1956
- 73m *Guardian* Reporters' Diary, 1957
- 73n *Guardian* Reporters' Diary, 1958
- 73o *Guardian* Reporters' Diary, 1959
- 73p *Guardian* Reporters' Diary, 1960
- 73q *Guardian* Reporters' Diary, 1961
- 73r *Guardian* Reporters' Diary, 1963
- 73s *Guardian* Reporters' Diary, 1964
- 73t *Guardian* Reporters' Diary, 1965
- 73u *Guardian* Reporters' Diary, 1966
- 73v *Guardian* Reporters' Diary, 1967
- 73w *Guardian* Reporters' Diary, 1968
- 73x(i) *Guardian* Reporters' Diary, 1969
- 73x(ii) *Guardian* Reporters' Diary, 1969
- 73y *Guardian* Reporters' Diary, 1970
- None *Guardian* Reporters' Diaries, 1970 (2 volumes)
- 73z(i) *Guardian* Reporters' Diary, 1971
- None *Guardian* Reporters' Diary, 1971
- None *Guardian* Reporters' Diaries, 1972 (2 volumes)
- None *Guardian* Reporters' Diaries, 1973 (2 volumes)
- None *Guardian* Reporters' Diary, 1974
- 73cc(i) *Guardian* Reporters' Diary, 1974
- None *Guardian* Reporters' Diaries, 1975 (2 volumes)
- 73ce(i) *Guardian* Reporters' Diary, 1976
- None *Guardian* Reporters' Diary, 1976
- None *Guardian* Reporters' Diary, 1977
- 73gg *Guardian* Reporters' Diary, 1978

74 Cuttings book relating to C.P. Scott and the Parliamentary election of 1891 in North-East Manchester.

**75-78A Cuttings books: C.P. Scott's leaders and other writings.**

With MS. indices.

- 75 14 December 1898 - 7 February 1914
- 76 7 February 1914 - 1 July 1918

- 77 1 July 1918 - 26 August 1920
- 77A 30 July 1920 - 26 October 1922
- 78 27 October 1922 - 26 June 1926
- 78A 4 June 1926 - 12 August 1931

79 Cuttings book: C.P. Scott's resignation of the editorship, 1929.

80 Cuttings book: Laurence Scott, November 1901 - 26 October 1905. With MS. index.

**81-87 Cuttings books: E. T. Scott.**

With MS. Indices.

- 81 14 February 1913 - 27 August 1920
- 82 4 September 1920 - 25 October 1922
- 83 26 October 1922 - 25 August 1924
- 84 26 August 1924 - 18 March 1926
- 85 19 March 1926 - 25 January 1928
- 86 26 January 1928 - 14 April 1931
- 87 15 April 1931 - 13 May 1932

**88-94 General cuttings books.**

With MS. indices.

- 88 December 1916 - 18 May 1918
- 89 20 May 1918 - 14 May 1919
- 90 23 May 1919 - 3 February 1920
- 91 30 January 1920 - 7 January 1921 [item damaged]
- 92 7 January 1921 - 18 November 1921
- 93 17 November 1921 - 9 March 1923
- 94 5 March 1923 - 12 April 1924

**95-6 General cuttings books: W. P. Crozier.**

With MS. indices.

95 16 October 1933 - 30 March 1936

96 26 March 1936 - 23 August 1937

**97-8 Cuttings books: W. P. Crozier leaders.**

97 2 January 1933 - 19 September 1937

98 8 July 1943 - 12 April 1944

**99-102 Cuttings books: A. P. Wadsworth leaders.**

99 1 January 1930 - 31 March 1931

100 1 April 1931 - 29 February 1932

101 1 March 1932 - 30 September 1933

102 2 October 1933 - 30 April 1935

**103-6 Cuttings books: A. P. Wadsworth leaders.**

With MS. indices.

103 2 May 1935 - 30 August 1937

104 31 August 1937 - 9 June 1939 [item damaged]

105 10 June 1939 - 27 June 1941

106 28 June 1941 - 6 July 1943

**107-111 General Cuttings Books: A.P. Wadsworth**

With MS. indices.

107 10 April 1944 - 29 November 1946

108 29 October 1945 - 8 December 1947

109 12 December 1947 - 3 August 1951

110 6 August 1951 - 5 April 1955

111 6 April 1955 - 10 September 1956

- 112 "Saturday competition" cuttings book, 1936-40. With MS. index.
- 113 Manchester Guardian centenary cuttings book. 1921.
- 114 Cuttings book relating to the strategy of the Great War. Incorporating material derived from the Manchester Guardian Map Department. 13 Oct 1914 - 5 Feb 1916.
- 115 General cuttings book, 8 August 1937-7 October 1938. With MS. index.
- 116 General cuttings book: W.P. Crozier, 23 May 1941 - 5 April 1944. With MS. index.
- 117 Cuttings book relating to the Manchester area, 18 February 1882 - 19 November 1886. With the signature of James Clarke, of 245 Cheetham Hill, inside the front cover.

**118 - 132 [and 135 and 332-6]: CORRESPONDENCE OF C. P. SCOTT, c.1870-1930.**

These series comprise Scott's general correspondence with public figures, and is additional to Series A correspondence, which is mainly correspondence with MG journalists and contributors. The reference numbers were allocated to this material before it was transferred to the Library, and the correspondence is arranged chronologically. The material consists of letters to and from Scott, and comprises over 5000 items of correspondence.

A card index was created for this material, giving name of correspondent, date, a brief description of subject matter and the reference number. This has been translated into a list of correspondents, arranged alphabetically, with the relevant reference codes.

**See the section on C.P. Scott's General Correspondence for a basic index of content.**

Some correspondents in these series also appear in the Scott's Editorial Correspondence (Series A).

- 118/1-134 C. P. Scott's general correspondence 1870-89
- 119/1-177 C. P. Scott's general correspondence 1890-1893
- 120/1-151 C. P. Scott's general correspondence 1894-5
- 121/1-141 C. P. Scott's general correspondence 1896-8
- 122/1-156 C. P. Scott's general correspondence 1899
- 123/1-110 C. P. Scott's general correspondence 1900

- 124/1-172 C. P. Scott's general correspondence 1901-3
- 125/1-141 C. P. Scott's general correspondence 1904
- 126/1-166 C. P. Scott's general correspondence 1905
- 127/1-126 C. P. Scott's general correspondence 1906-7
- 128/1-228 C. P. Scott's general correspondence 1908-10

Some of these series comprise correspondence with one individual only, namely:

- 129-130 Correspondence with J. E. Taylor, 1871-1905
- 131 Correspondence with G. B. Dibblee 1891-1905
- 132 Scott's correspondence with L. T. Hobhouse, 1896-1928.

**133-134 C. P. Scott's political diaries:**

Typescript versions of Scott's manuscript diaries (originals are at the British Library).

- 133 1911 - 11 May 1917.
- 134 15 May 1917-1928

**135/1-591 C. P. Scott miscellaneous correspondence, c.1880-1929.**

Items 233-591 relate to Scott's retirement in. 1929.

- 136/1-448 C. P. Scott - Newscuttings, election material, etc, 1883-1932.
- 136/449- 523 Miscellaneous material from the C. P. Scott archives, 1870-1930.
- 137/1 Typescript list of references to speeches given by C. P. Scott, 1886-1908. [Missing]
- 137/2 The centenary of the Manchester Guardian: the London dinner. Typescript account. [Missing]
- 137/3 Programme/menu for a luncheon on the occasion of the presentation of the honorary freedom of Manchester to C. P. Scott, 8 April 1930. [Missing]
- 137/4 Order of service for C. P. Scott's funeral, 5 January 1932. [Missing]
- 138 Obituary notices of E. T. Scott, April 1932.
- 139 C. P. Scott Memorial Number of the Manchester Guardian, 5 January 1932. Bound copy.

- 140/1 Book presented to C.P. Scott by his staff on his 70th birthday, 26 October 1916.
- 140/2 Photograph album presented to C. P. Scott by his staff at the centenary of the Manchester Guardian and in the fiftieth year of his editorship, 1921.
- 140/3 Silver inkstand and two pens presented to C.P. Scott by the Armenian Nation 1921. Transferred to the Guardian Newsroom and Archive Centre.
- 140/4 Piece of cloth [used on a printing press?] with a faint impression of the Manchester Evening News [for May 1921?].
- 140/5 19 copies of the Guardian printed on airmail paper, 14 August 1963.

**140/6 Copies of Trust Deeds.**

- 140/6/1 First mortgage debentures, 1930.
- 140/6/2 Consolidated debenture stock, 1935.
- 140/7 Particulars of insurances on the Guardian buildings, Cross Street, 1923-4.
- 140/8 As above, plus insurance on various other properties, 1929-30.
- 140/9 As above, 1930-1.
- 141 Wooden panel presented to C. P. Scott by his colleagues on his retirement, July 1929 [damaged].
- 142 Wooden box containing C. P. Scott cup presented by Lancs MPs
- 143 Wooden box labelled 'C. P. Scott casket and scroll-Freedom of Manchester. Transferred to the Guardian Newsroom and Archive Centre.

**144/1/1-144/8/9 Newscuttings and related material.**

- 144/1/1-136 Reviews of J. L. Hammond's biography of C. P. Scott, 1934-5.
- 144/2/1-10 Cuttings relating to C. P. Scott
- 144/3/1-2 Cuttings relating to Isabella Scott
- 144/4/1-6 Cuttings relating to Laurence Scott

- 144/5/1-4 Cuttings relating to Rachel Scott
- 144/6/1-8 Material relating to Withington Girls' School, Manchester, 1889-1904.
- 144/7/1-6 Material relating to Ladybarn House School, Fallowfield, Manchester 1904-23.
- 144/8/1-9 Material on University scholarships for women - appeal fund, 1918-22.

145/1/1-234 **Contributions from readers – Articles, poems, etc. Unsolicited and presumably unpublished and unacknowledged, 1942-3.**

List of contributors:

- 145/1/1 ALADIN, Alexis
- 145/1/2 ALBROW, Desmond
- 145/1/3 ARDOUIN, William.
- 145/1/4 ARONSFIELD, C. C.
- 145/1/5 ASHTON, Francis J.
- 145/1/6 ATHAY, D.E.
- 145/1/7 BAILEY, Denis L.A.
- 145/1/8-11 BAILEY, Douglas
- 145/1/ 12 BAKER, M. J.
- 145/1/13 BAMBER, George A.
- 145/1/14 BARKEY, F.
- 145/1/15 BARRAUD, E.M.
- 145/1/16 BARTON, Eleanor
- 145/1/17 BARTON, Frederick
- 145/1/18 BARTON,T.
- 145/1/19 BATES, M.
- 145/1/20 BATISTA I ROCA, J. M.
- 145/1/21 BEHAN, H. F.
- 145/1/22 BELL, Esther G.
- 145/1/23 BENNETT, William
- 145/1/24 BENTLEY, Ernest
- 145/1/25 BEST, E. A.
- 145/1/26 BILINKI, V.
- 145/1/27 BLEACH, G. W.
- 145/1/28 BLICQ, A. Sandford
- 145/1/29 BOAK, Margaret
- 145/1/30 BOWTELL, Thomas H.
- 145/1/31 BRADBURY, E.
- 145/1/32-4 BROOKS, A. G.
- 145/1/34A BROWN, H. E . S.
- 145/1/35 BUCKLEY, M. H.
- 145/1/36 BURGESS, F.
- 145/1/37 BURNS, Reay
- 145/1/38 BYRD, John D.
- 145/1/39 CAIRNS, Maurice

145/1/40 CANNELL, W. R.  
 145/1/41 CARTER, Agnes H.  
 145/1/42 CASH, Alan  
 145/1/43 CHADWICK, A. J.  
 145/1/44 CHADWICK, N. M.  
 145/1/45 CHANDRA, A. K.  
 145/1/46 CHIARI, J.  
 145/1/47 CHKIANTZ, A. I.  
 145/1/48 CLARK, F Pitt  
 145/1/49 CLARK, Joseph  
 145/1/50 CLARKE, Cecil  
 145/1/51 COCHRANE, H.  
 145/1/52 COLVILLE-STEWART, D.  
 145/1/53 CRIPPS, A. S.  
 145/1/54 DAWSON, J.  
 145/1/55 DAY, Mrs.  
 145/1/56 DENVIR, Bernard  
 145/1/57 DIXON, Kenneth  
 145/1/58 ?DJAN, S. S.  
 145/1/59 DUNN, F. T.  
 145/1/60 DUNN, Lady.  
 145/1/61 DYSON, C. W.  
 145/1/62 EDGE, W. H.  
 145/1/63-4 EDWARD, M.  
 145/1/65 ENGEL, Lotte  
 145/1/66 ENGLER, F.  
 145/1/67 ENTWISLE, E .A.  
 145/1/68 EVANS, Richard  
 145/1/69 FARRANT, V. M.  
 145/1/70 FARRELL, Arthur  
 145/1/71 FAY, Ruby  
 145/1/72 FIELDEN, Michael  
 145/1/73 FILLMORE, Leslie J.  
 145/1/74 FINCH, W. H.  
 145/1/75 FLETCHER, P.  
 145/1/76 FOLKARD, Constance W.  
 145/1/77 FORREST, A.  
 145/1/78 FORREST, David  
 145/1/79 FOSTER, D.  
 145/1/80 FOSTER, R. F.  
 145/1/81 FOX, R. M.  
 145/1/82 FRANCIS, R.  
 145/1/83 FRYER, H. C.  
 145/1/84 GEIS, Leon  
 145/1/85 GERRARD, H.  
 145/1/86 GILES, Monica  
 145/1/87 GODDARD, D.  
 145/1/88 GOLDING, E. L. & PEIRSON, J. G.  
 145/1/89 GOW [?]  
 145/1/90 GREEN-PRIGE, Olive



145/1/91 GREENWOOD, V.  
 145/1/92 GRIFFITH, J. M.  
 145/1/93-5 GRONALD, Ernest  
 145/1/96 HAMPSON, Arthur  
 145/1/97 HANLEY, James  
 145/1/98 HARDY, Evelyn  
 145/1/99 HARRIS, Arthur C.  
 145/1/100 HART, W. T.  
 145/1/101 HARTILL, R. S. F.  
 145/1/102 HARVEY, M.  
 145/1/103 HARVEY-PIPER, C. D.  
 145/1/104 HAWKIN, M. Joan  
 145/1/105 HEAVEN, E. B. N.  
 145/1/106 HEBRON, J. L.  
 145/1/107 HENSHALL, R.  
 145/1/108 HENSON, A.  
 145/1/109 HEPPLER, H.  
 145/1/110 HINDLEY, W.  
 145/1/111 HIPSLEY, Edward S.  
 145/1/112 HODCROFT, G. A.  
 145/1/113 HOLT, Muriel M.  
 145/1/114 JACKSON, Fay  
 145/1/115 JACKSON, Thomas Enos  
 145/1/116 JACQUES, B.  
 145/1/117 JOHNSTONE, M. A.  
 145/1/118 JONES, G. F.  
 145/1/119 JONES, W. A.  
 145/1/120 KENYON, Sheila  
 145/1/121 KENNEDY, K.  
 145/1/122 KIRKLAND, R.  
 145/1/123 KLEIN, Gottlieb  
 145/1/124 LASH, W. Q.  
 145/1/125 LAWSON, Mayre  
 145/1/126 LEVINGER, Siegfried  
 145/1/127 LOCKHART, Elizabeth  
 145/1/128 LOCKTON, Margaret  
 145/1/129 LOGORECI, Anton  
 145/1/130 LOOSMORE, Mrs  
 145/1/131 LOWE, William  
 145/1/132 MacARTHUR, J. A.  
 145/1/133 McCORMICK, James  
 145/1/134 McGREGOR, Brenda  
 145/1/135 McNEAL, J. P. W.  
 145/1/136-40 MADDOCKS, P. J.  
 145/1/141 MALLOY, Robert  
 145/3/142 MANDER, F.  
 145/1/143 MANNING-SANDERS, George  
 145/1/144 MARESE, Lise  
 145/1/145 MARSH, Y. M.  
 145/1/146 MATHER, Geoffrey

145/1/147 MATTHEW, B.M.  
 145/1/148 MAXWELL, Ruth  
 145/1/148A MAYALL, A Killick  
 145/1/149 MEDWAY, R.H.  
 145/1/150 MEHTA, B.  
 145/1/151 MELLODEW, John L.  
 145/1/152 MENDEL, M. B.  
 145/3/153 MILLS, Christine  
 145/1/154 MILTON, H. A.  
 145/1/155 MOCKFORD, Julian  
 145/1/159 MOFFAT, Nigel  
 145/1/157 MOLEY, Raymond  
 145/1/158 MOSS, D.  
 145/1/159 MURLEY, A.M.  
 145/1/160 MURPHY, Frank  
 145/1/161 NASH, Rosalind  
 145/1/162 NELSON, Amos  
 145/1/163 NICHOLS, Alice  
 145/1/164-5 NICHOLSON, Norman  
 145/1/166-7 NIMMONS, William  
 145/1/168 NORTHCOTT, Cecil  
 145/1/169 OLSEN, J. H.  
 145/1/170 ORGEL, Neville  
 145/1/171 PANKHURST, Richard  
 145/1/172 PARKINSON, ?T.  
 145/1/173 PARTRIDGE, H. E.  
 145/1/174 PHILLIPS, Hugh Stowell  
 145/1/175 PHILLIPS, Ronald  
 145/1/176 PING, H. J.  
 145/1/177 POLLARD, Bedford  
 145/1/178 POPPER, Jan  
 145/1/179 PRATT, Thomas  
 145/1/180 PRESTON, Arthur  
 145/1/181 PRESTON, John  
 145/1/182 RAWSTHORNE, Mary  
 145/1/183 RICHMOND, W Kenneth  
 145/1/184 RILEY, Jean  
 145/1/185 RITSON, John  
 145/1/186 ROBINSON, Maurice  
 145/1/187 ROBINSON, T.  
 145/1/188 ROWNEY, R. L.  
 145/1/189 SARA, Muriel  
 145/1/190 SAUNDERS, Charles  
 145/1/191 SCHIFF, Bernard  
 145/1/192 SHAW, Denis  
 145/1/193 SHERRINGTON, W  
 145/1/194 SHIELDS, Nancy M,  
 145/1/195 SILBERMANN, L  
 145/1/196 SLATER, W  
 145/1/197 SMITH Donald R.

- 145/1/198 SMITH, Frank,  
145/1/199 SMITH, Madge,  
145/1/200 SODERBERG, Uno  
145/1/201 SPENCER, E,  
145/1/202 STAMPER, G. R.  
145/1/203 STANIFORTH, F.  
145/1/204 STEINITZ, M. U.  
145/1/205 STOAKES, R. A. Taylor  
145/1/206 SYKES, B. B.  
145/1/207 THOMPSON, J.  
145/1/208 THOMSON, Felicity Yalden  
145/1/209 THORLEY, Henry  
145/1/210 TONCE, James  
145/1/211 ?TREUHEFT, Gerd  
145/1/212 TROWBRIDGE, Ada Wilson  
145/1/213 TUNAK, F  
145/1/214 TURNER, M. V.  
145/1/215 TURNER, W. N.  
145/1/216 UNDERWOOD, J. C.  
145/1/217 UPHAM, Isobel  
145/1/218 URQUART, Charlotte  
145/1/219 VERNON, J. J.  
145/1/220 W. N. E.  
145/1/221 WALL, Freda G.  
145/1/222 WALLACE, John  
145/1/223 WALTON, Dudley W.  
145/1/224 WARREN, S. P.  
145/1/225 WEBSTER, M.M.  
145/1/226 WHIPP-BULCOCK, J.  
145/1/227 WILLIAMS, Eddie  
145/1/228 WILLIAMS, T. R.  
145/1/229 WOOD, Olive M.  
145/1/230 WOODGATE, H. Plunkett  
145/1/231 WOOLNER, Mary  
145/1/232 YARWOOD, William E.  
145/1/233 YOUNG, Ronald C. H.  
145/1/234 Anonymous
- 145/2/1-118 Violet Douglas-Pennant case -publications, cuttings, 1919-30.
- 145/3/1-135 Liberal Party cuttings, etc. 1924-9
- 145/4/1-82 League of Nations - cuttings, pamphlets, documents, etc. 1924-8.
- 145/5/1-70 International relations - cuttings, Command Papers, documents, etc. 1919-33.
- 145/6/1-48 Temperance, including the Carlisle scheme - documents, pamphlets, cuttings, etc. 1920-34.

- 145/7/1-54 Spahlinger treatment for tuberculosis -cuttings, documents, correspondence, etc. 1923-27.
- 145/8/1-44 Iraq - cuttings, documents, etc. 1919-26.
- 145/9/1-44 Kenya - cuttings, documents, etc. 1921-28.
- 145/10/1-35 The Press - cuttings, etc. 1908-28.
- 145/11/1-86 Editorial memoranda on the layout of the Manchester Guardian, 1934-42.
- 145/12/1-121 Editorial memoranda relating to the war, 1940.
- 145/13/1-15 Documents relating to war-time salary reductions on the Manchester Guardian, 1939-40.
- 145/14/1-52 Miscellaneous documents, etc. mainly relating; to the editorship of W. P. Crozier, 1932-47.
- 145/30-44 W. P. Crozier's confidential correspondence and related documents relating to foreign affairs, and mainly Palestine [Jan 1935]-30 Jun 1944.**

This series is particularly (but not exclusively) focused on the question of Palestine, Jewish refugees, Zionism, the Palestinian Arab perspective and the post war settlement of the Middle East.

Papers include: the reports of government ministers such as Lord Moyne and Lord Robert Cecil and government papers such as the Palestine Statement of Policy (1939) and discussions around the Balfour Declaration (1917), and commissions such as the Palestine Partition Commissions (1937 & 1938); letters and other documents from groups and agencies such as The Jewish Agency for Palestine, the Zionist Organisation, and so on; There are reports such as the [Walter Clay] Lowdermilk ““TVA” Reclamation Project for the Jordan Valley”; and documentation of the Arab Revolt in Palestine (1936-39). Other papers describe the establishment of a Palestinian Home Guard and recruiting Jewish soldiers for the British army.

Many dispatches are marked as confidential or secret. Some are in Hebrew or have been translated from Hebrew. These include personal interviews and accounts, for example describing the passage of refugee ships such as the Darien [II], the sinking of the SS Patria and the MV Struma; and information about internment camps in Palestine and Turkey. Lewis Bernstein Namier [L.B.N.], and to a lesser extent Chaim Weizmann and Moshe Shertok [Sharret], are prominent figures. There is also material describing the Palestinian Arab perspective. There are Crozier’s private notes, as well as press cuttings relating to Palestine and the Jewish refugee question. There are pamphlets such as *Near & Middle East* published by the Union of Democratic Control, *Communal Settlements in Palestine* [with photographs] by the Jewish National Fund and *Jews, Arabs and the Middle East* by the Jewish Agency for Palestine; as well pages from magazines such as the *Zionist Review*.

Related material can be found elsewhere in the archive, notably papers re. Lewis Bernstein Namier, GDN 149/N1/1 and Chaim Weizmann, GDN 334/93-334/15, and also the Crozier Foreign Correspondence series GDN 204-221(1912-39).

Other dispatches refer to further aspects of foreign affairs in relation to World War II. Many documents are marked as 'confidential' or 'secret'. Some are in German or French. Dispatches include: details of various military plans and offensives (sometimes related to the Palestine material, such as anti-Jewish pogroms in Turkey and Iraq) and the effects of war on the civilian populations; reports of government ministers, such as Anthony Eden, Ernest Bevin, Lord Beaverbrook and Winston Churchill; interviews with various political commentators; notes and reports mainly from foreign correspondents [Charles] Lambert and [Eric L.] Wigham; also from [Max] Wolf, [Frederick] Voigt, [Marcel] Fodor and [Alexander] Werth regarding Russia, America, the Far East, Europe and the 'Mediterranean and Middle East Theatre'.

Domestic news predominantly features Home Front affairs – home security, air raid casualties (statistics and accounts), food and fuel shortages, rationing, refugees, evacuees and so forth. The folders are as follows:

145/30/1-145/38/44	[Jan 1935]-23 Apr 1938
145/38/45-65	25 Apr 1938-23 May 1938
145/38/66-84	24 May 1938-14 Jul 1938
145/38/85-109	26 Jul 1938-Sep 1938
145/38/110-134	8 Sep 1938-11 Nov 1938
145/38/135-145/39/108	14 Dec 1938-28 Dec 1939
145/40/1-30	1 Jan 1940-4 Apr 1940.
145/40/31-114	5 Apr 1940-19 Jul 1940
145/40/115-172	22 Jul 1940-15 Oct 1940
[145/40/173 is missing]	
145/40/174-293	20 Oct 1940-26 Nov 1940
145/40/294-341	Nov 1940-11 Dec 1940
145/40/342-391	11 Dec 1940-31 Dec 1940
145/41/1-100	[Jan] 1941-28 Feb 1941
145/41/101-200	28 Feb [1941]-23 Apr 1941

145/41/201-300	23 Apr 1941-27 Jun 1941
145/41/301-400	29 Jun 1941-11 Aug 1941
145/41/401-499	[13 May 1941]-24 Sep 1941
145/41/500-600	24 Sep 1941-27 Dec 1941
145/41/601-700	27 Nov 1941-31 Dec 1941
145/42/1-100	[Jan 1942]-12 [Feb] 1942
145/42/101-200	13 Feb 1942-27 Mar 1942
145/42/201-300	27 Mar 1942-14 May 1942
145/42/301-400	15 May 1942-8 Jul 1942
145/42/401-500	8 Jul 1942-8 Oct 1942
145/42/501-524	11 Oct 1942-23 Dec 1942
145/43/1-61	28 Jan 1943-22 Dec 1943
145/44/1-14	10 Feb 1944-20 Jun 1944

**146-153 Documents relating to A.P. Wadsworth's editorship**

**146/1-8 International Press Institute material.**

146/1	I. P. I. Report: the monthly bulletin or the I. P. I. May, August and September 1952, May and October 1953, February, March, June, November and December 1954, May 1955, March - October 1956.
146/2	I. P. I. membership list, 1953, 1955.
146/3	Constitution of the I. P. I., 1951.
146/4	Amended constitution, 1952.
146/5	I. P. I. 1st, 2nd and 3rd General Assemblies. Programmes. 1952-5.
146/6/1	I. P. I. Survey No.1. Improvement of Information. 1952.
146/6/2	I. P. I. Survey No.2. The news from Russia. 1952.
146/7	Asian conference of the I. P. I., 1956. Programme and report.

- 146/8/1-179 Miscellaneous documents relating to the I. P. I., 1952-6.
- 147 **Material relating directly to A. P. Wadsworth.**
- 147/1/1-141 Retirement tributes, 1956
- 147/2/1-63 Obituary tributes, 1956
- 147/3/1-18 Miscellaneous, 1917-56
- 148 **Miscellaneous material relating to Manchester Guardian and Evening News publications.**
- 148/1/1-85 Advertisements, 1931-56
- 148/2/1-12 Bedside Guardian, 1952-7
- 148/3/1-63 Circulation and distribution, 1894-1959
- 148/3/64 Daily gross distribution figures, January 1952 - October 1956
- 148/4/1-30 Newspapers and the Law, 1932-47
- 148/5/1-137 Manchester Guardian New York Office, 1946-55
- 148/6 Manchester Guardian and Evening News Ltd. Report and balance sheet 1940 (3 copies), 1949, 1950 (3 copies.)
- 148/7 Manchester Guardian and Evening News Ltd. Working report 1948-9 (3 copies.)
- 148/8/1-13 Manchester Guardian Survey of Industry, 1952-4
- 148/9/1-79 Manchester Guardian Weekly, 1945-55
- 148/10/1-49 Manchester Guardian and Manchester Guardian Weekly. Germany, 1947
- 148/11/1-14 Manchester Guardian Sport 1946
- 148/12/1-13 Manchester Guardian Stock Exchange lists, 1936-9
- 148/13/1-2 Syndicated features, 1938-56
- 149 A. P. WADSWORTH CORRESPONDENCE.**

There is a separate listing for this collection, which contains over 2,200 items of correspondence from about 450 correspondents, mainly in years of Wadsworth's editorship. The correspondence is arranged in alphabetical order. This material supplements that in the Editorial Correspondence Series 1932-1956 ("B" Series) [part 2 of catalogue]. An index for this material is available at p. 173 of this catalogue.

- 150/1-221      Miscellaneous material relating to the *Manchester Guardian* and *Manchester Evening News*, 5 May 1821-29 Aug 1970**
- 150/1            The *Manchester Guardian* Prospectus, 5 May 1821.
- 150/2            [Copy] of the *Manchester Evening News*, 26 Oct 1898.
- 150/3-4          Two cuttings from the *Manchester Evening News*, 5-6 Apr 1904.
- 150/5            'List showing comparative totals of Prepaid Advts. taken since the opening of the new advt. office', 31 Oct 1903-22 Oct 1904.
- 150/6            'General Election Saturday January 13<sup>th</sup>, 1906', memo and note, 15-19 Jan 1906
- 150/7            'Ten Page Paper', 25 Jan 1906. Note regarding Mr. Nield's comments on the printing quality of the paper
- 150/8            Note headed 'Archives', [1909]-4 Apr 1910. Contains information regarding advertising, e.g. titles of notices, dates, e.g. 'Servants wanted'.
- 150/9            *Manchester Evening News* notice regarding delivery of parcels, 28 Jun 1915.
- 150/10          Note to the editor from unknown writer, 14 Oct 1915.
- 150/10A        Page from *The Nation* magazine, 4 Nov 1916. Article regarding C.P. Scott.
- 150/11          Letter from *Manchester City News* to Mrs Walsh, 8 Feb 1917, regarding the best medium for her advertisement. Damaged.
- 150/12          *Manchester Evening News*, 7 Mar [1917]: notice to newsagents regarding orders.
- 150/13-21      Bundle of letters and notes, 6 Jan 1917-20 Feb 1919. From Mrs. [J.] Walsh of Armagh, Ireland, to the *Manchester City News* regarding placing an advertisement in the paper.
- 150/22          'Christmas Gratuities', 20-31 Dec 1918. *Manchester Evening News* note with names, role and amount of gratuity.



- 150/23 [Christmas Gratuities], 1 Jan 1918. *Manchester Evening News* note with names, role and amount of gratuity. Damaged.
- 150/24 '1821-1921 *Manchester Guardian* Centenary Dinner, Midland Hotel Tuesday 3<sup>rd</sup> May 1921, Menu', 3 May 1921. Menu [in French] and Toast List. Contains two drawings of the Guardian offices then and now, and a photograph of 'Charles Prestwich Scott', Editor of "*The Manchester Guardian*" for fifty years 1871-1921'.
- 150/25 '*Manchester Guardian* Centenary Celebration Dinner Names of those attending', 3 May 1921. Names arranged by table, A to U, with approximately 25-30 people per table.
- 150/25Aa-c '*Manchester Evening News* Diamond Jubilee. A Souvenir 1868-1928', [10 Oct 1928]. Three copies of a souvenir guide with a history of the paper, comments from well-wishers and two drawings of the premises then and now.
- 150/26 Memorandum, 28 Nov 1928-[1929], regarding the pros and cons of establishing a full racing service.
- 150/27 Letter from unknown writer to D[avid] G. O. Ayerst, Oct 1929. A former colleague A.H. [Charles] Brooks has forwarded [for the archive] a facsimile list (150/28) of *Manchester Guardian* signatures which accompanied the leaving present to him in October 1929. The list contains the signatures of three editors, Ted Scott, W.P. Crozier and A.P. Wadsworth.
- 150/28 Facsimile list of *Manchester Guardian* colleagues' signatures which accompanied the leaving present to A.H. Brooks, October 1929. The list contains the signatures of three editors, Ted Scott, C.P. Crozier and A.P. Wadsworth (see 150/27).
- 150/29 Table of figures and notes on the *Commercial* and the *Daily*, [1929]-12 Jul 1930. Written by W.P. Crozier.
- 150/30 *Manchester Guardian*, 'Leading Foreign Correspondents from our Contributor's Ledgers ("A"), and "B", Nos. 1., 2., 3., and 4.', 1 Jul 1930. Information arranged as follows: Folio number, name, area reported on, dates, number of articles. [Compiled by W.P. Crozier], [1881-1910].
- 150/31 *Manchester Guardian* and *Evening News* Ltd: confidential memo from J.R. Scott, 20 Nov 1930. In light of the depression of industry he suggests a salary reduction for all those paid over £7 per week.
- 150/32-34b Memo to W.P. Crozier from E.T S[cott], 28 Dec 1930. Two lists are attached, 'Staff for Possible Apportionment' arranged by name (some names are initials only) and 'Proposed Division of Editorial Costs (Monthly ? 4 weeks)' arranged by department (no staff names).

- 150/35-43 Several pages headed 'Paper Stock *Guardian*', [21 May 1931]-9 Apr 1932. Sheets contain detailed information on paper supplies.
- 150/44-45 Two sheets of statistics relating to newspaper activity [1931-1932].
- 150/46 Luce's Press Bureau clipping, 'Scripps Given Medal Honour', 8 May 1931. The *Manchester Guardian* newspaper wins an award.
- 150/47 Press cutting, 'Award of Medals to Newspapers', [9 May 1931]. An American honour awarded to the *Manchester Guardian*.
- 150/48 'M.G. Editorial Costs', October 1931. Five pages of *Manchester Guardian* costs, detailed by department.
- 150/49 Summary of *Manchester Guardian* costs, 31 Oct 1931. Annotated by W.P. Crozier.
- 150/50a-b 'Return of Blocks Made and Picture Space. Square Inches'. 8 Aug 1931-13 Aug 1932. Two sheets of figures.
- 150/51a-b 'Return of Flongs & Plates', 8 Aug 1931-13 Aug 1932. Two sheets of figures.
- 150/52-70 Various sheets of figures, 5 Jan 1931-13 Aug 1932. Including: Paper used (percentages); revenue and expenditure for *Manchester Guardian*, *Evening News*, *City News*, *Weekly* and *Commercial*; display columns; and print numbers.
- 150/71 Romeike & Curtice Ltd. press cutting, 18 June 1932. Headed 'National Union Notes'.
- 150/72 French's Press Cutting Agency cutting, 28 Jul 1932. Headed 'Danish Propaganda'.
- 150/73 Page from *The Shop Assistant* [magazine], 2 Jul 1932. Two passages mentioning the *Manchester Guardian* are marked in an article entitled 'Disarmament "Experts" at Geneva' by Mrs Bridges Adams.
- 150/74a-b 'Papers being supplied at the office expense to members of the staff', Aug 1932. List of names with the titles of the newspapers they are receiving.
- 150/75 Page from the '*M.G. & E.N. HO. JO*', Aug 1932. Page from the *Manchester Guardian and Evening News House Journal* staff magazine featuring an article [and photograph] about W.P. C[rozier]. On the back is a photograph entitled 'Happy Memories', picturing the Composing Room Picnic party at Bownes. Mr. W. J. Hayley "Rataplan" [racing correspondent] is mentioned.

- 150/76 Romeike & Curtice Ltd. press cutting, 11 Aug 1932. Extracted from the *World's Press News*, headed 'Combating the Threat of Picture Papers'. The passage mentions the *Manchester Guardian*.
- 150/77 Romeike & Curtice Ltd. press cutting, 11 Aug 1932. Extracted from the *World's Press News* headed 'Newspaper make-Up – VIII. Sobriety in the *Manchester Guardian*'.
- 150/78 Romeike & Curtice Ltd. press cutting, 18 Aug 1932. Extracted from [*Tablet*] headed 'The Decline and Fall of the *Manchester Guardian*'.
- 150/79 Memo from W.P. C[rozier] to M.A.L. [Madeline Linford], 23 Aug 1932, regarding ideas for various articles: photograph of the dock gate; aerial views of capital cities; crosswords at Christmas.
- 150/80 List headed 'Provisional', 25 Aug 1932. Areas of responsibility with the initials of those responsible and their deputies, e.g. Women's page, M.A.L. [Madeline Linford] and E.J.P.
- 150/81 Romeike & Curtice Ltd. press cutting, 11 Aug 1932. Extracted from the *World's Press News* headed 'No "Ideal" Daily Exists To-day' by R.G. D. Blumenfeld. The *Manchester Guardian* is mentioned.
- 150/82 Two press cuttings, 25-28 Aug [1932]. *Sunday Times* 'Sermons in Celluloid' and *Manchester Guardian* 'Brave New Pulpit'. Note at top, from J.[P.] [to] Editor 'This seems an unusually barefaced "lift"'.
- 150/83a-b 'Suggested series of Articles' [sports], 13 Sep 1932. Listed by subject, author and number of articles.
- 150/84 Memo from W.P. C[rozier] to P.J. M[onkhouse], 15 Sep 1932. Describing the four kinds of police-court cases which he would like their local correspondents to report on.
- 150/85 Romeike & Curtice Ltd press cutting, 3 Dec 1932. Extracted from the *Week End Review* headed 'Switzerland and the Truth'. The *Manchester Guardian* is mentioned.
- 150/86 Romeike & Curtice Ltd press cutting, 6 Dec 1932. Extracted from the *World's Press News* headed 'Default'. The *Manchester Guardian* is mentioned.
- 150/87 Romeike & Curtice Ltd press cutting, 8 Dec 1932. Extracted from the *World's Press News* headed 'A Few Words of Truth – By Hannah Swaffer. A Trained Seal in Real Life'. The *Manchester Guardian* is mentioned.
- 150/88 Luce's Press Clipping Bureau, Feb 1933. Extracted from [American] Press New York headed 'A Newspaper Novel'. The *Manchester Guardian* is mentioned.

- 150/89 Romeike & Curtice Ltd press cutting, 2 Mar 1933. Extracted from the *Advertiser's Weekly* headed 'Can You Sell to Sportsmen?' The *Manchester Guardian* is mentioned.
- 150/90 Romeike & Curtice Ltd press cutting, 25 Feb 1933. Extracted from the *Newspaper World* headed 'Notes and News. The Man in the Street'. An article on the death of *Manchester Guardian* editorial staff member Francis Perrot.
- 150/91 Note to W.P. Crozier from the Counting House, 25 Apr 1933. Figures by months over three years relating to what Russia has cost them in contributions. W.H. Chamberlin is mentioned.
- 150/92 Note to W.P. Crozier [from the Counting House], 22 Aug 1933. Expenditure on News Reports from local Correspondents.
- 150/93 Romeike & Curtice Ltd press cutting, 28 Aug 1933. Mentions the *Manchester Guardian*.
- 150/94 Luce's Press Clipping Bureau, 1 Sep 1933. Mentions the *Manchester Guardian*.
- 150/95 Romeike & Curtice Ltd press cutting, 28 Sep 1933. Mentions the *Manchester Guardian*.
- 150/96 Press cutting, 20 Jan 1934. Mentions the *Manchester Guardian*.
- 150/97 Press cutting, undated. Article by Paul M. Paine. Mentions the *Manchester Guardian*.
- 150/98 Luce's Press Clipping Bureau, 4 May 1934. Article by Ted Cushing. Mentions the *Manchester Guardian*. Also mentions soloist Emily Hanson.
- 150/99 Romeike & Curtice Ltd press cutting, 24 Aug 1934. Mentions the *Manchester Guardian*.
- 150/100 Press cutting, 3 Nov 1934. Mentions the *Manchester Guardian*.
- 150/101 Luce's Press Clipping Bureau, 27 Jan 1935. Mentions the *Manchester Guardian*.
- 150/102 [Memo] 'M.G. Men and Broadcasting', 5 Sep 1935.
- 150/103 Press cutting, Dec 1936. Mentions the *Manchester Guardian*.
- 150/104 [Draft report], 11 Feb 1937. Mentions the *Manchester Guardian*.

- 150/105 [Draft report], 11 Feb 1937. Mentions the *Manchester Guardian*. Copy of 150/104.
- 150/106a-109 Papers regarding foreign exchange prices. Includes a memo from Sprigge to Wadsworth.
- 150/110-112 Schedules of 'Company Meetings', 2 Mar 1938. With note attached from the 'Canvassing Department'.
- 150/112A *Manchester Guardian* book, Jan 1939. 'An Index to Editions, train Times and Despatch Book Folios'.
- 150/113 Press cutting, 31 Oct 1941. Mentions the *Manchester Guardian*.
- 150/114 *Manchester Guardian* staff list, 1941-1 Nov 1946. Editorial staff listed by department. Particulars include: name or initials, salary and other details.
- 150/115 Note from editor to H.O.R., 9 Mar 1942, regarding length of articles.
- 150/116 National Union of Journalists (Manchester branch) notice about journalistic overtime.
- 150/117 Note from W.P. Crozier to the editor, undated. Regarding 'Letters to the Editor'.
- 150/118-119 Memo and note from C.I. M[arkwick] to W.P. Crozier, 10 Feb 1943. 'Suggested Stations for Dictograph', with list of editorial staff names.
- 150/120 Press cutting, 18 Mar 1943. Headed 'C.P. Scott and his paper. A Manchester Jewish Tribute'.
- 150/121 Internal memo, 19 Mar 1943. Regarding the N.U.J. [national Union of Journalists], Bullock and Turner.
- 150/122 *Observer*, press cutting, 5 Sep 1943. Profile of William John Hayley who has *Manchester Guardian* and *Manchester Evening News* links.
- 150/123 Note [regarding obituaries], 5 Jun 1944.
- 151/124 Report on 'Evening News Printing Capacity and Estimate of Capital Expenditure'.
- 150/125 Memo, 13 Jul 1944. Naming reporters and the articles they have been asked to write.
- 150/126 Note to A.P. W[adsworth], 26 Jun 1935.
- 150/127 Letter to Sir Walter Layton, Chancellor of the Exchequer from John Anderson, 22 Jun 1945. Regarding newsprint supply.

- 150/128a-b Copy of a note of a meeting between newspaper proprietors, the Chancellor of the Exchequer and others, undated. To discuss the purchase of newspaper print from Canada and Newfoundland.
- 150/129 Note and letter [in French] regarding the B.B.C. French Service, Jul 1945.
- 150/130 *Manchester Guardian* and *Evening News* invitation to a 'Celebration Dinner', 15 Mar [1946]. To celebrate new circulation records.
- 150/131 Memo from Editor to Sub-editors, 3 Dec 1946. Regarding making efforts to improve the first edition.
- 151/132-134 Sheet of figures, [1947]. *Manchester Guardian* Service estimated net revenue position. 3 copies.
- 150/135A Radio script, 25 Jun 1947. European Productions, National Press No.3. 'The *Manchester Guardian*' by Antony Brown.
- 150/135 Obituary in *Time and Tide*, 1 Feb 1947. Obituary of J. L. Garvin, contributor to the *Manchester Guardian*, by R.T. Clark.
- 150/136 Copy of memo from W. McMillan to L.P. Scott, 16 Jul 1947. Regarding printing costs.
- 150/137 Memo from C.I. M[arkwick] to P.M.W., 5 May 1948. Regarding 'Telegraph Communications and Photo-Telegraphy'.
- 150/138 'The Scott Trust Summary of Settlement', 8 May 1961.
- 150/139 Article, 'Eager for News', 2 Mar 1949. Regarding the top newspapers in the country. The *Manchester Guardian* is one of them.
- 150/140 Memo from A.P.W[adsworth] to C.W.T., 11 Apr 1949. Regarding a 'dummy' of the paper.
- 150/141 Note from A.P. W[adsworth] to J.E.D.P., 24 May 1949. Regarding their coverage of the C.O.I. debate.
- 150/142 Lists of *Manchester Guardian* [editorial] staff subscriptions, Dec 1947-Oct 1951. Information arranged by department and name.
- 150/143 Private subscriptions receipt, 19 Jun 1950.
- 150/144 Copy of *World Liberalism* magazine, Vol. 1, No. 3, [Sep-Nov] 1951. Article on the 'Liberal Press. The *Manchester Guardian*' by 'A Member of its Staff'.

- 150/145 Copy of the article in *World Liberalism* magazine, Vol. 1, No.3, 25 Jul 1951. See 151/144.
- 150/146 Copy of the article in *World Liberalism* magazine, Vol. 1., No.3, 25 Jul 1951. See 151/144.
- 150/147-149 Three internal memos regarding expenses, 22-26 Feb 1952.
- 150/150 Confidential memo from A.P. W[adsworth]. 'News on the Front Page', Jun 1952.
- 150/151 Note, 'News on the Front Page', [Jun 1952].
- 150/152-153 Memo and report from A.P. W[adsworth] to L.P. S[cott] Regarding 'News on the Front Page', Jun 1952.
- 150/154 Press cutting 'News from the North', 29 Sep 1952. Mentions the *Manchester Guardian*.
- 150/155 Editorial staff costs, Aug 1952-May 1953. [Wages and expenses] arranged by department and name.
- 150/156 Note regarding [George Gale], 1953.
- 150/157 'Holiday Photographs Competition' list, 1953. Listed by area and number of entries from that area.
- 150/158 Press cutting from the *Baltimore Sun*, 10 Jan 1953. Headed 'London Edition of *Guardian* may Revolutionise Publishing'.
- 150/159 Press cutting from *Japan News*, 16 Jan 1953. Regarding how the *Guardian* may revolutionise publishing'
- 150/160 Press cutting, Feb 1953. Headed '*Manchester Guardian* Plans London Edition'.
- 150/161 Memo from L.P. Scott, 6 Jul 1953. Regarding '*Manchester Guardian* Files'.
- 150/162 Page from the *Dallas Morning News* with article (and image) about *Manchester Guardian* United States correspondent Alistair Cooke.
- 150/163 'An introduction to the *Manchester Guardian*', [Jul 1953]. Small sized [promotional] version of the newspaper
- 150/164 Memo from G.W. to A.P. W[adsworth], 16 Aug 1953. Headed 'Suggested Replacements for Certain Reference Books'. Contains lists of books within certain reference categories.

- 150/165 *Evening Sun* press cutting, 1 Oct 1953. Regarding the proposed photographic lithographic process for new London edition of the *Guardian*.
- 150/166 Memos, 10-11 Nov 1953. T.E. Henry to L.P. Scott [circulated to A.P. Wadsworth] '9-column page *Manchester Evening News*'.
- 150/167 '*M.G.* Editorial Increases', [Nov-Dec 1953]. List of staff names, arranged by department, with old and new rates of pay.
- 150/168 'Holiday Photograph and Sketching Competition' list, 1954. Listed by area and number of entries from that area.
- 150/169 Memo from C.I. M[arkwick], 15 Sep 1954. Headed 'Paper Storage with particular reference to Railway Arches'. Regarding rentals at Bridgewater Street, Trafford Street and Exchange.
- 150/170 'Monthly Accounts – Sheet 2.', 4 Oct 1954. Regarding rents payable and receivable.
- 150/171 Memo from P.J. M[onkhouse] to A.P. W[adsworth], 22 Nov 1954. Regarding requests for cuttings or transcripts from readers.
- 150/172 '*Manchester Guardian* Cost of Living Bonus', Dec 1954. Information is recorded by staff name and amount of bonus.
- 150/173a-b Memos from J.D.M.H. to A.P. W[adsworth] (copy to J.E.D.P.), 12 Jan 1955. Observations and suggestions regarding the 'Press Association' and the 'London Office'.
- 150/174 Memo from A. H. to A.P. W[adsworth], [1955]. Headed 'Foreign Transmission Costs 1954-55'.
- 150/175 Report, 9 Nov 1955. Headed '*M.G.* Survey' [of newspaper readers' and non-readers].
- 150/176 A.P. W[adsworth] to W.R.T. 3 Apr 1956. Regarding putting in the name of the children's show.
- 150/177 A.P. W[adsworth] memo, 10 Nov 1955. Regarding North West News.
- 150/178 Note to 'Gerry', 6 Apr 1956. Mentioning various [reporters] – Maddox, Zilli, Warbey, and Fairlie.
- 150/179 Memo from R.F.S. to P.J M[onkhouse], 2 May 1956. Regarding the L.P. S[cott] memorandum on broadcasting.
- 150/180 Memo from L.P. Scott 'Budget for 1956/57', 3 May 1956.



- 150/181 Memorandum from L.P. Scott, 4 May 1956. Headed 'Management and Labour'.
- 150/182 Memo from L.P. Scott, 'M.G. Postal Subscribers', 3 May 1956.
- 150/183 Memo from A.P. W[adsworth] to J.E.D.P., 15 May 1956. Regarding the sloppy work of the Parliamentary subs [sub editors].
- 150/184 Memo from A.H. to G.F., 7 Jun 1956. Regarding datelines, and White, the correspondent in Ireland.
- 150/185 Memo from A.P. W[adsworth] to G.F., 27 Jun 1956. Regarding the Swiss invitation.
- 150/186-187b. Address note and confidential report from J.R.L.A. to L.P S[cott], 1 Aug 1956. Headed 'Telex'.
- 150/187 Memo to 'Richard', 28 Aug 1956. Regarding plans for increasing space.
- 150/188A Booklet, 'A brief history of the *Manchester Guardian* 1821-1957', Jan 1958. Bibliography at the back.
- 150/189 Press cutting, undated. Headed 'Facsimile Printing'. The *Manchester Guardian* is mentioned.
- 150/190 Memo from K.A.S. to A.H. (copy to W.J.L.), 11 May 1959. Headed 'M.G. Histories'.
- 150/191 *Manchester Guardian* press cutting, 10 Jun 1959. Headed 'Long-distance reproduction of newspapers' by 'our London Staff'.
- 150/192 Press release, 21 Aug 1959. Headed '*Manchester Guardian* becomes the Guardian'.
- 150/193 'The *Manchester Guardian* Background Notes 2. Precis [sic] History of the *Manchester Guardian*', 21 Aug 1959. See 151/192.
- 150/194 'The *Manchester Guardian* Background Notes. Who owns "The *Guardian*"?' and 'London Printing', 19-20 Jul 1960.
- 150/195 'Guardian History File', 20 Jul 1960. Ten press cuttings describing proposed new company which is to be jointly owned with the *Evening Chronicle*.
- 150/196 'Note for the History File', 26 Mar 1961. Regarding the various centenary dinners over the years.
- 150/197 Menu for a dinner, 'The *Guardian* to celebrate the first 200,000' at the Alexandra Suite, The Midland Hotel [Manchester].

- 150/197A Memo, 3 Apr 1961. Headed '*Guardian* History'. David Ayerst will be writing a history of the paper.
- 150/198 Letter from Lascelles, Circulation Manager, 28 Aug 1961. The *Guardian* will be printed in London as well as Manchester. 3 Copies.
- 150/199-210 Various [proofs] of *Guardian* advertisements for newspapers and magazines.
- 150/211 Newspaper page with article headed 'The *Observer* Profile', 'Scott of the *Guardian*', 10 Sep 1961.
- 150/212 *Guardian* newspaper page, 11 Sep 1961. Headed 'How the "*Guardian*" is Printed' by John Rosselli.
- 150/213 Magazine article, '*Guardian* – *New York Times* link up in Atlantic TTs Experiment' by L.W. James, [Sep 1961].
- 150/214 Poster, 'The Budget', 9 Apr 1962.
- 150/215 Newspaper cutting, 'Mainly for Women', 11 Sep 1963. Article by Madeline Linford titled 'The First Page'.
- 150/216 Memo from Elizabeth Pennington, Editor's Secretary, 26 Jan 1964. Headed 'Reminders for Information of Mr. Ayerst'.
- 150/217 CLOSED
- 150/218 Newspaper cutting, 'Mainly for Women', 14 Sep 1966. 'Manchester Made them by Alice Bragg'.
- 150/219 Newspaper cutting, 'Mainly for Women', 8 Nov 1966. 'The Swiss family Scharnschiff-Schnaybarger' by Pippa Phemister.
- 150/220 Brochure titled, 'Zion. The Promise Fulfilled', [Nov 1967]. To celebrate the 50<sup>th</sup> anniversary of the Balfour Declaration. Supported by the *Guardian*.
- 150/221 *Times* newspaper cutting headed 'Facts are Sacred', 29 Aug 1970. By Brian MacArthur.
- 151/1 Miscellaneous material not directly related to the *Manchester Guardian* and associated newspapers. Manuscript and typescript.
- 151/2 As above. Printed material.
- 152/1a-1d 'The labour shortage in the cotton industry', a pamphlet by A.P. Wadsworth. Text of a paper read before the Cotton Board Conference at Harrogate, 21-23 October 1949. 4 copies.

152/2 'The first Manchester Sunday Schools' by A. P. Wadsworth. Reprinted from the 'Bulletin of the John Rylands Library', Vol.33 No.2, 1951.

153 Rolled scroll presented to A. P. Wadsworth by the city of New York, 16 September 1949.

154-203. These numbers are now discontinued. They represented three major collections of correspondence and related documents which are listed in Part 2 of the Guardian catalogue. They are as follows:

a) The P. J. Monkhouse correspondence. This contains material dating from about the end of A. P. Wadsworth's editorship (1956) to c. 1970. See the "D" Series

b) The "A" series of General Correspondence. This is a collection of correspondence dating almost entirely from the years of the editorship of C. P. Scott, 1872-1929.

c) The 'B' sequence of General Correspondence. This collection dates almost entirely from the years of the editorships of W. P. Crozier (1932-44) and A. P. Wadsworth (1944-56).

A few items in the latter two collections fall outside the dates given above, and a few individual correspondents appear on both lists. The list for the 'A' sequence records about 13,000 letters from over 1,300 correspondents, and that for the 'B' sequence about 45,000 letters from over 6,600 correspondents. See Part 2 of this catalogue for a description of this material.

### **204-221 Foreign correspondence 1912-39**

This collection consists of letters and dispatches of Manchester Guardian European correspondents, mainly from 1933 to 1939, with a particular emphasis on Nazi Germany. The items have been arranged in single chronological sequence.

The Foreign Correspondence is in the process of being catalogued in detail, and more information about this will be available in due course. Currently the list only includes reference numbers and covering dates, as follows:

204/1-362	1912-29
205/1-273	1930-1
206/1-523	1932
207/1-270	January-April 1933
208/1-188	May and June 1933
209/1-228	July-September 1933
210/1-288	October-December 1933
211/1-352	January-June 1934
212/1-385	July-December 1934
213/1-425	January-June 1935
214/1-356	July-December 1935
215/1-381	January-June 1936

216/1-410 July-December 1936  
 217/1-436 January-June 1937  
 218/1-336 July-December 1937  
 219/1-298 January-June 1938  
 220/1-344 July-December 1938  
 221/1-423 1939

## **222 James Bone Archives**

222/1 James Bone correspondence, and some correspondence to Arnold Bennett.

### **222/1/1-7 Letters from Bone to:**

222/1/1 W. P. Crozier, 21 November 1932  
 222/1/2 W. P. Crozier 23 May 1945  
 222/1/3 Allen Lane 10 November 1949  
 222/1/4 Cyril Ray 21 December 1943  
 222/1/5 Laurence Scott 20 June 1948  
 222/1/6 Laurence Scott 28 July 1948  
 222/1/7 A. P. Wadsworth 20 October 1946

### **222/1/8-88 Letters to Bone from:**

222/1/8 J. B. Atkins 7 January 1951  
 222/1/9 J. B. Atkins 19 May 1952  
 222/1/10 Baltimore Sun ["Paul"] 3 August 1950  
 222/1/11 Arnold Bennett 28 May 1917  
 222/1/12 Arnold Bennett 2 June 1917  
 222/1/13 Harry Boardman not dated  
 222/1/14 Harry Boardman not dated  
 222/1/15 Muirhead Bone 16 January 1950  
 222/1/16 Pierre Comert [of Paris Match] 22 January 1951  
 222/1/17 W. P. Crozier 19 August  
 222/1/18 W. P. Crozier 18 August 1930  
 222/1/19 W. P. Crozier 22 April 1940  
 222/1/20 Francis Dodd 6 May 1946  
 222/1/21 John Galsworthy 28 July 1923  
 222/1/22 'Henry' [of 6 St Mark's Square, Regent's Park] 9 February 1936  
 222/1/23 W. J. H. [of Broadcasting House] 16 January 1945  
 222/1/24 Laurence Housman 27 April 1928  
 222/1/25 Muriel Hueffer 4 April 1951  
 222/1/26 A. N. Monkhouse 7 June 1917  
 222/1/27 Evelyn Montague 4 January 1946  
 222/1/28 Evelyn Montague 17 October 1946  
 222/1/29 Evelyn Montague 22 October 1946  
 222/1/30 Evelyn Montague 31 October 1946  
 222/1/31 Evelyn Montague 5 November 1946  
 222/1/32 Evelyn Montague 30 December 1946

222/1/33 Evelyn Montague 24 February 1947  
 222/1/34 Evelyn Montague 11 March 1947  
 222/1/35 Evelyn Montague 10 May 1947  
 222/1/36 Evelyn Montague 5 July 1947  
 222/1/37 Evelyn Montague 9 December 1947  
 222/1/38 Evelyn Montague 6 January 1948  
 222/1/39 Madeline Montague 12 February  
 222/1/40 Madeline Montague 26 February  
 222/1/41 Madeline Montague 3 July  
 222/1/42 Madeline Montague 3 July  
 222/1/43 Madeline Montague 10 July  
 222/1/44 Madeline Montague 11 July  
 222/1/45 Madeline Montague 18 July  
 222/1/46 Madeline Montague 18 July  
 222/1/47 Madeline Montague 25 July  
 222/1/48 Madeline Montague 28 July  
 222/1/49 Madeline Montague 12 August  
 222/1/50 Madeline Montague 7 September 1928  
 222/1/51 Madeline Montague 20 July? 1938  
 222/1/52 Madeline Montague 9 February 1948  
 222/1/53 S. V. Pearson 19 January 1948  
 222/1/54 Pattie Perrot 30 August 1937  
 222/1/55 O. H. Perry 5 August 1932  
 222/1/56 Cyril Ray 7 April  
 222/1/57 Cyril Ray 1943  
 222/1/58 Cyril Ray 3 October 1943  
 222/1/59 Cyril Ray 5 October 1943  
 222/1/60 Cyril Ray [telegram] 5 November 1943  
 222/1/61 Patrick Ryan n. d.  
 222/1/62 Patrick Ryan n. d.  
 222/1/63 Patrick Ryan 13 January 1949  
 222/1/64 C. P. Scott 19 February  
 222/1/65 C. P. Scott 10 September 1905  
 222/1/66 C. P. Scott 29 September 1919  
 222/1/67 C. P. Scott 7 September 1921  
 222/1/68 C. P. Scott 25 March 1924. with:-  
 222/1/69 Beatrice Webb to C. P. Scott, 24 March 1924.  
 222/1/70 C. P. Scott 22 January 1925  
 222/1/71 C. P. Scott 11 December 1926  
 222/1/72 J. R. Scott 16 October 1946  
 222/1/73 J. R. Scott 24 September 1948  
 222/1/74 Laurence Scott 7 June 1948  
 222/1/75 Laurence Scott 22 June 1948  
 222/1/76 Laurence Scott 12 July 1948  
 222/1/77 Laurence Scott 22 July 1948  
 222/1/78 Laurence Scott 3 September 1948  
 222/1/79 Laurence Scott 9 November 1948  
 222/1/80 Laurence Scott 10 December 1948  
 222/1/81 Charles A Selden - - 1946  
 222/1/82 'Tommy' [of Tulk's Hill, Abbotsbury] 3 February 1941

222/1/83 A. P. Wadsworth. 22 October 1946  
 222/1/84 A. P. Wadsworth 7 July 1948  
 222/1/85 A. P. Wadsworth 23 December 1949  
 222/1/86 A. P. Wadsworth 21 March 1954  
 222/1/87 A. P. Wadsworth 9 August 1955  
 222/1/88 A. P. Wadsworth 5 September 1955

**222/1/89-100 Letters to Arnold Bennett from:**

222/1/89 G. H. Mair 3 February.1910  
 222/1/90 G. H. Mair 2 March 1910  
 222/1/91 G. H. Mair 17 May 1910  
 222/1/92 A. N. Monkhouse 25 December 1898  
 222/1/93 A. N. Monkhouse 2 January 1910  
 222/1/94 A. N. Monkhouse 21 February1910  
 222/1/95 A. N. Monkhouse 26 February.1910  
 222/1/96 A. N. Monkhouse 3 March 1910  
 222/1/97 A. N. Monkhouse 7 November 1912  
 222/1/98 C. E. Montague 3 January 1910  
 222/1/99 C. E. Montague 3 March 1910  
 222/1/100 C. E. Montague 21 February 1922

**222/2 News cuttings**

222/2/1 Harry Boardman obituary not dated  
 222/2/2 Philip Carr obituary 8 August 1957  
 222/2/3-5 W. P. Crozier obituaries 17 April 1944  
 222/2/6 H. G. Daniels obituary 24 May 1952  
 222/2/7 H. G. Daniels obituary 27 May 1952  
 222/2/8 Allan Monkhouse centenary 3 May 1958  
 222/2/9 Evelyn Montague obituary 2 February 1948  
 222/2/10 Evelyn Montague obituary not dated  
 222/2/11 Evelyn Montague obituary not dated

**222/2/12-26 C. P. Scott - various**

222/2/12	3 June 1907	222/2/20	11 December 1926
222/2/13	1 May 1921	222/2/21	26 October 1946
222/2/14	3 May 1921	222/2/22	26 October 1946
222/2/15	7 May 1921	222/2/23	28 October 1946
222/2/16	22 October 1926	222/2/24	31 October 1946
222/2/17	? October 1926	222/2/25	3 December 1951
222/2/18	13 November 1926	222/2/26	2 July 1955
222/2/19	6 November 1926		

222/2/27 J. R. Scott obituary 6 April 1949  
 222/2/28 J. R. Scott April 1949  
 222/2/29 J. R. Scott April 1949  
 222/2/30 J. R. Scott 8 July 1949

222/2/31 L. P. Scott profile 1 June 1951

**222/2/32-38 A. P. Wadsworth - retirement and obituaries**

222/2/32 ? October 1956

222/2/33 31 October 1956

222/2/34 5 November 1956

222/2/35 5 November 1956

222/2/36 8 November 1956

222/2/37 15 November 1956

222/2/38 5 November 1956

222/2/39-44 Miscellaneous material relating to the Manchester Guardian

222/3/1-30 Miscellaneous James Bone archives, 1905-52 and undated

222/4/1-9 James Bone photographs

**223 Mainly correspondence and news cuttings relating to specific topics and features**

223/1/1-360 Hostile correspondence on Low's cartoon of 3 June 1953, and other Coronation coverage

223/2/1-170 Favourable correspondence on Lowe's Coronation cartoon of 3 June 1953

223/3/1-233 Abdication of Edward VIII. Cuttings and correspondence, British, and American, 1936-8

223/4/1-364 Trade in Irish horses - correspondence, 1952

223/5/1-281 Refugees - cuttings, correspondence and other documents, 1940-7

223/6/1-125 Confidential documents and related material, 1931-44

223/7/1-299 Reporters - applications for work, 1963-7

223/8/1-202 Editorial memos, 1909-56

223/9/1-244 Sub-editors - applications for work, 1963-7

223/10/1-255 Correspondence relating to the front page format of the Manchester Guardian, 1952

223/11/1-307 News Chronicle and Star staff applications for employment after the closure of their newspapers, 1960-1

- 223/12/1-242 Applications for employment on the Guardian, 1956-63
- 223/13/1-253 Applications for work as foreign correspondents, 1955-63
- 223/14/1-94 Employment of women on the Guardian applications, 1938-59
- 223/15/1-207 Legal problems of the Guardian (libel, etc.), 1938-53
- 223/16/1-50 **Staff address lists, March 1871-June 1966**

The first few entries in the list below include details of all the departments represented in these staff address lists; later entries do not, but the earlier entries are indicative of the kind of content found in the subsequent address lists. The later lists also show an increase in the number of departments, e.g. 'Pictures', 'Secretaries', 'Garage' and so forth; the numbers of critics increases too, e.g. 'Ballet and Film'; and the numbers of regional and foreign desks expand. Scott Trustees are listed from December 1959 onwards.

- 223/16/1 'M.G. Address List', [1] January 1952. Names, addresses and telephone numbers of *M.G.* staff by department: Directors; Editorial - Sub-editors, Commercial, Sport, Reporters; *M.G. Weekly*; London Office - City Staff; Foreign Staff Correspondents; New York Office; *Manchester Evening News*; Counting House; Circulation - London; Advertising - London; Composing Room - Readers; Display Department, Linotype Mechanics; Engineering and Maintenance; Machine Room - Night Staff; Stereo Department - Night Staff, Autoplate; Publishing Room; Private Wire; Process.
- 223/16/2 'The House Telephone', [1] July 1955. A-Z list of internal extension numbers by department or surname.
- 223/16/3 '*Manchester Guardian* - List of Addresses', 1 Jan 1920. Names and addresses of *M.G.* staff by department: Editorial - Sub-editors; Counting House; London Office - Parliamentary Staff, Advertising Department; Composing Room; Machine Department - Night Staff; Stereo Department - Night Staff, Day Staff, Autoplate; Electricians, Joiners and Plumbers; Mechanics; Publishing Room; Private Wire; Photographer; Occasional Contributors - Art, Music, Theatres, Universities, Rowing; Miscellaneous - Editorial, Branch Offices, Watchmen etc.; '*Evening News*'.
- 223/16/4 '*Manchester Guardian* - List of Addresses', [1927-1 Jan 1928]. Names, addresses and telephone numbers of *M.G.* staff by department: Editorial - Sub-editors, *Commercial*, Reporters; *M.G. Weekly*; *M.G. Commercial*; Counting House; *M.G.* and *E.N.* Society; Circulation; Advertising; London Office - 43 Fleet Street, E.C.4., Parliamentary Staff, Advertising Department, Canvassing Department; City Office; Foreign Offices - New York, Paris, Berlin, Geneva, Constantinople, Vienna; Foreign (General).



- 223/16/5 'Manchester Guardian – List of Addresses', Nov 1928. Names, addresses and telephone numbers of *M.G.* staff by department: Editorial - Sub-editors, *Commercial*, Reporters; *M.G. Weekly*; *M.G. Commercial*; Counting House; London Office; City Office; Foreign Offices – New York, Paris, Berlin, Vienna, Rome; Foreign (General); Contributors - Art, Music, Theatres, Universities, Rowing, Lawn Tennis, Country Diary; Composing Room – Day staff, Linotype Mechanic; Engineering and Maintenance; Machine Room – Night Staff, Day Staff; Stereo Department – Night Staff, Day Staff; Publishing Room; Private Wire; Process; Miscellaneous; 'Evening News'.
- 223/16/6 'Manchester Guardian – List of Addresses', [2] Dec 1929. Names, addresses and telephone numbers of *M.G.* staff by department: Editorial - Sub-editors, *Commercial*, Reporters; *M.G. Weekly*; *M.G. Commercial*; Counting House; London Office; City Office; 'Evening News'. On the reverse is a typed 'Rota for January & February 1929' with staff initials.
- 223/16/7 'Manchester Guardian – List of Addresses', Jan 1931-10 Aug 1931. Partial list of names, addresses and telephone numbers of *M.G.* staff by department (see 223/16/8). \*\*similar to above\*\*
- 223/16/8 'Manchester Guardian – List of Addresses', Jan 1931-10 Aug 1931. Partial list of staff names, addresses and telephone numbers, by department (see 223/16/7).
- 223/16/9 'Manchester Guardian – List of Addresses', 1 Mar 1938. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/10 'Manchester Guardian – List of Addresses', Jan 1939. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/11 'Manchester Guardian – List of Addresses', Jan 1939. Annotated staff list: names, addresses and telephone numbers, by department. This is one of two items with same reference number.
- 223/16/11 'Manchester Guardian – List of Addresses', 24 Jun 1943. Annotated staff list: names, addresses and telephone numbers, by department. This is the second of two items with the same reference number.
- 223/26/12 'Manchester Guardian – List of Addresses', Jul 1943. Staff list: names, addresses and telephone numbers, by department.
- 223/16/13 'Manchester Guardian – List of Addresses', Jul 1943. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/14 'Manchester Guardian – List of Addresses'. Jun 1944. Staff list: names, addresses and telephone numbers, by department.

- 223/16/15 'Manchester Guardian – List of Addresses', Jul 1946. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/16 'Manchester Guardian – List of Addresses', Dec 1948 (2 copies, one un-numbered). Staff list: names, addresses and telephone numbers, by department.
- 223/16/17 'Manchester Guardian – List of Addresses', Dec 1950. Staff list: names, addresses and telephone numbers, by department.
- 223/16/18 'Manchester Guardian – List of Addresses', Jan 1952. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/19 'Manchester Guardian – List of Addresses', Jul 1953. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/20 'Manchester Guardian – List of Addresses', Dec 1953. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/21 'Manchester Guardian – List of Addresses', 1955. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/22 'Manchester Guardian – List of Addresses', Mar 1956. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/23 'Manchester Guardian – List of Addresses', Mar 1956. Staff list: names, addresses and telephone numbers, by department.
- 223/16/24 'Manchester Guardian – List of Addresses', Mar 1956. Staff list: names, addresses and telephone numbers, by department.
- 223/16/25 'Manchester Guardian – List of Addresses', undated. Staff list: names, addresses and telephone numbers, by department.
- 223/16/26 'Manchester Guardian – List of Addresses', undated. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/27 'Manchester Guardian – List of Addresses', undated. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/28 'The Guardian', Dec 1959. Staff list: names, addresses and telephone numbers, by department.
- 223/16/29 'The Guardian', Dec 1959. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/30 'The Guardian', Dec 1959. Annotated staff list: names, addresses and telephone numbers, by department.

- 223/16/31 'The *Guardian*', May 1960. Staff list: names, addresses and telephone numbers, by department.
- 223/16/32 'The *Guardian*', Jan 1961. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/33 'The *Guardian*', Jan 1961. Names, addresses and telephone numbers of M.G. staff by department.
- 223/16/34 'The *Guardian*' (London), Sep 1961. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/35 'The *Guardian*', Nov 1961. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/36 'The *Guardian*', Nov 1961. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/37 'The *Guardian*', May 1962. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/38 'The *Guardian*', Nov 1961. Names, addresses and telephone numbers of M.G. staff by department.
- 223/16/39 'The *Guardian*', Nov 1962. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/40 'The *Guardian* - London', Jan 1964. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/41 'The *Guardian* - Manchester', Feb 1964. Names, addresses and telephone numbers of *M.G.* staff by department.
- 223/16/42 'Overseas Correspondents', Mar 1964. Staff list: names, addresses and telephone numbers, by department, arranged by country (A-Z). Includes contact details for the Diplomatic and Defence correspondents.
- 223/16/43 'The *Guardian* - London', Nov 1964. Staff list: names, addresses and telephone numbers, by department..
- 223/16/44 'The *Guardian* - Manchester', Nov 1964. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/45 'The *Guardian* - London', Nov 1964. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/46 'Overseas Correspondents', Jan 1965. Names, addresses and telephone numbers of *M.G.* staff by country. Includes contact details for the Diplomatic, Defence and Special correspondents.

- 223/16/47 'The *Guardian* - London', Jun 1965. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/48 'The *Guardian* – Manchester, Jun 1966. Annotated staff list: names, addresses and telephone numbers, by department.
- 223/16/49 'The *Guardian* – Manchester, Jun 1966. Staff list: names, addresses and telephone numbers, by department.
- 223/16/50 Various lists (some damaged) of staff names, March 1871 to January 1940 (incomplete). Lists are arranged by department, with names, occupations and addresses. Two folders are labelled 'Old Address Lists to be kept as *M.G. History per C.P.S.*' Also includes a subscription list for 1931, with details of 53 organisations.
- 223/17/1-90 Staff rotas and sickness reports, 1946-58.
- 223/18/1-32 Military and other war service of staff, 1939-1948**
- 223/18/1 National Service Acts application for deferment of calling-up of a man, undated.
- 223/18/2 Application for release for urgent work of national importance of a member of H.M. Forces or Civil Defence Services, not dated.
- 223/18/3 National Registration Defence Regulations, 1939.
- 223/18/4 'News Editor and Chief Reporter's Staff', [Oct 1941]. List denoting changes in staff numbers since the commencement of WW2.
- 223/18/5 Letter from [E.]A.M. to W.P. Crozier, 20 Oct 1941. Changes in staff numbers since the commencement of WW2, staffing arrangements in case of invasion, and the need for extra telephonists and messengers.
- 223/18/6 Note from [W.J.] Haley to W.P. Crozier, 30 Oct 1941. Regarding the case of Montague being called-up. There is no possibility of help from the Newspaper Society. They await a decision from the Ministry of Labour.
- 223/18/7 Note from [W.P. Crozier] to Hayley, 30 Oct 1941. Regarding the possible calling-up of Montague.
- 223/18/8 List of Manchester and London staff, 5 May 1942. Charts who of the editorial staff has applied for deferment [from military service]. Requested by Whitmore in response to an application for deferment by Putz.
- 223/18/9 Note from W.P. Crozier to Whitmore supplying the particulars he asked for (see 223/18/8).

- 223/18/10 'Manchester Guardian Editorial Staff', 25 Aug 1942. Particulars included are: name, date of birth, duties, and relationship to military service.
- 223/18/11 Four documents relating to the application for the deferment of service for *M.G.* male staff, 16 Jul 1942-29 Sept 1942.
- 223/18/12 'Details of Present Staff', 14 Oct 1942. Particulars of editorial staff included are: name, date of birth, duties, age at registration, and relationship to military service.
- 223/18/13 R.A.S. to [S.] E.M. Rough note. 5 Jan 1943. Revised list of salaries.
- 223/18/14 'Details of Present Staff', 28 Jan 1943. Particulars of editorial staff included are: name, date of birth, duties, age at registration, and relationship to military service.
- 223/18/15 Rough note regarding deferral of military service applications (form NS. 300), undated.
- 223/18/16 Note from Chas. Whit[?] to W.P. Crozier, 5 Mar 1943. 'Deferment Applications'.
- 223/18/17 National Service Acts 1939 to 194, application for deferment of calling-up.
- 223/18/18 Note from [Briggs] to Mossey. 5 Apr 1943. 'Deferments'.
- 223/18/19 'Details of Present Staff', 20 April 1942. Particulars of editorial staff included are: numbers pre-war and now, name, date of birth, duties, age at registration, and relationship to military service.
- 223/18/20 'Details of Present Staff', 1 June 1943. Particulars of editorial staff included are: numbers pre-war and now, name, date of birth, duties, age at registration, and relationship to military service.
- 223/18/21 'Details of Present Staff', August 1943. Particulars of editorial staff included are: numbers pre-war and now, name, date of birth, duties, age at registration, and relationship to military service.
- 223/18/22 Rough note from R.A.S. to [S.] E.M., 5 Aug 1943. Details of three staff salaries.
- 223/18/23 Rough note from unknown to unknown, 1 Oct 1943, regarding Molloy.
- 223/18/24 'Details of Present Editorial Staff', 1 Oct 1943. Annotated list. Particulars of staff included are: numbers pre-war and now, name, sex, date of birth, precise nature of duties, age at registration, and position under N.S. Acts or Registration of Employment Order. Note to say that

the details have been supplied to Whitmore to be incorporated into the return of the whole staff as required by the Ministry of Labour.

- 223/18/25 'Application for Military Permit to Enter Germany', 16 May 1947. 3 blank copies of the form.
- 223/18/26 Foreign Office 'Application for Press Accreditation', undated. 3 blank copies of the form.
- 223/18/27 Foreign Office 'Amendment to Notes and Guidance dated 3 Jul 1948'.
- 223/18/28 Foreign Office 'Notes and Guidance for the Press on Accreditation to the Control Commission for Germany (British Element) and the Allied Commission for Austria (British Element)', 3 Jul 1948.
- 223/18/29 Hamburg Press Section, I.S.D. 'Notes for Correspondents visiting Hamburg', 7 Aug 1948.
- 223/18/30 [Foreign Office] 'Latest Amendment to Notes and Guidance Issued 3 July, 1948, as applicable on 24 November, 1948'.
- 223/18/31 [Foreign Office] 'Additional Amendment to 'Notes and Guidance' as 1 December, 1948'.
- 223/18/32 British Press Centre, Berlin, 'Notes for Correspondents Visiting Berlin'.
- 223/19/1-18 *Manchester Guardian* - Wartime arrangements, 24 Apr 1939-9 Dec 1942**
- Internal correspondence and memos (between Crozier, Bone, Pringle and Scott) regarding staff [reporters] who want to join the T[erritorial] A[rmy] or who are likely to be called up. Staff names mentioned are: Robertson, Pringle, Hodgkin, Pym. War reporters Montague and Ray are also mentioned. The question of how war service will affect staffing and the payment of staff salaries while they are on war service is discussed. 223/19/5 is Crozier's list of 17 staff [reporters] and their status in terms of war service. 223/19/7 is a notice from the Newspaper and Periodical Emergency Council entitled 'Compulsory Censorship Proposed'.
- 223/20/1-37 The *Manchester Guardian* and overseas journalists in England for experience, 1947-57.
- 223/21/1-30 Applications to the *Manchester Guardian* for work on music, drama, etc., 1958-67.
- 223/22/1-80 Ministry of Information press certificates, 1939-45.

- 223/23/1-37 Miscellaneous staff information, 20 Sep 1946-18 Dec 1957**
- 223/23/1 Figures regarding present and proposed staffing numbers in the News and Advertising departments, undated.
- 223/23/2 Figures regarding present and proposed staffing numbers in the News and Advertising departments, undated.
- 223/23/3 Memo regarding proposed changes to the 'City' page, 20 Sep 1946.
- 223/23/4 Memo from C.W.T. to A.P. W[adsworth] headed 'The *Manchester Guardian* Daily Edition', un-dated. Memo regarding the paper's daily size.
- 223/23/5 Note regarding the increase in the size of the paper, and the extended 'City' and commercial columns, and more space given to sports coverage, undated.
- 223/23/6 Note regarding a trial period for an eight page-paper.
- 223/23/7 Memo 'Investment Policy', 18 Dec 1945.
- 223/23/8 Letter from P.J. Monkhouse to A.P. W[adsworth], 5 Feb 1946. He lists his thoughts on the Reporter's Room.
- 223/23/9 Memo from L.P. S[cott] to A.P. W[adsworth], 24 Nov 1949. Regarding staff changes to the Night Publishing Room.
- 223/23/10 Memo from L.P. S[cott] to A.P. W[adsworth], 4 Jan 1950. Regarding a new staff appointment to the Night Machine Room.
- 223/23/11 Memo from L.P. S[cott] to A.P. W[adsworth], 26 Jan 1950. Headed 'Assistant to Mr. Markwick'. Memo regarding staff changes.
- 223/23/12 Note from L.P. Scott regarding the creation of two new posts, Production Manager and Assistant Production Manager.
- 223/23/13 Memo from L.P. S[cott] to A.P. W[adsworth], 9 Jan 1953. Memo regarding staff changes, including the Night Composing Room.
- 223/23/14 Memo from L.P. Scott to all managers, 28 May 1953. Headed 'Extra Payment for Coronation Day, 2 June 1953'.
- 223/23/15 Confidential memo from A.P. W[adsworth] regarding 'M.G. Trading Results'.
- 223/23/16 Memo from P.J. M[onkhouse] to J.H.McK., 30 Jun 1955. Regarding staff cover for the Commercial Desk.

- 223/23/17 Memo from A.P. W[adsworth] to J.H.McK., 25 Oct 1955. Headed 'London Office', regarding payments to London reporting staff.
- 223/23/18 Copy of 223/23/17.
- 223/23/19 Memo from P.J. M[onkhouse] to J.H.McK., 2 Jan 1956. Regarding staff changes in the Sub-editor's Room.
- 223/23/20 Memo from P.J. M[onkhouse] to department heads, 29 Jan 1956. Regarding changes to the role of Pictures Editor, as initially suggested by his predecessors.
- 223/23/21 Memo from P.J. M[onkhouse] to L.P. S[cott], 12 Aug 1956. Regarding staff changes in relation to the 'holiday' photographers.
- 223/23/22 Memo from B.W.W. to P.J. M[onkhouse], 13 Aug 1956. Regarding cover for the 'Holiday Photo job'.
- 223/23/23 Memo from B.W.W. to P.J. M[onkhouse], 14 Aug 1956. Regarding cover for the 'Holiday Photo job'.
- 223/23/24 Memo from B.W.W. to P.J. M[onkhouse], 14 Aug 1956. Regarding the appointment for the 'Holiday Photo job'.
- 223/23/25 Memo from J.R.L.A. to J.H.McK., 17 Aug 1956. Regarding paying the rent of Mr. D.R. Rowbotham's telephone.
- 223/23/26 Memo from P.J. M[onkhouse] to J.H.McK., 2 Oct 1956. Regarding payments to the members of staff who covered for the News Editor during his recent illness.
- 223/23/27 'N.S.O.P. & A. Clerical Agreement between the *Manchester Guardian* and *Evening News* Limited and the National Society of Operative Printers and Assistants', 24 Dec 1956. Contains a memo from A.H. to H.W. and G.W., 8 Aug 1957. Regarding the understanding with NSOPA about holiday entitlements for night workers.
- 223/23/28 Memo from L.M. to H.W., 3 May 1957. Regarding the men who are assisting the paper's correspondents in Australia and Canada.
- 223/23/29 Memo from P.A. T[ucker] to Monkhouse, 20 Aug 1956. Regarding the costs of telephoning from home on the firm's behalf.
- 223/23/30 Memo from P.J. M[onkhouse] to L.P. [Scott], 22 Aug 1956. Regarding Tucker's telephone costs during the time he covers for the Picture Editor.
- 223/23/31 Memo from P.J. M[onkhouse] to J.H.McK., 21 May 1957. He confirms that the matter of Tucker's telephone was arranged with L.P. Scott on 22 August.



- 223/23/32 Memo from P.J. M[onkhouse] to L.P. [Scott], 9 Jul 1957. Regarding a temporary, part-time appointment for the duration of the annual readers' photographic competition.
- 223/23/33 Memo from B.W.W. to P.J. M[onkhouse], 10 Jul 1957. Regarding the appointment of a female clerical assistant for the duration of the annual readers' photographic competition.
- 223/23/34 Memo from P.J. M[onkhouse] to B.W.W., 10 Jul 1957. Regarding the photographic competition.
- 223/23/35 Memo from unknown to Whitmore, 17 Jul 1957. Regarding the photographic competition clerical assistant.
- 223/23/36 Letter from the Deputy Editor to Mrs Gaguine, 20 Sep 1957. Regarding her appointment to provide cover for the News Editor's secretary.
- 223/23/37 Letter from unknown to B.W. Whitmore. 18 Dec 1957. Regarding the appointment of Mrs Gaguine.
- 223/24/1-176 Coronation number 1937 - notes on its preparation, and related correspondence.
- 223/25/1-197 *Manchester Guardian* centenary as a daily newspaper - correspondence, 1955-6.
- 223/26/1-151 C. P. Scott centenary book - correspondence, etc., 1946-9.
- 223/27/1-68 C. P. Scott centenary - correspondence relating to the *Manchester Guardian's* coverage, 1946.
- 223/28/1-68 C. P. Scott centenary - tributes, including reviews of the centenary book on C. P. Scott, 1946-7; with some later cuttings, 1951.
- 223/29/1-121 W. P. Crozier - obituary tributes, 1944.
- 223/30/1-68 Protests about drink advertisements in the *Manchester Guardian*, 1934-56.
- 223/31/1-115 United States Office of War Information, U.S. Information Service, and related general U.S. material, 1943-56.
- 223/32/1-87 Letters of appreciation, 1911-52.
- 223/33/1-40 Ministry of Home Security correspondence 1940-3.
- 223/34/1-24 Wired pictures - memos and correspondence, 1949.

- 223/35/1-182 Tributes to R.D. Davies, the sports journalist killed in the Munich air crash, February 1958.
- 223/36/1-87 University of Manchester centenary, 1951.
- 223/37/1-70 Documents relating to Poland, 1930-2, especially the alleged persecution of Ukrainians.
- 223/38/1-251 Correspondence on the change of name from *Manchester Guardian* to *Guardian*, 1959.
- 223/39/1-74 Letters sent out by the *Guardian* to announce the change of name, 1959.
- 223/40/1-64 News cuttings relating to the change of name, 1959.
- 223/41/1-47 *Manchester Guardian* centenary number -correspondence, etc, mainly concerning its preparation, 1920-1.
- 223/42/1-21 Coronation number 1937 - correspondence and documents concerning its preparation.
- 223/43/1-81 Coronation number 1953 - correspondence and documents, mainly concerned with its production, 1952-3.
- 223/44/1-41 Supplement on the centenary of the incorporation of Manchester, 1938 -correspondence and documents relating to its production.
- 223/45/1-62 Centenary of the city of Manchester 1953 - correspondence and other documents relating to the production of articles on the subject.
- 223/46/1-16 Centenary of the *Manchester Guardian* as a daily [newspaper] - press references, 1955.
- 223/47/1-39 Nazi Germany 1933-44 – miscellaneous correspondence, cuttings, etc.
- 223/48/1-7 'Russia in 1920 '- miscellaneous documents.
- 223/49/1-29 **Original drawings by B. Cracowski**
- 223/49/1 F. S. Attenborough
- 223/49/2 W. P. Crozier
- 223/49/3 Bob Flanagan
- 223/49/4 J. G. Hamilton
- 223/49/5 W Hurst
- 223/49/6 Haslam Mills
- 223/49/7 E. T. Scott
- 223/49/8 J. R. Scott
- 223/49/9 W. A. Shovelton

- 223/49/10 C. Tonge
- 223/49/11 W. P. Crozier [reproduction]
- 223/49/12 T. R. Dain [reproduction]
- 223/49/13 C. E. Montague [reproduction]
- 223/49/14 C. P. Scott [reproduction]
- 223/49/15-29 Miscellaneous original drawings
- 223/50/1-98 Editorial correspondence and related documents, some confidential, relating to the beginning of World War II, September - December 1939.
- 223/51 News cuttings and other documents on the 'Crumbles' murder case, 1924.
- 223/52/1-26 Thyssen-Bornemisza libel case.- Correspondence and documents, 1951.
- 223/53/1-5 John Burns – news cuttings, 1894-5.
- 223/54/1-14 Lord Fisher of Kilverstone correspondence, etc. Includes letters to C. P. Scott and Sir Maurice Hankey.
- 224-226** [*Manchester Guardian*] **Registers of Illustrations, 28 Apr 1905-22 Sep 1914**
- 224 Vol.1 'Register of Illustrations', 28 Apr 1905-17 Feb 1909. Arranged chronologically, the register contains the following information: date of receipt, subject, artist, source, copyright and conditions, date of publication, original.
- 225 Vol.2 'Register of Illustrations', 14 Mar 1908-29 Dec 1911. Arranged chronologically, the register contains the following information: date of receipt, subject, size, index number, artist, source, copyright, fee, block by, cost of block, date of publication, notes. There are 3 loose printed portrait images at the back of the volume.
- 226 Vol.3 'Register of Illustrations', 31 Dec 1911-22 Sept 1914. Arranged chronologically, the register contains the following information: date of receipt, subject, size, index number, artist, copyright, fee paid, block by, cost of block, date of publication, notes.
- 227 List of obituaries, to April 1939. Printed list, with additional annotations up to 1954 [damaged].
- 228 Bound volume labelled Index. Literary Contributions, No.8. Apparently c.1920-30 [this item has now been reunited with Literary Contributions ledger, Vol. 8; see GDN/388/12a].

- 229-235**      **[*Manchester Guardian*] Records of payments to contributors, 17 Oct 1919-[1954]**
- 229            'London Contributors' Ledger', c.1924-27. With loose 'used sheets' of records, 17 Oct 1919-[1927]. A-Z index of names at front of ledger. Information in the main body of the ledger is arranged by person. Particulars include: name and address, date, payment, and subject of article/contribution.
- Pasted inside the front cover is some addition information: names and subject of contributions. There is also a key to the code numbers for London contributors.
- 230            'Sundries. London, District, Illustrations, Locals, Welsh', contributors' ledger, c. 1931-1945. Loose sheets of records. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, date, folio no. (for some entries), description of contribution, payment details.
- 231            Records of payments to contributors, in alphabetical order, on loose sheets, c. 1931-1962. Loose sheets of records. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, description of contribution, payment details.
- 231/1          Records of payments to contributors, in alphabetical order, on loose sheets, c. 1931-1962. Loose sheets of records. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, description of contribution, payment details.
- 231/2          Records of payments to contributors, in alphabetical order, on loose sheets, c. 1931-1962. Loose sheets of records. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, description of contribution, payment details.
- 231/3          Records of payments to contributors, in alphabetical order, on loose sheets, c. 1931-1962. Loose sheets of records. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, description of contribution, payment details.
- 231/4          Records of payments to contributors, in alphabetical order, on loose sheets, c. 1931-1962. Loose sheets of records. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, description of contribution, payment details.
- 232            General contributors' ledger, A-J, c.1937-63. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, folio number, description of contribution, payment details.
- 233            General contributors' ledger, K-Q, [M.G. Local], c.1931-54. Organised A-Z by name. Particulars include: name, organisation (for some

- entries), address, folio number, description of contribution, payment details.
- 234 General contributors' ledger, R-Z, [M.G. Welsh], c.1931-54. Organised A-Z by name. Particulars include: name, organisation (for some entries), address, folio number, description of contribution, payment details.
- 235 Records of payments to contributors, on loose sheets, with alphabetical index, c.1931-45. Missing.
- 236/1-22 Day books, recording books received for reviewing:  
12 March.1926-26 July1927  
8 February 1930-1 September 1955  
10 October 1960 - 8 January 1968  
[some of these items are damaged]
- 237/1 Evening News Board of Management minute book, 24 February 1928-22 May 1931.
- 237/2 Index to 237/1
- 238 Manchester Guardian and Evening News Ltd. Six per cent first mortgage debenture trust. Minute book with minutes for 9 February 1940
- 239 Manchester Guardian publication book - i.e. production and circulation, 1880-1
- 240 Notebooks of statistics, probably circulation figures for the Manchester Evening News**
- 240/1 1 January 1883 - 13 June 1885
- 240/2 15 June 1885 - 28 November 1885
- 240/3 24 August 1885 - 16 October 1886
- 240/4 2 January 1888 -5 January 1889
- 241 Manchester Evening News – statistics of good and spoiled copies of the paper**
- 241/1 3 July 1944 - 1 November 1947
- 241/2 3 November 1947 - 14 March 1953

- 242**            **Weekly Post [weekly version of the Manchester Evening News] Account Book**
- 242/1            7 April 1883 - 3 October 1885  
242/2            10 October 1885 -15 January 1887
- 243              Notebook containing typescript notes on censorship prohibitions, 12 January 1915-8 November 1916
- 244/1-57        Correspondence and other material relating to war-time propaganda, 1917-18. Includes correspondence of Andrew Bonar Law, James Bone, John Buchan, Robert Donald, David Lloyd George and C.P. Scott
- 245              MS. notebook recording the amount of news space in the Manchester Guardian, 1929 - September 1937
- 246              As above, October 1937 - December 1939  
Notebooks 245 and 246 contain loose notes on the amount of advertising space in the Manchester Guardian, 1933-8.
- 247              Manchester Evening News -diaries.1893-1900, 1910, 1914-18. [missing]
- 248              Manchester Guardian Commercial -Reconstruction in Europe numbers.  
Unbound, sections 1-15, 1922-3 [missing]
- 249              Photocopies of pages of the Manchester Evening News, 28 and 30 December 1949, describing Manchester in 1900 [missing]
- 250              Manchester Guardian Gas Industries number, 1 October 1923 [missing]
- 251              Manchester Guardian Civic Week number, 2 October 1926, 2 copies
- 252              Manchester Guardian centenary number, 5 May 1921. 6 copies, with 3 copies of the centenary reprint of the first newspaper, i.e. 5 May 1821.
- 253              Royal visit to Lancashire. Bound copy of the Manchester Guardian supplement of 7 July 1913
- 254              Mounted photocopies of Manchester Evening News historical headlines, 1914-68
- 255/1            Edward VII and Queen Alexandra - coronation supplement, 11 August 1902
- 255/2            Edward VII - obituary supplement, 7 May 1910
- 255/3            George V coronation supplement, 23 June 1911

- 256 Newspapers, Bulletins and other material relating to the newspaper strike of 1920 and the General Strike of 1926.**
- 256/1 Manchester Guardian News Bulletin, nos.1, 2(2 copies), 3(2), 4(2), 5, 6(2), 7(5), 8, 9(2), 13. 1-10 and 15 September 1920
- 256/2 Daily Dispatch news bulletin, 9 September 1920
- 256/3 Manchester Evening News Bulletin, 7 September 1920
- 256/4 Manchester Guardian, 6-8, 10-14 May 1926
- 256/5 Manchester Guardian Bulletin, 5-8, 10-14 May 1926. Including 2 copies for the 6th, 3 for 7th, 2 for 8th, 3 for 10th, 6 for 11th, 2 for 12th, 13th and 14th
- 256/6 Lansbury's Labour Weekly, Vol. II nos.62-4, May 1926
- 256/7 The British Worker - official strike news bulletin, 5, 7, 9-13 May 1926
- 256/8 The Sunday Worker, 30 May and 6 June 1926
- 256/9 The New Leader, 30 April and 4 June 1926
- 256/10 British Gazette, 5, 6 and 8 May 1926
- 256/11 Daily Dispatch, 10, 11(2 copies) and 12 May 1926
- 256/12 Daily Mail, 5, 8, 10, 11, 13 May 1926
- 256/13 The Times, 5, 8, 10, 11 May 1926
- 256/14 The British Independent, 11 May 1926
- 256/15 Ministry of Labour Gazette, May 1926
- 256/16 Miners Federation of Great Britain, statement of the general strike of May 1926
- 256/17 Statutory rules and orders 1926, n.451
- 256/18 T.U.C. General Council: National Strike Special Conference. Report of Proceedings, 20-21 January 1927
- 256/19 The coal crisis explained - pamphlet, 8 May 1926
- 256/20 Resolution submitted to the Conference of Trade Union Executives, 29 April 1926

- 256/21 The Evening Bulletin. Published by the Manchester Evening News and the Evening Chronicle, May 7(2), 8(2), 10, 11, 12(2), 13(4), 14(2).
- 256/22 Manchester Evening News Bulletin, May 6, 7(2), 8(2), 10, 11, 12(3), 13(3), 14(2)
- 256/23 Manchester City News, 8 and 15 May 1926
- 256/24/1-7 Miscellaneous Manchester Guardian and Manchester Evening News General Strike material, May 1926
- 256/25 Birmingham Mail, 4 May 1926
- 256/26 Manchester Gazette, 8 May 1926
- 257 1914-18: 'A Retrospect', supplement to the Manchester Guardian, 11 November 1918. Several copies
- 258/1 Manchester Guardian 'History of the War' 9 bound volumes.
- 258/2 Another set of 258/1. [There are other sets, parts of sets, and unbound parts]
- 259/1-16 Manchester Guardian supplements**
- 259/1 American resources, 5 October 1920.
- 259/2 China [incomplete,] 21 September 1915.
- 259/3 City and port of Manchester, 13 December 1927.
- 259/4 Commercial, financial and shipping, 31 December 1903.
- 259/5 Commerce, finance, shipping and agriculture, 31 December 1904.
- 259/6 Commerce, finance, shipping and industry, 30 December 1905.
- 259/7 as above, 31 December 1906.
- 259/8 as above, 31 December 1907.
- 259/9 as above, 3 January 1910.
- 259/10 France and her industries, 18 February 1920.
- 259/11 Holidays, 14 May 1914.
- 259/12 Industrial relations, 30 November 1927.



- 259/13 Pottery Fair, Stoke-on-Trent, 8 February 1915.
- 259/14 Road transport, 17 March 1920.
- 259/15 Russian, 7 July 1917.
- 259/16 Manchester Guardian Commercial special U.S.S.R. number, 15 October 1932.14 copies.
- 260/1- 52 Mainly business documents, 22 August 1839-[1944]**
- 260/1 Manchester Guardian Weekly: six-monthly profit and loss accounts, September 1921, September 1923-March 1930.
- 260/2 Manchester Guardian Commercial: as above.
- 260/3 Manchester Guardian Ltd.; excess profits duty figures, March 1912 - March 1918.
- 260/4 Estimated excess profits duty figures, 1909-1918
- 260/5-260/8 *Manchester Guardian* Articles of Partnership, 22 August 1839-29 June 1905**
- 260/5 Articles of partnership between Messrs Taylor, Garnett, Harland and Boyce, 22 August 1839.
- 260/6 Agreement [of partnership] between J. E. Taylor, Peter Allen, and C. P. Scott, 19 May 1879.
- 260/7 Agreement of partnership between J. E. Taylor and C. P. Scott, 30 December 1892, with supplement 22 August 1898.
- 260/8 Agreement of partnership between J. E. Taylor, C. P. Scott and G.B. Dibblee, 29 June 1905.
- 260/9/1-24 C. P. Scott. Estate duty and other correspondence with Scott's executors, 1932-7**
- 260/10-14 Manchester Guardian and Evening News Society documents
- 260/10 Original agreement, 11 September 1926
- 260/11 Counterpart agreement, supplemental to the above, 6 December 1926

- 260/12 Agreement for temporary suspension of the retiring allowance clause, 26 March 1931
- 260/13 Extension of the above for a further year, 12 November 1931
- 260/14 New agreement on retiring allowances, 6 April 1933
- 260/15 Insurance policy taken out by J.E. Taylor and Jeremiah Garnett with the Norwich Union Fire Insurance Society, 24 July 1826
- 260/16 Letter about Spanish stocks from Benjamin Oakden, partner of J. E. Taylor in a fustian business, to Ardoni Hubbard & Co., 11 March 1824. With related correspondence, 1952
- 260/17 Letter from Russell Scott Taylor to his uncle Robert Scott, 11 August 1844
- 260/18 Letter from Russell Scott Taylor to his aunt, Mary Ann Scott, 22 March 1848
- 260/19/1 Letter to J. E. Taylor from James Law of the *Scotsman*, asking about the value of a newspaper's copyright, 14 May 1868
- 260/19/2 Copy of Taylor's reply to the above, 19 May 1868
- 260/19/3 Law's reply to the above, 22 May 1868
- 260/20 Letter from F. G. Creed, to the editor of the Manchester Guardian, advertising a telegraphic invention, 3 June 1899
- 260/21 'Manchester Guardian List of Addresses', Sept 1904. List of staff names, addresses and telephone numbers, arranged by department. Includes staff in London and branch offices, as well as the General Printing Office (Manchester)
- 260/22 List of pensions and retiring allowances and estimate of pension liabilities capitalised, 1898-1905.
- 260/23 Letter from Tatham, Worthington & Co. to J.R. Scott concerning the assignment of 54 Fleet Street to the late Mr Taylor and C.P. Scott, 30 July 1907.
- 260/24/1 Letter of appreciation from Sir Anthony Eden to the Manchester Guardian for sending him a Low cartoon, 14 October 1954.
- 260/24/2 Letter from Viscount Camrose to J.R. Scott, 23 September 1929.
- 260/24/3 Autograph of David Lloyd George, c.1919.
- 260/24/4 Letter from Lord Northcliffe to C. P. Scott, 29 June 1918.

- 260/25 Bill of costs owed to Messrs Blair and Seddon by Taylor, Garnett & Co. for an investigation of an issue of patent, 25 August 1898.
- 260/26 C. P. Scott. - Probate and estate duty documents, 1932.
- 260/27 List of duty paid on estate of E.T. Scott, not dated
- 260/28 Final minutes of the executorship of the late Miss Catherine Scott, January 1941.
- 260/29 Correspondence, valuations, etc. in connection with the purchase of the Manchester Guardian by C. P. Scott.
- 260/29/1 Letter from J. S. R. Phillips of the Yorkshire Post, concerning the question of a purchase price for the Manchester Guardian, 21 May 1906.
- 260/29/2 Copies of valuations made for the executors of J.E. Taylor, 1905-6.
- 260/29/3 Further valuations of plant, 1906.
- 260/29/4 Valuation of 'Examiner Buildings' by Silk, Wilson & Sons, 2 April 1906.
- 260/29/5 Examiner Building - details of expenditure on capital account, April 1906.
- 260/29/6 Letter from Tatham, Worthington & Co. to J. R. Scott concerning stamp Duty on the Manchester Guardian purchase, 13 April 1907.
- 260/29/7 Notes by J. R. Scott on an agreement with Williams Deacons Bank on an overdraft, 15 May 1907.
- 260/29/8 Statement of cash provided for the purchase of the Manchester Guardian and the Guardian Building, and other related documents, 1907.
- 260/29/9 Report relating to the Guardian purchase pursuant to Section 12 of the Companies Act 1900- 28 October 1907.
- 260/29/10 Receipt from the Yorkshire Penny Bank on repayment of a mortgage of £80,000.
- 260/30 Minutes of a meeting of directors, 30 March 1920.
- 260/31 Debenture dated 4 April 1924 following the purchase of the Manchester Evening News

- 260/32 Certificate of change of name from Manchester Guardian Ltd. to Manchester Guardian and Manchester Evening News Ltd., 19 July 1924.
- 260/33 Letter from Tatham, Worthington & Co. to J. R. Scott, 13 July 1928, concerning an agreement about ordinary shares, made on 1 April 1914.
- 260/34 Documents relating to a final settlement with the executors of , Russell Allen, 1929.
- 260/35 Accounts relating to the purchase of Manchester Guardian ordinary shares, 1932-6.
- 260/36/1-8 Composing Room and Publishing Room reports, 3-5 August 1880.
- 260/37/1-7 Letters to C. P. Scott concerning the Tupper estate, May-June 1881.
- 260/38/1-16 Correspondence, etc. relating to the Manchester Guardian centenary dinner, 3 May 1921.
- 260/39 Photocopy of part of the front page of the Manchester Magazine, 17 October 1738.
- 260/40/1-18 Photocopies of pages from the Manchester Guardian, 1821-1944.
- 260/41 5 in. to the mile map of Manchester, not dated.
- 260/42 Original agreement, 28 April 1821. Made between John Edward Taylor, merchant of Manchester, and eleven merchants and gentlemen: George William Wood, merchant of Manchester; Edward Baxter, merchant of Manchester; George Philips of Sedgeley, esquire; Thomas Bromiley; William Sanderson, merchant of Manchester; Robert Philips, merchant of Manchester; Thomas Potter, merchant of Manchester; William Duckworth, merchant of Manchester; Thomas Wilkins, merchant of Manchester; Richard Potter merchant of Manchester; Samuel Pullen merchant of Manchester; and Thomas Johnson merchant of Manchester, for the financing of a weekly newspaper [the *Manchester Guardian*].
- The eleven partners [twelve are named on the agreement] agree to invest £100, giving Taylor a total of £1,100.
- Envelope containing the agreement addressed to J.R. Scott, Fleet Street, London.
- 260/43 Copy of an agreement between Thomas Horridge of Bolton and Isaac Gregory of Manchester, 1868, relating to the initial publishing of the *Manchester Evening News*.
- 260/44 List of plant [machinery], 1888-1903.

- 260/45 Bill of costs relating to a patent case, sent to Messrs Taylor, Garnett & Co. by Messrs Blair and Seddon, 4 August 1899.
- 260/46 Balance sheet, 31 December 1905, signed by J .R. Scott.
- 260/47 Valuation of Manchester Guardian plant, 1906.
- 260/48 Agreement between C. P. Scott, J. R. Scott, E. T. Scott and C. E. Montague concerning ,ordinary shares of the Manchester Guardian Ltd, 1 April 1914.
- 260/49 Agreement between the Manchester Guardian Ltd, C. P. Scott, J. R. Scott, C. E. Montague and E. T. Scott, for the allotment of a bonus and shares, 30 March 1920.
- 260/50 'Copy of an Agreement for Sale' between Russell Allen and the *Manchester Guardian* Ltd and Charles Prestwich Scott for the sale of the *Manchester Evening News*, *The Sporting News*, and *The Manchester Football News & Journal of Sports and Pastimes*, to the *Manchester Guardian*, 3 April 1924.
- 260/51 Copy of the will and codicils of C.P. Scott. Will dated 5 July 1921; codicil 19 January 1931; 2nd codicil 3 June 1931.
- 260/52 Documents relating to the financial state of the Manchester Guardian and Manchester Evening News. Including:- profit statement for the 4 years ending 26 March 1932; average daily net circulation of Manchester Guardian Group papers, 1926-31; Manchester Evening News accounts, 1929-31; Manchester Guardian and Evening News profit and loss account, 1930-1
- 261-276 Letter books, cash books and accounts ledgers**
- 261 Letter book, undated, with signature 'John Edward Taylor, Guardian Office.'
- 262 Letter book 1878-9 [Missing]
- 263 Letter book 1885-90, labelled 'Patents.'
- 264 Letter book 1886-91.
- 265 Cash book 1827-8.
- 266 Cash book 1830-2.
- 267 Cash book 1838-41 [damaged]

- 268 Cash book 1845-8 [damaged]
- 269 Ledger account book 1821-3 [damaged]
- 270 Ledger account book 1828-34 [damaged].
- 271 Ledger account book 1839-56.
- 272 Ledger account book 1854-74.
- 273 Ledger account book 1863-1900.
- 274 Accounts ledger - Profit and loss account 1888-1897. 'With a summary of important events' in the history of the Manchester Guardian, 1892-7.
- 275 Another copy of 274.
- 276 Reporters' expenses account book. Accounts of W.R. Spencer, 8 October 1886-19 December 1894 [damaged]
- 277 Miscellaneous financial correspondence, arranged alphabetically, A - W. c.1948-66.
- 278-9 Manchester Guardian reference share correspondence, c.1935- 5.
- 278 A - R.
- 279 S - Z.
- 280/1-17 Vehicles, insurance, etc.**
- 280/1 Car replacement schemes 1958-65.
- 280/2 Copies of invoices for commercial vehicles, 1963-6.
- 280/3 Contract hire vehicles: from Quick's, 1963-9.
- 280/4 Contract hire vehicles: from other firms, 1966-8.
- 280/5 5,000 mile reports, 1959-63.
- 280/6 Motor accidents January-February 1967, with one for June 1966.
- 280/7 Motor accidents March-April 1967.
- 280/8 May-June 1967.
- 280/9 July-August 1967.
- 280/10 September-October 1967.
- 280/11 November-December 1967.
- 280/12 Copies of invoices for motor vehicles, 1961-7.
- 280/13 Insurance - flying risks, 1951, 1960-4.
- 280/14 Insurance - General, 1959-63.
- 280/15 Insurance - libel, 1946-63.
- 280/16 Insurance - special perils, 1960-4.
- 280/17 Miscellaneous insurance policies, 1931-66. [Missing]

- 281 Notebook entitled 'Financial inquiries' Manchester Guardian Commercial, 1928-37.
- 282 Manchester Guardian Commercial -industrial charts, nos.1-9, 11, 12. Some duplicates.
- 283/1-11 Distribution etc.**
- 283/1 Particulars of newspaper traffic under contract despatched from Manchester by rail - Evening News, 1961-5.
- 283/2 As above. - Guardian, 1961-4.
- 283/3 Conferences and special events - Guardian sales, 1951-63.
- 283/4 Distribution of the Manchester Guardian, 1949-66.
- 283/5 Distribution of the Manchester Guardian Weekly, 1948-63.
- 283/6 Emergency distribution plans - mainly in the event of rail strikes, 1944-62.
- 283/7 Foreign distribution agents, 1932-67.
- 283/8 Manchester Guardian and The Times - sale graphs, 1957-8.
- 283/9 Readership surveys of newspapers, 1955-63.
- 283/10-11 Terms and allowances for wholesalers, 1949-66
- 284/1 Distribution by rail, 1946-61.
- 284/2 Distribution by road, 1949-61.
- 284/3 Lists of newsagents. Apparently in alphabetical order of places (mainly in the North West), then in order of surnames
- 284/4 Dublin distribution - by air services, 1953-5
- 284/5 Isle of Man distribution - by air and boat, 1958-65
- 284/6 Distribution to Ulster, 1951-60.
- 284/7 Overseas distribution, 1950-61.
- 284/8-9 Distribution to and from London, 1949-62, including some material on the London Printing Project.

- 284/10            Distribution in London, 1936-60.
- 284/11            London roundsmen - lists, allowances, etc. 1949-60.
- 284/12            Distribution of the Manchester Guardian Review of Industry, Commerce and Finance (becomes Survey of Industry, Trade and Finance, 1954), 1951-7.
- 284/13            Manchester Guardian calendars - The year in photographs: 1936, 1938-40. Several draft versions, including original art work.
- 285/1             Manchester Guardian Commercial supplements. Notes, correspondence, etc.
- 285/1/1           Annual Trade Review, 1935
- 285/1/2           Annual Trade Review, 1936.
- 285/1/3           Annual Trade Review, 1938.
- 285/1/4           Australia 1936
- 285/1/5           Bolton 1933
- 285/1/6           Brabant 1931
- 285/1/7           Cheshire 1933
- 285/1/8           Civic centenary 1938
- 285/1/9           Czechoslovakia 1934
- 285/1/10          East Africa 1938
- 285/1/11          Egypt 1933
- 285/1/12          Egypt 1935
- 285/1/13          Egypt 1938
- 285/1/14          Empire tea 1934
- 285/1/15          Films 1931
- 285/1/16          Industrial heating 1931
- 285/1/17          Ireland 1937



- 285/1/18 George V's Silver Jubilee [Supplement to the daily newspaper] 1935
- 285/1/19 Lancashire 1931
- 285/1/20 Lancashire 1936
- 285/1/21 Merseyside 1934
- 285/1/22 Morocco 1936
- 285/1/23 Northern Ireland 1934
- 285/1/24 Northern Ireland 1937
- 285/1/25 Palestine 1933
- 285/1/26 Russia 1934
- 285/1/27 South Africa 1938
- 285/1/28 Wool 1938
- 285/1/29 Various supplements, 1927-9
- 285/2 Careers publications, posters, etc. 1954-63.

**285/3/1-3 Bookstall advertising files**

- 285/3/1 John Menzies, 1950-7
- 285/3/2 W. H. Smith, 1949-65
- 285/3/3 Wyman, 1961-5
- 285/4 Special publications.
- 285/4/1 Great Department Stores - a booklet.
- 285/4/2 A Plain Man's Guide to Zeta, 1958. Booklet, with other data.
- 285/4/3 Quick Frozen Foods, 1960 - a booklet.
- 285/4/4 The Dethronement of Stalin, 1956. Promotional material for the publication.
- 285/4/5 The Record on Suez, 1956-7. Promotional material.
- 285/4/6 Review of Industry, Commerce and Finance, 1951-2. Promotional material.

- 285/5 Various newspapers' promotions aimed at filling the gap in the market brought about by the merger of the News Chronicle and Daily Dispatch in 1955 [missing]
- 285/6 The Guardian's 'Voyage to Vinland' competition, 1966. Various leaflets, forms, etc.
- 285/7 Scripts for lectures and films on the production of newspapers, c.1952.
- 285/8 Manchester Guardian advertising proposals, January - April 1955.
- 286/1 Correspondence with Ewald Schmidt de Simoni, Manchester Guardian Weekly agent in Hamburg
- 286/1/1-5 General, 1947-58
- 286/1/6-8 Paper consumption data, 1947-50
- 286/1/9 Daily packing arrangements, 1951
- 286/1/10 Weekly packing arrangements, 1954-5
- 286/2 Correspondence of the Manchester Guardian's New York Office.**
- 286/2/1 General, 1930-59 [Missing]
- 286/2/2-4 Ronald Black's correspondence, 1951-5 [Missing]
- 286/2/5-6 Ronald Black's correspondence, 1951-5
- 286/2/7-9 Rex Hearn's correspondence, 1961-3
- 286/2/10-11 W McMillan's correspondence, 1948-9
- 286/2/12 'Letters sent to McMillan' [i.e. passed on by the Manchester Guardian], 1946-7
- 286/2/13 L. P. Scott's correspondence from New York, 1949-51
- 286/2/14 L. P. Scott correspondence from New York, 1946
- 286/2/15-20 John Thornton's correspondence, 1955-61
- 286/2/21 F. S. Whitaker's correspondence, 1948
- 286/2/22 W. J. Lascelles - American visit. Correspondence, 1947

- 286/3 Manchester Guardian Weekly - dispatch book, 1919
- 287/1-12 Distribution and circulation**
- 287/1/1-3 Manchester Guardian daily distribution summary books, 1928-47
- 287/2 Guardian London printing - scrapbook of promotional material, news cuttings, etc. September 1961
- 287/3 Manchester Guardian distribution and sales statistics, 1931-47
- 287/4 Manchester Guardian Weekly distribution and sales statistics, 1931-47
- 287/5 Various distribution and sales statistics. Manchester Guardian Commercial (1931-40); Manchester Guardian Commercial and MG Weekly (1934-40); M.G. Commercial, MG Weekly, and Manchester City News (1931-4); subscriptions (Manchester, New York and Berlin) (1931-42); free copies etc. (1931-47); free trial copies (1934-5)
- 287/6 Circulation statistics, graphs, etc. for various Manchester Guardian group newspapers, 1928-53
- 287/7 Manchester Guardian machine room and distribution figures, 1937-47
- 287/8 Manchester Guardian sales statements for periods of 3 to 14 weeks, 1934-42
- 287/9 Manchester Guardian Commercial - machine room and distribution figures, 1937-9
- 287/10 Manchester Guardian Supplements - ' machine room and distribution figures, 1932-41
- 287/11 Manchester Guardian Weekly - circulation in the U.S.A. and Canada, 1946-50
- 287/12 Manchester Guardian Weekly - machine room and distribution figures, 1937-47
- 288/1-22 Personnel, etc.**
- 288/1 *Manchester Guardian* Workmen's Time Sheet, 22 Nov 1916-3 Oct 1917. Bound volume containing work records for manual workers – mechanics, motor-mechanics etc. Payments are recorded by the week, with name, date, description of work, total hours on each job, and the total paid for the week recorded. Overtime and sickness are also recorded. Workers are: H. Hodge, Samuel Boxshall, J. Smith, J. R.

Baines, W. Roulston, Arnold E. Abbey, Reg. Parker, C. Godfrey, Albert Dent, S. Holden, R.H. Potts, and [L.] Jackson.

- 288/2 Account book (profit and loss, expenditure, advertisements, etc.), 1898-1913
- 288/3 Ages of staff (names are not included) - graphs and statistics, 1952-1957
- 288/4/1-43 Commercial apprentices - T. R. Bradbury, Brian Connor, and general data, 9 Jan 1956-7 Aug 1962**
- 288/4/1 'Commercial Apprentice's Working Report', May 1959. Internally distributed report on the 'Advertising Department'. Updated May 1960.
- 288/4/2 'Invoice Sets at Present in use by this Company', 22 Aug 1961. Report by B. [Brian] Connor, Commercial Apprentice. Invoices from the *M.G.* and the *M.E.N.* are attached as appendices.
- 288/4/3 'Commercial Apprentice Working Report 4. Interim report on Display Advertising', undated.
- 288/4/4 'Commercial Apprentice Working Report 3. Classified Advertising', undated.
- 288/4/5 'Commercial Apprentice's Working Report', undated. Report on the 'Circulation Administration'.
- 288/4/6 'Commercial Apprenticeship Course'. Schedule of the 13 week course running from 4 Aug-26 Oct [1961].
- 288/4/7 'Commercial Apprentice's Working Report 7. Production', undated.
- 288/4/8 'Commercial Apprentice's Schedule. *E.N.* Circulation', 27 Jul-2 Nov [1961].
- 288/4/9 'Commercial Apprentice' [schedule], 9 Nov-2 May [1961].
- 288/4/10 'Commercial Apprentice Working Report 8. The *Guardian Weekly* and *Manchester Guardian Weekly* Editorial Depts.', undated.
- 288/4/11 'Week 4.' Commercial Apprentice report, 3-7 Apr [1961].
- 288/4/12 'Commercial Apprentice's Working Report 9. *Guardian* Circulation', undated.
- 288/4/13 'Commercial Apprentice's Working Report 6. Accounts', undated.

- 288/4/14 'Commercial Apprenticeship Training Programme', Aug 1960-Jul 1961.
- 288/4/15 Memos and letters regarding trainees – recruits and training, 9 Jan 1956-2 Dec 1958.
- 288/4/16 Memos regarding 'Commercial Apprentices' – training programme and policy, 5 Jun 1959-30 Jun 1959.
- 288/4/17 Memos regarding 'Commercial Apprenticeship Course', 14 Jul 1959.
- 288/4/18 'Commercial Apprentice's Working Report 2. Multi-phone, Telex or Teleprinter?' [Aug 1959].
- 288/4/19 Confidential 'Commercial Apprentice Report' forms. 2 blank copies.
- 288/4/20 Confidential 'Commercial Apprentice Report' forms. CLOSED.
- 288/4/21 Memo regarding an outline training programme for Commercial Apprentice, Mr. Bradbury, 26 May 1960.
- 288/4/22 Letter from B. Connor to the *M.E.N.* regarding his application for the position of Commercial Apprentice, 4 Jul 1960.
- 288/4/23 Memo from W. Mc. Millan to C.P. S[cott], 20 Jul 1960, re. 'Commercial Apprentice Report'. CLOSED.
- 288/4/24 Note from the Personnel Director to unsuccessful Commercial Apprentice applicants, 22 Jul 1960. CLOSED.
- 288/4/25 Letter from C.P. Scott (*M.G. & M.E.N.*) to G.F. Palmer, Y.M.C.A. Industrial Tutor, Cheshunt College, Cambridge, 11 Aug 1960. Regarding the nomination form for Mr. Connor.
- 288/4/26 Trainee programme, 4 Oct 1960-25 Nov 1960.
- 288/4/27 Memo from C.P.S. to A.H. suggesting that Bradbury come into Editorial to gain experience of that department, 22 Nov 1960.
- 288/4/28 National Council of Y.M.C.A.'s Courses at the Cheshunt College, Cambridge', 5 Oct 1960-13 June 1961. Booklet.
- 288/4/29 Report by Brian Connor, Day Composing Dept., 'Retrospect of an Apprenticeship and Afterwards', undated.
- 288/4/30 Commercial Apprentice 2. Trainee Programme 1960/62.
- 288/4/31 'Commercial Apprentice Report 1, 45<sup>th</sup> Industrial Course, held at Cheshunt College, Cambridge', 5 Oct 1960 to 3 Dec 1960.

- 288/4/32 'Commercial Apprentice Report 1, Circulation Department', undated. Report written by B. Connor.
- 288/4/33 Memo from J.H. McK. To B. Connor, 12 Jun 1961. Memo regarding the training schedule.
- 288/4/34 'Commercial Apprentice Report – II, E.N. Classified Advertisement Dept.', 3 Jul 1961. Written by B. Connor.
- 288/4/35 'B. Connor – Training Programme', Nov 13 [1960]-2 Jun [1961].
- 288/4/36 Memo from F.H. to C.P.S., 30 Oct 1961. Regarding Connor's report (288/4/35).
- 288/4/37 'Commercial Apprentice Report – Brian Connor. E.N. Display Department', 30 Nov 1961.
- 288/4/38 'B. Connor – Programme', Nov 13 [1960]-2 Jun [1961].
- 288/4/39 'Commercial Apprentice 2. Training Programme (1960-62).
- 288/4/40 'Training Programme (B.C.)', 22 Jan 1962.
- 288/4/41 Memo regarding the appointment of a further Commercial Apprentice, Brian Connor, 11 Feb 1962.
- 288/4/42 'Commercial Apprentice Report – London Production', Feb 1962.
- 288/4/43 Memos regarding Commercial Apprentices, 7 Aug 1962. CLOSED.
- 288/5 Correspondence with trade unions relating to the *Evening Chronicle*, 1962
- 288/6 *Evening Chronicle* redundancies in advertising and circulation, 1963
- 288/7 *Evening Chronicle* redundancies in circulation, 1962
- 288/8 *Evening Chronicle* editorial redundancies, 1963
- 288/9-13 Guardian economies and redundancies in the following departments:
- 288/9 Editorial, 1966-1967
- 288/10 Advertising, 1967
- 288/11 Circulation, 1967
- 288/12 Management and miscellaneous, 1967

- 288/13 Production and clerical, 1966-1967
- 288/14 North News branch office redundancies, 1961-1963
- 288/15 Plans to absorb extra staff as a result of the *Evening News* and *Evening Chronicle* combined Saturday print, 1962.
- 288/16 National Insurance, 1929-1966
- 288/17 Pension funds, 1959-1967
- 288/18 Books, periodicals, etc. purchased by the *Manchester Guardian*, 1953-1961
- 288/19 Directors' newsletters, 1953-1960
- 288/20 Bowling Club, 1955-1961
- 288/21-22 Motor Club, 1958-1969
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- 289 Ledger labelled 'Staff A.', 5 Jan 1874-31 Mar 1930. The first section is an A-Z list of all the persons recorded in the ledger, with a page reference. The second section is organised by person and gives detailed accounts of staff salaries. Some entries also give the role of the person and other relevant notes, e.g. 'Robert Dell, Paris correspondent in succession to Hamilton'.
- Towards the end of the ledger are the Director's fees and summaries of staff salaries.
- A letter from C.P. Scott regarding Acton's retirement is attached to one of the Acton pages (p.18).
- An envelope attached inside the back cover, contains correspondence and other documents entitled 'John Harland papers', regarding the Harland estate and John Harland's trust, 7 Oct 1879-10 Dec 1891.
- 290 Ledger labelled 'Staff B. No.1.', 31 Jan 1925-31 Dec 1931. Includes a note inside front cover that, 'This book was instituted primarily to carry London men who have figured up to now in the Trade Ledger'.
- The first section is an A-Z list of all the persons recorded in the ledger, with a page reference. The second section is organised by person and gives detailed accounts of staff salaries. Some entries have notes regarding starting and finishing dates and rates of pay.
- 291/1 Pages of film of the Manchester Guardian, 19 March 1954.

291/2 Proof of a page of type [i.e. a selection of the 101 best monotype faces] taken from a Dow etched zinc plate. A sample of page transmission via Muirhead Facsimile Equipment. 17 February 1959

**292/1-292/6 London Printing Project**

292/1 Cooper Brothers file, 1952-3

292/2 Hoe and Crabtree file, 1951-3

292/3 C. I. Marwick file, 1950-9

292/4 Muirhead and Co. file, 1950-62

292/5 Edward de Stein and Co. file, 1952-3

292/6 Reports to the Scott Trust and Board of Directors, 1950-61

292/7 Trade union file, 1952-61

292/8 Miscellaneous file, 1949-61

**293 Transactions with various firms**

293/1 Aller Press, Copenhagen, 1951-1959

293/2 Argus Press, 1956-1959

293/3 H. S. Fairhurst, 1952

293/4 Reyrolle and Co, 1950-1955

**294/1-3 Drawings**

294/4 Hoe and Crabtree correspondence, etc., 1950-9

294/5 Sample pages kept in connection with the Project.

295/1 Visits to the U.S.A. to study processes, 1950-1.

295/2 S. R. Littlejohn, suppliers of photo reproduction equipment. Correspondence, etc., 1950-5.

295/3 Littlejohn - original layout drawings, 1952-3

295/4 Litho machines - New York office, 1950-3



- 295/5 Insurance for Manchester Guardian premises, Pocock Street, London, 1952-7
- 295/6 Pocock Street - electricity, 1953
- 295/7 Diary of events and developments in the London Printing Project, 1950-5
- 296/1-9 Correspondence with Sir Robert Watson-Watt and Partners, Ltd., 1949-1955**
- 296/1A A study of methods for reproducing a newspaper at a distance. Written for Watson-Watt, 1950.
- 296/2 Confidential report on the London Printing Project by A.H. Willoughby. Written for Watson-Watt, 1954.
- 296/3 Report of a visit to the U.S.A. by two staff of Watson-Watt to gather information relating to the Project, May 1951.
- 296/4, 4A Two other copies of 296/3.
- 296/5 Revaluation of the suitability of air transport for the Project, by Watson-Watt, 1952.
- 296/5A & 6 Two copies of 296/5.
- 296/7 Operational specification for a picture telegraph transmission system for the Project, by Watson-Watt, 1953.
- 296/7A Copy of 296/7
- 296/7B Operational specification for picture telegraph equipment for the Project, by Watson-Watt, 1951
- 296/7C Picture telegraph transmission note no.10. The first three editions of a sixteen-page paper, by Watson-Watt 1952
- 296/8 General correspondence on the Project, 1956-1957.
- 296/9 As above, 1960-1961
- 297/1-15 Printing methods**
- 297/1 Notes on a visit to the U.S.A. and Canada, 1945. By C. I. Marwick.
- 297/2 Another copy of 297/1.

- 297/3 Report by E. A. Natzio on web-offset printing, 1962. With correspondence, 1961-2.
- 297/4 Samples of print to illustrate the Natzio report (297/3).
- 297/5-14 Specimens of offset printing.
- 297/15 Web-fed rotary offset for daily newspapers. Report by H. G. Milner, 1963.
- 298 Loose leaf file on the first London printing of the Guardian, September 1961.
- 299 Manchester Guardian sales – comparative statistics, 1957, 1958, 1960-3
- 300 Film of Manchester Guardian pages, 29 April 1955.
- 301 Plans of the Cross Street building.
- 302 Model (damaged) of the new Guardian building. With two mounted photographs of the model.
- 303 Material relating to Guardian and Evening News premises: new building leases, etc.
- 303/1-14 Files relating to:**
- 303/1 Evening Chronicle branch office. Purchase and sale, 1960-3
- 303/2 Tenants of the Manchester Guardian in Fleet Street, 1956-64
- 303/3 London Wall offices, 1960-8
- 303/4 Rents from tenants of Manchester Guardian property, mainly in the Manchester area, 1930-62
- 303/5 Pocock Street premises, 1938-64
- 303/6 New building project - Salford site, 1966
- 303/6/1 House tenancies - mortgages, 1956-61
- 303/6/2 House tenancies - rents, 1947-58
- 303/7 Surveys and questionnaires, 1965-7
- 303/8/1 New building - alternative schemes, 1955-7

- 303/8/2 New building - costs of moving, 1957
- 303/9 New building - general, press room, costs, publishing layout, etc, 1963-1966
- 303/10 New building committee - minutes, 1963-5
- 303/11/1 New building - 'Newspaper House' documents. 1963-5
- 303/11/2 New building - plans of floor 'areas in Cross Street, 1963-5
- 303/11/3 Room check sheets for the new-building, 1965
- 303/12 New building site A: Fairhurst and Son, 1959-62
- 303/13 New building, site A: suggested emergency arrangements, 1960-2
- 303/14 New building, site A: miscellaneous, including clearing, services, temporary use, etc., 1958-64

**303/15/1-43 Leases and other legal documents**

**303/15/1-19 Leases - Manchester Guardian and Evening News Ltd to:**

- 303/15/1 Adcock and Shipley, 1933
- 303/15/2 A. & J. J.Arno1d, 1938
- 303/15/2A Arnold, Coppock and Kay, 1953
- 303/15/3 Barclays Bank, 1941
- 303/15/4 Buck and Hickman, 1905
- 303/15/5 Buck and Hickman, 1913, 1930
- 303/15/6 Buck and Hickman, 1943
- 303/15/7 Clan Line Agencies 1942
- 303/15/8 R. R. Cook, 1905
- 303/15/9 The Halifax Herald, 1962
- 303/15/10 Lancashire Egyptian Cotton Co, 1932
- 303/15/11 Law Life Assurance, 1908
- 303/15/12 Manchester Chrome Plating Co, 1934
- 303/15/13 Peter Merchant Ltd, 1955-9
- 303/15/14 Robin Mills Ltd, 1959
- 303/15/15 Morland and Impey, 1932
- 303/15/16 Price's Patent Candle Co., 1887-1905
- 303/15/17 Sanders, Rehders and Co., 1899-1912
- 303/15/18 Harry S. Studholme, and the National Co-operative Men's Guild, 1932-1940
- 303/15/19 A.Wertheim and Co., 1891, 1912

**303/15/20-26 Leases to the Manchester Guardian and Evening News Ltd by:**

- 303/15/20 Burnley Corporation, 1946
- 303/15/21 T. W. E. Evans, 1952

- 303/15/22 Abraham Haworth Ltd., 1961
- 303/15/23 L. M. S. Railway Co, 1938
- 303/15/24 Manchester Royal Exchange Ltd, 1958
- 303/15/25 S Reid Ltd., 1946
- 303/15/26 Threlfall and Dewhurst, 1911

**303/15/27-37 Other leases**

- 303/15/27 Stockport Garrick Society to Kemsley Newspapers, 1959
- 303/15/28 Wigan Masonic Properties to Kemsley Newspapers, 1956
- 303/15/29 Miss E. Wroe to Kemsley Newspapers, 1959
- 303/15/30 Ashton-under-Lyne Corporation to North News, 1961
- 303/15/31 Radcliffe Corporation to North News, 1965
- 303/15/32 Thomson Land and Properties to North News, 1961
- 303/15/33 Thomson Land and Properties to North News [another lease], 1961
- 303/15/34 J. W. Garbett to Thomson Allied Newspapers, 1960
- 303/15/35 Lancashire and Cheshire County Newspapers to the Evening Chronicle, 1961-2
- 303/15/36 North News to Neville Arthur Groves, 1965
- 303/15/37 S. J. E. Pitts and others to J. W. Livsey and Co, 1920

**303/15/38-43 Miscellaneous legal documents**

- 303/15/38 Manchester City News - Liquidation, etc., 1931
- 303/15/39 Purchase of 19, New Bailey. Street, Salford, by the Manchester Guardian, 1962
- 303/15/40 Manchester Guardian agreement with the Post Office for the provision of telegraph facilities, 1934
- 303/15/41 Agreement between Manchester Corporation and the Manchester Guardian on building a gangway over Strutt Street, 1920
- 303/15/42 Licence for the Manchester Guardian to place two pneumatic tubes beneath certain streets, 1884
- 303/15/43 Miscellaneous items, 1942, 1947

- 304/1-4 Plans and specifications for the Cross Street buildings. 1878-85**
- 304/1 Plans turned down by the Council, 1878
- 304/2 Conditions of the competition for designs for the new offices.
- 304/3 Specifications for the erection of the new offices. By Messrs Barker and Ellis, architects, 1881.
- 304/4/1-4 Papers relating to the payment of the builders and architects, 1884-5
- 305 Scroll presented to the Manchester Guardian by citizens of Manchester on the occasion of the trial 'Behrens v Allen', 1862
- 306 Annual award for newspaper design. - Manchester Guardian highly commended in its class, 1956, 1961 [damaged]
- 307-13 Photographs and portraits**
- 307 Framed photograph of C. P. Scott and others
- 308 Photographs of C. P. Scott, in folder
- 309/1-8 Photographs of C. P. Scott
- 310 Framed photograph of E. T. Scott
- 311 Framed photograph of C. P. Scott
- 312 Framed sketch of B. D. Taylor
- 313 Framed original portrait of J. E. Taylor
- 314 Certificate awarded to the Manchester Evening News for coverage of the Arnold Burlin Piles of Pennies. Contests in aid of the Royal National Institute for the Blind, 1969-1970
- 315/1-4 Boxes of miscellaneous *Manchester Evening News* and *Manchester Guardian* photographs/images, 10 May 1946-29 Aug 1966**
- Images include: Machine Room, Broughton Street Garage and other premises; staff and equipment; and building re-development, boiler installation etc. Photographers include: Doughty, Gill and Corfield.
- 315/1/1 Imprint of a 'Klondyke Column', Mechanics Shop, 25 Sept 1948.

- 315/1/2 'Cable Photographs, New Switchboard Supply', 21 Jul 1948. Photographed by H. W. Doughty. Five photographs – 2 different images. Workmen pictured.
- 315/1/3 'Laying Auto-Plate Floor', 30 Apr 1948-4 May 1948. Five photographs – 3 different images. Notes on the back of the images give more detail. Workmen pictured.
- 315/1/4 'Column Cutting Pictures, 22 Sep 1948-27 Sep 1948. Nineteen photographs – 10 different images. Notes on the back of the images give more detail.
- 315/1/5 'Ink Tank Installations', 9 Feb 1948-2 Dec 1949. Four photographs – 2 different images. Notes on the back of the images give more detail.
- 315/1/6 'Commencement of Tunnels [Warren] St.', 11 Apr 1949. Two photographs – 1 image. Notes on the back of the images give more detail. Workmen pictured.
- 315/1/7 'M.R. Excavations', 1949. Eight photographs – 5 different images. Notes on the back of the images give more detail. Photographed by R. Corfield.
- 315/1/8 'New Tele Ads.', 27 Jun 1949. One photograph, picturing the female staff in the Tele Ads. department.
- 315/1/9 'New Floor Klondyke', 14 Feb 1949. One photograph. Notes on the back of image give more detail.
- 315/1/10 'Tunnels' 2 Jun 1949. Eight photographs – 4 images. Notes on the back of image give more detail.
- 315/1/11 'New Autoplate Floor & Lift Extensions', 14 Feb 1949-21 Mar 1949. Four photographs – 3 images. Notes on the back of image give more detail.
- 315/1/12 'Needling Warren Street Pier', 7 Sep 1949-13 Sep 1949. Six photographs – 3 images. Notes on the back of image give more detail.
- 315/1/13 'Photos of Stereo Equipment', 14 Feb 1949. Three photographs of the 'New Autoplate Floor'. Twelve numbered photographs (one labelled Stereo). Notes on the back of images give more detail. In an envelope with the name 'Dr. Hills Manchester Museum'. Staff pictured.
- 315/1/14 'Selection of Machine Room Photographs of Excavations etc. (C.I.M), 6 Feb 1946-19 Oct 1949. Twenty numbered photographs, including: exterior shot of Cross Street, Royal Exchange, Autoplate, and tunnelling and underground work. Notes on the back of images

- give more detail. Workmen and passers-by pictured.
- 315/1/15 'Third Floor Lighting', 9 May 1942-6 Jun 1944. Six photographs, two labelled 'Stereo'. Staff pictured.
- 315/1/16 '1946', Sep 1945-14 May 1946. Eight photographs – 7 images. Building work.
- 315/1/17 '6 Jan 1929'. Four photographs – 2 images. One set shows an interior view with motor car outside, the other set shows Moulton Street.
- 315/1/18 'Electric Auto 1939', 1939. One photograph of electric auto equipment.
- 315/1/19 'Machine Room', Dec 1945-Jul 1947. Four photographs. Staff pictured.
- 315/1/20 'Mufax', not dated. Two photographs of Mufax machine.
- 315/1/21 Interior building work. Oct 1945. One photograph.
- 315/2/1 'Scaffolding to Tower', Jul 1949. Three photographs – 2 images of scaffolding erected up the side of the *Guardian* building. New Market Place is visible. Passer-by pictured.
- 315/2/2 'Plumber's Truck', 31 Oct 1949. Four photographs – 2 images
- 315/2/3 'Third Floor Stereo Extended Lift Shaft Steelwork', 7 Jun 1949. Two photographs – 1 image.
- 315/2/4 'Machine Room', 15 Nov 1949. Eight photographs – 4 images.
- 315/2/5 'Roof. Various Photos Before Canteen Extension 1949', 27 Jun 1949-11 Jul 1949. Twelve photographs – 6 images. Exterior shots of roof.
- 315/2/6 'Girders etc. 1949', 29 Nov 1949. Thirteen photographs – 5 images. Some photographs by R. Corfield.
- 315/2/7 'Underpinning Warren Street Side', 8 Dec 1949 and 'Shoring to Brick Piers', 7 Jun 1949. Six photographs – 3 images, some with notes on the back.
- 315/2/8 'Hydraulic Ram on Warren Street Side. Base Uncovered by Carlyle,' 21 Apr 1950. Two photographs – 1 image.
- 315/2/9 'Stop Press Van June 1950', 17 Jul 1950. One photograph. Passers-by pictured.
- 315/2/10 'Van BBA 644', 6 Apr 1950. Two photographs of *Manchester Evening*

*News van, reg. BBA 644.*

- 315/2/11 'M.R. Excavations', 1950. Six photographs – 4 images of Machine Room excavations. Workmen pictured.
- 315/2/12 'Fault in Rock Warren Street Side', 1 Jun 1950. Four photographs – 2 images.
- 315/2/13 'Wire Room', 17 Jan 1950. One photograph. Staff pictured.
- 315/2/14 'Underpinning of Lift', 7-24 Jul 1950. Ten photographs – 5 Images.
- 315/2/15 *Manchester Evening News* van, 24 Nov 1950. Six photographs – 1 image. Van reg. ERJ 293.
- 315/2/16 'Stanchions M/c & Reel Room', 17 Jan 1951. Eight photographs – 4 images.
- 315/2/17 'Porous Concrete Pipe through Warren Street St. Wall', 22 Oct 1951. Two photographs.
- 315/2/18 'Machine Room Re-Construction', 15 Feb 1951. Five photographs.
- 315/2/19 Building works affecting switch board and autoplate. 28 Feb 1951. Three photographs.
- 315/2/20 'Plate Girders Machine Room', 5 Mar 1951. Photographed by J. Gill. Six photographs – 3 images.
- 315/2/21 "'Pivoted Wings" Label Storage', Aug 1960. Five photographs. Staff pictured.
- 315/2/22 Building work in progress, 9 Jan 1948-6 Oct 1948. 34 photographs – 21 images. Notes and dates on the back of most of the images give more details. Staff pictured.
- 315/3/1 'Boiler Installation summer 1966', 12-29 Aug 1966. 34 photographs – 32 images (including one contact sheet). Interior and exterior shots. Workmen pictured.
- 315/3/2 'TTS Installation Manchester', Sept. 1961'. 24 photographs – 7 images. Images include Pace Printers and Multi-face Perforators in action. Two images are marked up for printing. Notes and dates on the back of some of the images give more details. Staff pictured.
- 315/3/3 'Broughton Lane Garage', Oct 1954. 14 photographs of garage exterior and various types of *Evening News* vehicles. Staff pictured.



- 315/3/4 Broughton Lane Garage', Oct 1954. 14 photographs of garage exterior and various types of *Evening News* vehicles. Staff pictured. Copy of 315/3/3.
- 315/3/5 *Manchester Evening News* 'Stop Press Van', 1960. Three photographs. In an envelope addressed to 'Mr. Milner.'
- 315/3/6 'Display - Before Re-equipment', 3 Jul 1959. One photograph. Wide angle shot of display floor. Staff pictured.
- 315/3/7 'Machine Room. Disc Brake', 3 Dec 1956. Photograph of brake, overlaid with annotated tracing paper.
- 315/3/8 'New Design Vans', 6 Nov 1957. Two photographs of the same *Evening News* van. With internal note attached from TEH to CIM. Staff and passers-by pictured.
- 315/3/9 'Petrol Tank Pitts Lane', 17-26 Jan 1956. Five photographs of *Evening News* garage underground petrol tanks, some with notes on the back. Passer-by pictured.
- 315/3/10 'Broughton Lane Completed Reconstruction', [1956]. Eight photographs: internal and external shots of the *Manchester Guardian* and *Evening News* Garage.
- 315/3/11 'Broughton Lane Garage Reconstruction', Dec 1955. Seven photographs, internal and external shots, of the *Manchester Guardian* and *Evening News* Garage refurbishment. Staff pictured.
- 315/3/12 'Broughton Lane 1955', 15 Aug 1955-10 Dec 1955. Seven photographs, internal and external shots, of the *Manchester Guardian* and *Evening News* Garage refurbishment. Workmen pictured.
- 315/3/13 'M.G. Copy Taking Booth 1955', Oct 1955. Two photographs of *Manchester Guardian* editorial.
- 315/3/14 'Radio Mast 1955', 31 Jan 1955- 30 Jun 1955. Twelve photographs – 10 images. Raising of the aerial mast [Cross Street, Manchester]. Views of mast from street level. Workmen and passers-by pictured.
- 315/3/15 'A. 309', 24 Sep 1954. 23 Sep 1954-24 Sep 1954. Seven photographs, one titled on back 'Start-up and official commissioning of A309.' Staff and dignitaries pictured.
- 315/3/16 'Bedplate to Diesel being put into Basement via Warren Street', Oct 1952. Nine photographs – 3 images in an envelope addressed to Mr. Ware, Engineers Dept. Workmen, staff and passers-by pictured.

- 315/3/17 'Last of Horses and Carts', 25 Mar 1952. One photograph of two carts, two 'ponies' and their drivers outside Broughton Lane stables. Note on back. Staff pictured.
- 315/3/18 'Diesel switchgear etc.', 30 Oct 1952-16 Sep 1953. Eleven photographs – 10 images. Notes and dates on the back of some images give more details. In an envelope addressed to 'Mr. Ware Engineers Dept.'
- 315/3/19 '*Manchester Evening News* Stop Press Van', 3 Jan 1955. Eight photographs - 4 images. External and internal (stop-press equipment) shots of van.
- 315/3/20 'Publishing Room Extension', 28 Dec 1954. Four photographs – 1 image. Notes on back.
- 315/3/21 'Broughton Lane original photographs Pre-Alterations', 28 Sep 1954. Eight photographs – 4 images. Interior and exterior shots of the garage.
- 315/3/22 'Photographs of Start-Up of 309', 23-24 Sep 1954. Fifteen photographs – 10 images. Staff and dignitaries pictured.
- 315/3/23 'Prints of accident in m/c Room 16 Mar 1957', 19 Mar 1951. Six photographs – 5 images. Staff pictured [not clearly].
- 315/3/24 'Diesel Engine Installation', 1952. One photograph of fuel oil tank outside the *Manchester Guardian* building. Notes on back give more detail.
- 315/3/25 'Mural Painting in Canteen Sowing Scaffolding, 1952', 22 Dec 1952. One photograph. Photographed by J. Gill. Staff pictured.
- 315/3/26 Miscellaneous photographs, 13 Jun 1952-14 May 1953. Eleven photographs – 9 images. Images include diesel engine foundations, electrical distribution board, Autoplate floor, new switchgear (E.E.C.), A 309 press. Notes on back give more detail.
- 315/4/1 *Manchester Evening News* vehicles, [1935-1965]. Seven photographs – 2 images. Stop press van, and delivery vans outside Broughton Lane garage. Staff pictured. Marked Mr. Markwick on front of envelope containing the photographs.
- 315/4/2 Miscellaneous photographs, 5 Apr 1951-26 Sep 1954. Sixteen photographs – 11 images of underground columns and [printing] machinery.
- 315/4/3 'Machine Room', not dated. Seven photographs – 4 images. Printing machinery. Photographed by Entwistle, Thorpe and Co. Ltd. Marked Mr. Markwick on front of envelope containing the photographs.

- 315/4/4 'Trumeter', undated. Two photographs of equipment.
- 315/4/5 'A 309 Driving Chain Photographs', undated. Ten photographs in an envelope addressed to C.I. Markwick from Renold Chains Limited [chain engineers].
- 315/4/6 'Pivoted Wings Label Equipment Publishing Room', [Aug 1960]. Three photographs – 2 images. Staff pictured.
- 315/4/7 'New Bailey St. Site A.', 27 Nov 1960- 1 Feb 1961. Nine photographs. [Workmen] pictured.
- 315/4/8 'New Bailey Street', 16 Aug 1961. Two photographs – 1 image. Aerial view of site. Photographed by Aerofilms and Aero Pictorial Ltd.
- 315/4/9 'Random and Galley Rack Drawings', undated. Three images.
- 315/4/10 Unlabelled photographs, 9 Feb 1948-5 Aug 1948. Six photographs – 4 images. Workmen pictured. Marked Mr. Markwick on the front of the envelope containing the photographs.
- 315/4/11 'A. 165 Machine Gears', undated. Five photographs – 4 images. Notes on back give more detail.
- 315/4/12 'Cross Street Excavations', undated. Twelve photographs – 7 images.
- 315/4/13 '3-150 [IP] Reyrolle [Driving] department A 304.', 8 Dec 1947. Six photographs.
- 315/4/14 'Waste Paper Display', 2 Apr 1948. One photograph of a window display.
- 315/4/15 'Machine Room Lighting Description – Baltimore Sun', 12 Jul 1947-2 Aug 1947. Four photographs. Correspondence between Charles Markwick, Works Director, *Manchester Guardian* and Paul Patterson, *Baltimore Sun*, Baltimore, U.S.A. Telegram from Patterson to John Scott, *Guardian* Manchester.
- 315/4/16 'Temporary Prop 1947', 7-14 Mar 1947. Five photographs – 2 images. Notes on back give more detail.
- 315/4/17 Unlabelled photographs, 30 Jan 1947. Nine photographs – 5 images. Building works at Autoplate level. Note on back of one image gives more detail.
- 315/4/18 'Moult Street, Carlyle', 8 Jan 1947. Two photographs. Building work taking place outside Cross Street. The Royal Exchange and a sign for 'Robt. Carlyle & Co. Ltd.' are visible. Staff and passers-by are pictured.

- 315/4/19 'Miscellaneous Photographs', 1 Jan 1947-8 Dec 1947. Twenty seven photographs -17 images. Marked C.I. Markwick Esq. on the front of envelope containing the photographs.
- 315/4/20 'Excavations 1946', 31 Jul 1947. Nine photographs - 6 images including press lighting and cold cathode gangway lighting. Page two of a note regarding lighting. Notes on back of the images give more detail.
- 315/4/21 'Excavations 1946', 10 May 1946-28 Oct 1949. Twenty-eight photographs - 16 images. Images of tunnelling and other work in action. Workmen pictured.
- 315/4/22 'Scaffolding to Rowntrees' [bar and restaurant], 28 Jul 1961. Ten photographs of building work [at back of Cross St. building]. Staff and passers-by are pictured.
- 315/4/23 Three photographs, 25 Feb 1959. Labelled on back 'Narrow fabric in Machine Room'.
- 315/4/24 Unlabelled photograph, undated [from a series of photographs, possibly Machine Room]. Staff are pictured.
- 316 Box of miscellaneous photographs - *Manchester Guardian* London office, and a few general items. Missing.
- 317/1- 29** **'Manchester Guardian Portraits etc.', *Manchester Guardian* and *Evening News* staff photographs, [4 May 1921]-6 Nov 1963.**
- 317/1/1-25** **C. P. Scott photographs**
- 317/1/1-8 Eight prints of a photograph, a head and shoulder portrait of C.P. Scott, not dated.
- 317/1/9 Mounted image of C.P. Scott standing, not dated. Signed by the photographer 'F.W. Schmidt Manchester'. See (317/1/16).
- 317/1/10-15 Six prints of a photograph, a portrait of C.P. Scott standing, not dated.
- 317/1/16 Mounted photograph of C.P. Scott standing, not dated. Signed by the photographer 'F.W. Schmidt Manchester'. (See 317/1/9).
- 317/1/1/17 Photograph of C.P. Scott (left) and his brother, in the grounds of Barleycrofts, Great Hucklow, Derbyshire, not dated.
- 317/1/18-19 Copy of a photograph of C.P. Scott (two copies) at his desk, not dated.
- 317/1/1/20 Missing.

- 317/1/21-22 Two prints of a photograph C.P. Scott writing at his desk, not dated.
- 317/1/23 Copy of a photograph (by H. W. Doughty) of C.P. Scott riding a bicycle, not dated.
- 317/1/24 Missing.
- 317/1/25 Photograph of C.P. Scott at his writing desk, not dated.
- 317/2-3 Two images of W. P. Crozier, not dated. One framed photograph taken by Lafayette Ltd. and one copy of a photograph of Crozier at his desk.
- 317/4 Jeremiah Garnett, one photograph and one typescript excerpt, not dated. Typescript is headed 'From the 'Golden Echo', the first part of a biography by David Garnett, published by Chatto & Windus, 1953, 21s'
- 317/5 E. T. Scott, one photograph, not dated.
- 317/6 R. C. Spencer, one mounted [copy] photograph, not dated
- 317/7 J. E. Taylor, two photographs of a portrait of Taylor, not dated.
- 317/8-11 A. P. Wadsworth, four mounted photographs, three identical, not dated. Shelburne Studios New York City.
- 317/12 Counting House group portrait, [4 May 1921]. Centenary Album image
- 317/13 *Manchester Evening News* photograph of the presentation of a painting, summer 1946
- 317/14 Photograph of a meeting, summer 1946
- 317/15-18 'Meeting of Directors and Trustees', 9 Jul 1943. *Manchester Guardian* and *Evening News* photograph. Crozier is pictured sitting to the left. Four images, two are identical.
- 317/19 'At Stables c.1915', [Broughton Lane, Salford], [1952]. Photograph of [staff] First World War group parade, marked up for printing. [damaged]
- 317/19a 'Stable Yard, Broughton Lane, Salford/Manchester', [1952]. Photograph of [staff] First World War group parade, Ref 260 *Manchester Guardian*'. [damaged]
- 317/19b Key (numbers only, not linked to names) to the men shown in the photograph (317/19a) of the Stable Yard, Broughton Lane,

- Salford/Manchester, [1952]. Photograph of [staff] First World War group parade (see also 317/20).
- 317/19c Typescript note with (317/19b) naming the men in the photograph (see 317/19a).
- 317/20 Newspaper picture headed, 'The Centenary of the *Manchester Guardian*', 4 May 1921. The principal guests are named.
- 317/21 'Guardian Presentation' contact sheet [medium format camera] with four shots of an award ceremony, date unknown. [*Manchester Guardian* and *Evening News* photograph].
- 317/22 Photograph of an [award dinner], 6 Nov 1963. Marked up for printing.
- 317/23 'Guardian Presentation' photograph of an award ceremony, date unknown. 'Manchester Guardian copyright'.
- 317/24 'Meeting of Directors and Trustees', 9 Jul 1943. *Manchester Guardian* and *Evening News* photograph. Crozier is pictured sitting to the left.
- 317/25 Photograph of an [older photograph] [award] ceremony [with C.P. Scott].
- 317/26 'Centenary of Daily Publication of the *M.G.* at the reception by the M/c University', 2 Jul 1955. Three people are named.
- 317/27-8 Robert Dell, two photographs, dates unknown. One as a young man (317/27), one as an older man (317/28).
- 317/29 'M.G. Editorial Conference', copy of photograph, not dated. Participants are named by initials, including W.P.C., Editor W.P. Crozier and M.A.L. Editor of the women's page, Madeline Linford.
- 318 Manchester Guardian film entitled 'In the news'. Some copies were transferred to the Guardian Newsroom and Archive.
- 319 Style - correspondence, memos, etc.
- 319/1-454 1928-1956
- 319/455 Miscellaneous, undated.
- 320 Maps and -parts of maps, mounted on card.**
- 320/1 Korea and South-East China.
- 320/2 Novi Pazar (Yugoslavia).
- 320/3 Kragujevac (Yugoslavia).
- 320/4 Ragusa (Italy).

- 320/5 Plevlja (Yugoslavia).
- 320/6 Verdun (France).
- 320/7 Congo Free State.
- 320/8 European Russia.
- 320/9 North-East France.
- 320/10 Dolomites (Italy).
- 320/11 Paris
- 320/12 Chalons (France).
- 320/13 North African desert.
- 320/14 Seoul
- 320/15 Alexandria.
- 320/16 Nile Delta.
- 320/17 Giza (Egypt).
- 320/18 Khenchela (Algeria).
- 320/19 Egypt.
- 320/20 South Korea.
- 320/21 North African desert.
- 320/22 Sarajevo (Yugoslavia).
- 320/23 Uzice (Yugoslavia).
- 320/24 Zvornik (Yugoslavia).
- 320/25 Orsova (Romania).
- 320/26 Balkans.
- 320/27 Nanking.
- 320/28 Mukden.
- 320/29 Dardanelles.
- 320/30 Port Arthur.
- 320/31 North-West Frontier.
- 320/32A-D European Turkey.
- 320/33A-D Congo Free State.
- 320/34A-D Persia and Afghanistan.
- 320/35 Russia and Poland.
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- 321/1-138 Documents relating to a legal case between J.E. Taylor and C.P. Scott, and R. C. Annand and the Northern Press and Engineering Company Ltd. A case concerning patents for improvements in printing machines. Documents dated 1881-1905.
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- 322/1-64 Manchester City News cuttings in scrapbooks. 23 December 1882 - 28 July 1888; 4 January 1890 - 28 December 1907.
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- 323/1-304 Correspondence with the Manchester Guardian on personal budgeting, March 1954.
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- 324/1 Scrapbook of obituary press cuttings for William Percival Crozier, 21 Apr 1944-26 Jun 1944 [spine damaged]. Crozier began at the Manchester Guardian in 1903 and was Editor of the paper from 1932 up until his sudden death on 16 April 1944. The book contains cuttings (and images of Crozier and of his funeral cortege) from a wide range of newspapers including many Jewish papers and several Devon papers (his father the Rev. Richard Crozier had resided in

Topsham before his death). At the end of the book are [copies of] two cables and a letter of condolence to Auntie Gladys [Mrs Crozier] from Major A. Crozier, Fort Diego, East Africa Command.

- 324/2 'Mr. Barber's memoranda', 1895-1909 [Various accounts]
- 324/3/1-165 Confidential documents, 15 July 1942-3 December 1943**
- 324/3/1-2 Two letters marked 'Confidential' from J. Bone and W.P. Crozier.
- 324/3/3 Confidential note on the Rommel and so forth.
- 324/3/4-5 Two letters from/to W.P. Crozier and C.A. Lambert.
- 324/3/6 Confidential note regarding air raid casualties.
- 324/3/7 D.S. to C.E.J.: confidential note regarding the death of Darlan.
- 324/3/8 Letter to W.P. Crozier regarding the 'Jewish question' and the Vatican.
- 324/3/9 [W.P. Crozier]: confidential notes on meeting Sir James Grigg, the War Minister.
- 324/3/10 H.B. to W.P. C[rozier]: private note regarding [Leo] Amery [Secretary of State for India], and India.
- 324/3/11-12 Note about a Spanish story, press cutting attached.
- 324/3/13 Note about Allied War Council.
- 324/3/14 Wigham: confidential note regarding Casablanca.
- 324/3/15 Wigham: confidential note regarding Tunisia.
- 324/3/16 Wigham: confidential note regarding North Africa.
- 324/3/17 Wigham: confidential report on the Home Security Conference.
- 324/3/18 C.A. L[ambert] to W.P. C[rozier]: note regarding Churchill and Roosevelt, North Africa, and the Jewish situation. Silverman is mentioned.
- 324/3/19 Boardman to W.P. Crozier: note with War information from [Viscount] Bracken.
- 324/3/20 Wigham confidential note regarding Churchill, Turkey and North Africa.



- 324/3/21 Letter from J.B. [Bone] to [W.P.] Crozier regarding [press] censorship and Tunisia.
- 324/3/22 Telegraph from Wolf to W.P. C[rozier]: Mannerheim and the Finnish Presidency.
- 324/3/23 Letter from Charles Lambert to [W.P.] Crozier reporting on his conversation with Major General Sir Hastings Ismay, Military Secretary of the War Cabinet and ‘the P.M.’s closest advisor’.
- 324/3/24 Wigham: confidential note regarding Russia, and Tunisia.
- 324/3/25 Wigham: confidential note regarding [Anthony] Eden’s forthcoming visit to America and MacMillan’s dealings with North Africa.
- 324/3/26 Letter from Charles Lambert to [W.P. Crozier] regarding the Jugo-slav situation.
- 324/3/27 Letter from Charles Lambert to [W.P. Crozier] regarding [Anthony] Eden, the Russians, the Poles and the Jugo-slav.
- 324/3/28 Ray to W.P. Crozier: a report on the Home Security Conference containing details of enemy air activity [over Britain] – raids and deaths, and a comment from the Air Ministry.
- 324/3/29 Wigham: confidential note regarding Air Marshall Peck and the problem of the ‘sneak raider’ and other War developments.
- 324/3/30 C.A. L[ambert] to W.P. C[rozier]: confidential note regarding the [War] food relief effort.
- 324/3/31 Wigham: two confidential notes regarding the Allied intention to invade Europe.
- 324/3/32-33 Two letters from Charles Lambert to [W.P.] Crozier regarding [Anthony] Eden.
- 324/3/34 Wigham: confidential note regarding [Anthony] Eden.
- 324/3/35 Wigham: confidential note regarding Tunisia and other War news.
- 324/3/36 Letter from Charles Lambert to [W.P.] Crozier regarding Greece and Tunisia.
- 324/3/37 Letter from Boardman to [W.P.] Crozier regarding [Viscount] Bracken, and Tunisia.
- 324/3/38 McMurtrie: note on the Admiralty Press Conference.

- 324/3/39 Private letter from J. B[one] to [W.P.] Crozier regarding the Empress of Canada [troopship] and other matters.
- 324/3/40 Confidential information from Canberra via Australia House regarding the South West Pacific.
- 324/41-42 Wigham: two confidential report on the Foreign Office conference, speakers and so forth.
- 324/3/43 McMurtrie: note on the Admiralty Conference, U-boats and so forth.
- 324/3/44 Wigham: confidential report on the Home Security Lowdown Conference.
- 324/3/45 Confidential note regarding a conversation with Air Vice Marshal - Slessor.
- 324/3/46 [Wigham]: confidential report on the growth of anti-Semitism.
- 324/3/47 [Wigham]: confidential report on shipping losses.
- 324/3/48 [C.A.] Lambert to [W.P.] Crozier: confidential telegraph regarding the 'Marseilles story'.
- 324/3/49 C.A. L[ambert] to W.P. C[rozier] regarding Richard Law and the Bermuda conference.
- 324/3/50 [C.A.] Lambert to W.P. [Crozier] regarding the lack of information about the meeting of military leaders in Spanish Morocco.
- 324/3/51 Wigham: confidential report regarding various military visits to Turkey, the situation in Tunisia, Egypt and so forth.
- 324/3/52 Wigham: confidential report regarding Catroux, De Gaulle and so on.
- 324/3/53 Wigham: confidential report regarding Giraud, and refugees crossing into Spain.
- 324/3/54 Confidential report on the Home Security Press Conference.
- 324/3/55 G.C. to W.P. C[rozier] regarding John Leeming, former prisoner of war in Italy.
- 324/3/56 Department of Information, confidential and for background use only. 'Churchill's Speech' and 'MacArthur and the Press'.
- 324/3/57 C.A. L[ambert] to W.P. C[rozier]: confidential note regarding efforts to restore diplomatic relations between Russia and Poland.

- 324/3/58 Confidential note from B. [J. Bone] to C. [W.P. Crozier] regarding [Viscount] Bracken and other matters.
- 324/3/59 Wigham: confidential report regarding Russia and Poland, and the War situation in general – air raids, [Viscount] Bracken and so forth.
- 324/3/60 Wigham: confidential report regarding the Russia Poland dispute, and other War matters.
- 324/3/61 Letter and report by [C.A.] Lambert to [W.P.] Crozier regarding the week's diplomatic activities.
- 324/3/62 Letter to [W.P.] Crozier from Boardman, House of Commons, regarding [Viscount] bracken and the U-boat campaign.
- 324/3/63 Letter and report by C.A. Lambert to [W.P.] Crozier regarding prisoners of war.
- 324/3/64 [M.G.] confidential note regarding various military operations.
- 324/3/65 Telegram regarding the 'Winston Churchill' leader.
- 324/3/66 Letter to [W.P.] Crozier from Boardman, House of Commons.
- 324/3/67 [C.A.] Lambert to [W.P.] Crozier: report on Scandinavian affairs.
- 324/3/68 Confidential bombing report from Sir Harold Scott, Secretary Minister of Home Security.
- 324/3/69 Confidential report by Wolf predominantly regarding the Swiss position.
- 324/3/70 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the Miranda [concentration] camp in Spain.
- 324/3/71 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the Foreign Secretary's visit to the United States.
- 324/3/72 Confidential report from Wolf regarding the Czech position.
- 324/3/73 Letter from [C.A.] Lambert to [W.P.] Crozier regarding an article on the views of the small nations in the new order.
- 324/3/74 Confidential note from [C.A.] Lambert to [W.P.] Crozier regarding German and Italian military strength.
- 324/3/75 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the on-going war situation, anti-Semitism in Algiers and so forth.
- 324/3/76 Wolf to [W.P. Crozier] regarding German troops moving into Italy.

- 324/3/77 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the War situation.
- 324/3/78 Letter from [C.A.] Lambert to [W.P.] Crozier regarding armistice terms for the Italians, Stalin and so on.
- 324/3/79 Note from H.B. to W.P. C[rozier] regarding Italy.
- 324/3/80 Wigham: confidential report regarding our armistice terms.
- 324/3/81 J. B[one] to W.P. C[rozier]: note regarding [Dwight] Eisenhower's 'proclamation'.
- 324/3/82 Wolf to W.P. C[rozier]: note regarding British prisoners of war in Italy, and [Dwight] Eisenhower's proclamation.
- 324/3/83 Wigham: confidential report regarding [Dwight] Eisenhower, [Viscount] Bracken, and [Pietro] Badoglio.
- 324/3/84 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the Foreign Secretary [Anthony Eden]'s forthcoming visit to Moscow.
- 324/3/85 G. P. Thompson: confidential memo to editors regarding press censorship.
- 324/3/86 Confidential note from [C.A.] Lambert to [W.P.] Crozier regarding Portugal.
- 324/3/87 Note regarding the Admiralty Press Conference.
- 324/3/88 Wigham: confidential report regarding on-going war news including [Anthony] Eden's visit to Algiers, Cairo and Teheran.
- 324/3/89 Wigham: confidential report regarding the Azores Agreement and other War matters.
- 324/3/90 Confidential note from [C.A.] Lambert to [W.P.] Crozier regarding Russia and the Foreign Office conference.
- 324/3/91 Confidential note from H.B. to W.P. C[rozier] regarding [Viscount] Bracken and Italy.
- 324/3/92 Ministry of Information 'Guidance Letter' regarding reporting on German weapons.
- 324/3/93-94 Note from H. Hayman to James Bone with a confidential report enclosed. Report is A.H. Narracott's account of his visit to the 'Mediterranean War Theatre'.

- 324/3/95 Note regarding the Admiralty Press Conference, including information on U-boats.
- 324/3/96 Letter from [C.A.] Lambert to [W.P.] Crozier regarding [Anthony] Eden's visit to Cairo. Russian and Iraqi news.
- 324/3/97 Letter from [C.A.] Lambert to [W.P.] Crozier regarding foreign affairs news.
- 324/3/98 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the Moscow conference.
- 324/3/99-100 Wigham: confidential reports regarding the Moscow conference.
- 324/3/101 Wigham: confidential reports regarding German divisions in Italy.
- 324/3/102-3 Wigham: confidential reports regarding the Home security Conference.
- 324/3/104 Confidential note regarding the Admiralty Conference.
- 324/3/105 Note from R.G. to W.P.C. Crozier regarding [press] censorship.
- 324/3/106 Confidential note from H.B. to W.P.C. Crozier regarding U-boats, and Turkey.
- 324/3/107 Wigham: confidential reports regarding the Moscow conference.
- 324/3/108 Note from R.G. to W.P.C. Crozier regarding [press] censorship.
- 324/3/109 Letter from [C.A.] Lambert to [W.P.] Crozier regarding foreign affairs.
- 324/3/110 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the three war leaders [Winston] Churchill, [Franklin] Roosevelt and [Joseph] Stalin.
- 324/3/111-12 Two letters from [James] Bone to [W.P.] Crozier, one regarding correspondent Michael Foot.
- 324/3/113 Confidential note from H.B. to W.P.C. Crozier regarding Rhodes.
- 324/3/114 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the situation in the Lebanon, Eden, Stalin and so forth.
- 324/3/115 Wigham: confidential reports regarding the three-dictators meeting.
- 324/3/116 Confidential report regarding the Home Security Conference.
- 324/3/117 Telegraph message from J.L. Lambert to [W.P.] Crozier regarding the American treatment of De Gaulle.
- 324/3/118 Confidential report regarding the Admiralty Conference

- 324/3/119 Letter from [C.A.] Lambert to [W.P.] Crozier regarding [phosphorus] bombs.
- 324/3/120 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the attitude of the United States to War.
- 324/3/121 Wigham confidential report regarding the affair of the resignation of Boisson.
- 324/3/122 Confidential note from H.B. to W.P. C[rozier] regarding Australia and Japan.
- 324/3/123 Rough note.
- 324/3/124 Note regarding [Viscount] Bracken at the Lobby Conference.
- 324/3/125 Urgent telegraph from J.L. Lambert to [W.P.] Crozier regarding Poland.
- 324/3/126 Rough note.
- 324/3/127 Confidential note from [C.A.] Lambert to [W.P.] Crozier regarding Algiers.
- 324/3/128 Wigham confidential report regarding Giraud.
- 324/3/129 Wigham confidential report regarding the Home Security Conference.
- 324/3/130 Confidential note from H.B. to W.P. C[rozier] regarding the Churchill article.
- 324/3/131 Letter from [C.A.] Lambert to [W.P.] Crozier regarding reactions to the fall of Mussolini.
- 324/3/132-33 Wigham: two confidential reports regarding Italy.
- 324/3/134 Secret letter from J. Bone to [W.P.] Crozier regarding a confidential meeting with editors.
- 324/3/135 R.H. Fry: account of the Coal Situation as reported by Ernest Bevin and Major Lloyd George.
- 324/3/136 Wigham: confidential report regarding Badoglio.
- 324/3/137 McMurtie: Admiralty Conference note.
- 324/3/138 Letter from [C.A. Lambert] to [W.P. Crozier] regarding [Anthony] Eden.

- 324/3/139 McMurtie: Admiralty Conference note.
- 324/3/140-42 Wigham: three confidential reports on Italy.
- 324/3/143 Letter from [C.A.] Lambert to [W.P.] Crozier regarding foreign affairs.
- 324/3/144 McMurtie: Admiralty Conference note.
- 324/3/145 Telegraph from [C.A. Lambert] to [W.P. Crozier] regarding the three power conference.
- 324/3/146 Wigham: confidential report on the Home Security Conference.
- 324/3/147 Letter from [R.H. Fry] to [W.P.] Crozier regarding Burma and Malaya.
- 324/3/148 Wigham: confidential report on the coming three power conference.
- 324/3/149 Letter from [C.A.] Lambert to [W.P.] Crozier regarding foreign affairs – Churchill, Eden and so on.
- 324/3/150 McMurtie Admiralty Conference note.
- 324/3/151 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the coming conference of foreign ministers in London, and other matters.
- 324/3/152 Wigham confidential report on the three power conference.
- 324/3/153 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the estimated strength of the German army.
- 324/3/154 Confidential Admiralty Conference note.
- 324/3/155 Admiralty Conference note.
- 324/3/156 Letter from [Boardman] to [W.P.] Crozier regarding the appointment of Hall to the Foreign Office.
- 324/3/157 Letter from [C.A.] Lambert to [W.P.] Crozier regarding the Americans and the Badoglio government.
- 324/3/158 Two letters from J. Bone to [W.P.] Crozier regarding [war correspondents].
- 324/3/159 Letter to [W.P.] Crozier from [Wray] regarding Germany.
- 324/3/160 Wigham: confidential report on Churchill in Cairo, Teheran, Chiang Kai Shek and so forth.
- 324/3/161 Letter to Crozier from J.B. [Bone] regarding Churchill in Cairo and so forth.

- 324/3/162 McMurtie Admiralty Conference note.
- 324/3/163 Letter from [H. Boardman] to [W.P.] Crozier.
- 324/3/164-5 Letters to [W.P.] Crozier, one from [C.A.] Lambert and one from [M. Wray], both regarding foreign affairs.
- 324/4 Lloyd George: news cuttings, extracts from books, etc.
- 324/5A, 5B, 6 Miscellaneous notes, documents, etc., on the history of the Manchester Guardian and of other local and national newspapers, mainly C19th.
- 324/7/1-65 Letters to the Manchester Guardian on the Boer War, 1899-1901.
- 324/8 **‘The Manchester Guardian House Journal’ [Ho. Jo.], staff newspaper, Dec 1918-Jan 1932**
- Known by the staff as the ‘Ho. Jo.’, the journal contains often detailed information on staff – births, deaths, marriages, new and retiring staff; as well as poems, cartoons and photographs.
- Journal nos. 3 (Dec 1918), 10 (Dec. 1919), 13 (Jan 1921), 14 (Feb 1921), 16 (Apr 1921), 17 (May 1921), and 18 (Jun 1921). By [1925] ‘The House Journal’ represents the Evening News as well, nos. 48 (Dec 1925) 49 (Jun 1926), 56 (Jan 1928), 59 (Dec 1928), 62 (Oct 1929) and 63 (Feb 1930). No. 69 (Jan 1932) is a different format.
- 324/9 ‘W.P. Crozier Interviews’, 9 Feb 1934-27 Jan 1939. Notebook containing Crozier’s notes about his meetings with journalists and contributors. The first section is an A-Z list of all the persons recorded in the notebook, with a page reference. The second section is organised by person and gives details of the meetings.
- 324/10 Typescript of a history of the printing of the Manchester Guardian, by A. E. Musson, 1955. 2 copies. [Missing]
- 324/11 Typescript extracts from Vo1. III of the 'Life of Lord Carson' by Ian Colvin, 1936. 2 copies. [Missing]
- 324/12 Biographical study of C. P. Scott by H. Boardman, in manuscript. [Missing]
- 324/13 Miscellaneous material on war correspondents, 1942-4. [Missing]
- 324/14 Bound notebook containing [W.P. Crozier’s] notes on journalists, [1928]-[8 Aug 1937]. Information is arranged in alphabetical order by name. Details include: name, date, notes on their work and



whereabouts, and sometimes details of payments. Some regular features in the paper are also listed, e.g. Crosswords, Paris Motor Show. At the front of the notebook is a page from a diary containing personal notes.

- 325 Notes for the 1950 revision of the Manchester Guardian style book, by A. P. Wadsworth with miscellaneous notes on style.
- 326 Manchester City News Monthly reports, i.e. statistics, May 1909 - January 1929, lacking October 1909. On loose sheets to March 1912, then in notebook.
- 327 W. P. Crozier's collection of newscuttings, 1905-8, in an album. Miscellaneous, and in no apparent order for much of the book.
- 328 Cuttings book of A. P. Wadsworth's writings for the Manchester Guardian, 1917-22. With a few cuttings of "the writings of other journalists, 1909-17.
- 329 Cuttings book of A. P. Wadsworth's writings for the Manchester Guardian, 1924-6.
- 330 As above, 1927-8.
- 331 As above, 1929-39.
- 332-336 General correspondence of C. P. Scott. .
- 332/1-192 1911-12
- 333/1-172 1913-14
- 334/1-208 1915-17
- 335/1-193 1918-21
- 336/1-255 1922-34
- 337 Cuttings book of A. P. Wadsworth's writing for the Manchester Guardian, 1943-5 [damaged].
- 338/1/1- 196 Correspondence of David Mitrany with the Manchester Guardian, 1918-56.
- 338/2/1-414 Correspondence of M Philips Price with the Manchester Guardian, 1941-64.
- 339/1 Manchester Guardian Supplements Alphabetical list, in notebook. .

- 339/2 Manchester Guardian supplements, c.1915-40. Record of stocks, in notebook.
- 340 Circulation, 1935-65. Miscellaneous documents in date order.
- 341 Agendas and documents for Board of Directors' meetings. December 1949; September 1950-April 1954.
- 342 Editorial costs statements. Monthly, April 1944 - February 1954, lacking June 1949.
- 343/1 Annual financial statistics, 1944-54.
- 343/2 Monthly financial summaries, July - October 1950, February 1952 - March 1954.
- 343/3 Monthly advertising statistics, Jul - Oct 1950, Feb - May 1952, Jul 1952 - June 1953, Aug 1953 Dec 1953, Feb and Mar 1954.
- 344/1 Material relating to advertising, 1918-54.
- 344/2 Balance sheets and annual reports, 1943-54.
- 344/3 Directors' News Letters, 1953-4.
- 344/4 Foreign News Service Material, 1948-54.
- 344/5 L. P. Scott - miscellaneous business, 1946-54.
- 344/6 Scott Trust material, 1946-54.
- 345 C. P. Scott's account with Williams Deacons Bank, St Ann Street, Manchester.
- 345/1 Bank book, 1 February 1915 - 20 December 1917.
- 345/2 Bank book, 20 December 1917 ... 10 December 1920.
- 345/3 Bank book, 10 December 1920 - 22 December 1923.
- 346 C. P. Scott's deposit account with the above bank. Bank book, 31. January 1907 5 November 1907. [Missing]
- 347 J. E. Taylor's bank account book, 22 February 1822 - 8 May. 1824. [Missing]
- 348 Address book of agents, c.1888-9. [Missing]
- 349/1 Notebook listing payments to staff, 31 January 1880 - 8 April 1882. The information is organised by week and by department, comprising:

date, name, and payment. The departments are: Counting House, Sub-editors, Reporters, and Clerks.

349/2 Notebook listing payments to staff, a continuation of the information in 349/1, 15 April 1882 - 29 December 1883. Information is arranged by week, comprising: name and payment.

**350 Xerox copies of pages and articles from the Manchester Guardian.**

350/1 Miscellaneous pages, 1828 - 1948.

350/2 Copies of articles by individual writers:

Alison Adburgham, 1955-68

John Arlott, 1967-71

Arthur Barton, 1964-5

Edward Blishen, 1961

Francis Boyd, 1962-70

Tyrell Burgess, 1964

Neville Cardus, 1967-70

Sid Chaplin, 1967-8

John Cole, 1963-70

Michael Frayn, 1961-2

David Frost, 1963-71

David Holden 1961-4

Arthur Hopcraft, 1962-3

Peter Lennon, 1961-8

Bernard Levin, 1962

John Maddox, 1962-4

Harold Mather, 1962-7

Kenneth Mellanby, 1967

Joseph Minogue, 1962-8

Geoffrey Moorhouse, n.d.

John O'Callaghan, 1961-3

David Rees, 1966

Stanley Reynolds, 1965-6

Denys Rowbotham, 1962

John Samuel, 1964-71

George Taylor, 1962-6

Peter Terson, 1967-70

Harford Thomas, 1962-71

Eric Todd, 1958-72

Anthony Tucker, 1962-71

Horse racing, 1963-70

Monarchy and the royal family, 1952-64

South Africa and sport, 1964-70

**351/1-9 Miscellaneous financial material**

351/1 Bank statements, 1957-67.

- 351/2 Canteen Account 1954-5.
- 351/3 Cheques 1968-9.
- 351/4 Cheque Requisition forms, April 1959- June 1968.
- 351/5 Forms accepting employment by the Manchester Evening News and Manchester Evening Chronicle, 1960
- 351/6 'Private Journal Vouchers' - i.e. travel vouchers and a few other financial documents.
- 351/7 Valuations of plant and depreciation, 1966-68. 3 envelopes.
- 351/8 Small cheque book stubs 1962-8. (19)
- 351/9 Large cheque book stubs 1959-68. (13)
- 352/1-2 Inventory and valuation of London and Branch Offices, 1941, 1942.
- 353 Inventory and valuation - Cross Street Office, 1953
- 354/1 'Evening News Wage Book', 27 Jun 1874-1 May 1880. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial, Reporting, Office, Commun., Publishing, Folding, Driving, Cellar Hands, Renshaw's Lads, [?] Cleaning and Stereo.
- Each week's wages are accompanied by a page of additional business costs, e.g. oil, gas, rent, horses, rent – stables, parcels, petty cash etc.
- 354/2 'Manchester Evening News' wages book, 8 May 1880-30 Aug 1884. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial, Reporting Office, Publishing, Driving, Stereo – Room for *Guardian*, and Cellar – for *Guardian*. There is a weekly entry for 'Weekly Post' wages which is organised under the department headings: Editorial, Canvassing, Cellar – for *Guardian*, and Publishing.
- Several receipts from the 'Evening News Office' are stuck inside the ledger.
- 354/3 'Manchester Evening News' wages book, 6 Sep 1884-1 Feb 1890. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial, Reporting Office, Publishing, Driving, Stereotyping and Cellar. Later entries include wages recorded under department heading 'Contents Bill', 'Joiners', 'Machine Office' and 'London Office'.

There is a weekly entry for '*Weekly Post*' wages which is organised under the department headings: Editorial, Advt., Publishing, Stereo and Cellar.

- 354/4      '*Manchester Evening News*' wages book, 8 Feb 1890-26 Dec 1891. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial, Reporters, Telegraph Room, Counting House, Publishing Department, Drivers, Contents Bill Dept., and Per '*Guardian Office*' (which includes Stereo, Machine Room, Joiners). After the summary of these wages is an entry of wages for the London Office.
- 354/5      '*Manchester Evening News*' wages book, 2 Jan 1892-2 Dec 1893. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial, Reporters, Telegraph Room, Counting House, Publishing Department, Drivers, Contents Bill Dept., and Per '*Guardian Office*' (which includes Stereo, Machine Room, Joiners). After the summary of these wages is an entry of wages for the London Office.
- 354/6      '*Manchester Evening News*' wages book, 6 Jan 1894-28 Dec 1895. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial Dept., Counting House, Publishing Department, and Drivers. Smaller departments listed are: Reporters, Telegraph Room, Contents Bill Dept., Per '*Guardian*' Office, and Returns Dept. After the summary of these wages (which includes Stereo, Machine Room, Joiners, Storekeeper, Electric Light, Gdn. Machine, Gdn. Stereo Machine and *News Weekly*) is an entry of wages for the London Office.
- 354/7      '*Manchester Evening News 1896*' wages book, 4 Jan 1896-26 Dec 1896. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial Dept., Counting House, Publishing Department, and Drivers. Smaller departments listed are: Reporters, Telegraph Room, Contents Bill Dept., Per '*Guardian*' Office, and Returns Dept. After the summary of these wages (which includes Stereo, Machine Room, Pension, Joiners, Storekeeper, Electric Light, *Gdn. Machine Room*, *Gdn. Stereo Room*, and *News Weekly*) is an entry of wages for the London Office.
- 354/8      '*Manchester Evening News 1897 Wages Book*', 2 Jan 1897-31 Jul 1897. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial, Reporters, Counting House, Publishing Department, and Drivers. Smaller departments listed are: Telegraph Room, Contents Bill Dept., and Per '*Guardian*' Office. After the summary of these wages (which includes Stereo, Machine Room, Joiners, Storekeeper, Electric Light, *Gdn. Machine*, *Gdn. Stereo Machine* and

News Weekly) is an entry of wages for the London Office. A final column is titled *Guardian*.

354/9           ‘*Manchester Evening News* 1897 Wages Book’, 7 Aug 1897-25 May 1901. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial, Reporters, Counting House, Publishing Department, and Drivers. Smaller departments listed are: Telegraph Room, Contents Bill Dept., and Per ‘*Guardian*’ Office. After the summary of these wages (which includes Stereo, Machine Room, Joiners, Storekeeper, Electric Light, *Gdn.* Machine, *Gdn.* Stereo Machine and News Weekly) is an entry of wages for the London Office. A final column is titled *Guardian*.

354/10          ‘*Manchester Evening News* 1901 Wage Book’, 1 Jun 1901-16 Apr 1904. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial Department, Reporters’ Department, Counting House, Publishing Department, and Drivers. Smaller departments listed are: Telegraph Room and Telegraphists, ‘G’D’N. Wheatstone, Contents Bill Dept., Returns Dept., Per ‘*Guardian*’ Office and Advertising Dept. (Joint A/c). After the summary of these wages (which includes Stereo, Machine Room, Joiners, *Guardian* Machine, *Guardian* Stereo, and *Guardian* Printing A/c) is an entry of wages for the London Office. A final column is titled *Guardian*. 17 Jul 1903.

A note pasted inside the front cover records payments to ‘Drivers on *Guardian* Morning Routes’.

354/11          ‘*Manchester Evening News* 1904 Wage Book’, 3 Apr 1904-8 Feb 1908. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial Department, Reporters’ Department, Counting House, Publishing Department, and Drivers. Smaller departments listed are: Telegraph Room and Telegraphists, ‘G’D’N. Wheatstone, Contents Bill Dept., Returns Dept., Per ‘*Guardian*’ Office, Advertising Dept. (Joint A/c) and Compositors. After the summary of these wages (which includes Stereo, Machine Room, Joiners, *Guardian* Machine, *Guardian* Stereo, *Guardian* Printing A/c, *Guardian* Auto-plate) is an entry of wages for the London Office. A final column is titled *Guardian*.

354/12          ‘*Manchester Evening News* Wage Book’, 15 Feb 1908-18 Nov 1911. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial Department, Reporters’ Department, Artist’s Department, Counting House, Printing Department, and Drivers. Smaller departments listed are: Telegraph Room and Telegraphists, ‘G’D’N. Wheatstone, Contents Bill Dept., Returns Department, Per

'*Guardian*' Office (Compositors, Machine &c. Departments), Advertising Dept. (Joint A/c) and Compositors. After the summary of these wages (which includes Stereo, Machine Room, Joiners, *Guardian* Stereo, *Guardian* Machine, and *Guardian* Printing A/c) is an entry of wages for the London Office. A final column is titled *Guardian*.

- 354/13 'Manchester Evening News Wage Book', 25 Nov 1911-25 Sept 1915. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Main departments include: Editorial Department, Reporters' Department, Artists' Department, Counting House, Printing Department, and Drivers. Smaller departments listed are: Engineers' Department, Process department, Carriers, Telegraph Room and Telegraphists, 'G'D'N. Wheatstone, Contents Bill Dept., Returns Department, Per '*Guardian*' Office (Compositors, Machine &c. Departments), Advertising Dept. (Joint A/c) and Compositors. A summary of these wages includes Stereo, City News, Machine Room, Joiners, *Guardian* Machine, *Guardian* Stereo, and *Guardian* Printing A/c. Health Insurance and Stamps are also recorded.

A press cutting titled 'Insurance Contributions During Training' is stuck inside the front cover

- 354/14 'Manchester Evening News Wage Book', 2 Oct 1915-2 Aug 1919. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial Department, Reporters' Department, Artists' Department, Counting House, Publishing Department, Drivers, Engineers' Department, Process Department, Carriers, Travellers, Telegraph Room and Telegraphists, 'G'D'N. Wheatstone, Contents Bill Dept., Returns Department, Per '*Guardian*' Office (Compositors, Machine &c. Departments), Advertising Dept. (Joint A/c), Cleaner and Compositors.

A summary of these wages includes Stereo, Joiners, Army Men, *Guardian* Machine, *Guardian* Stereo, City News, Machine, and *Guardian* Printing A/c.

Health Insurance, Stamps and Bonuses are also recorded.

Pasted inside the front cover is an un-headed list of names and dates [birthdates]. Pasted inside the back cover is a note about Couriers, 11 Oct 1916.

- 354/15 'Manchester Evening News Wage Book', 9 Aug 1919-26 May 1923. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial Department, Reporters' Department, Artists' Department, Counting House, Publishing Department, Drivers, Engineers'

Department, Process Department, Carriers, Travellers, Telegraph Room and Telegraphists, 'G'D'N. Wheatstone, Contents, Returns Department, Per *Guardian* Office, Compositors, Machine ETC. Departments, Cleaners, Lino Mechanics, Compositors.

A summary of these wages includes Stereo, Joiners, Engineers, Army Men, Dining Room, Wire Room, *Guardian* Machine, *Guardian* Stereo, *City News*, Machine, and *Guardian* Printing A/c.

Health Insurance, Employer's Liability Insurance, Stamps and Bonuses are also recorded.

Inside the front cover are several lists of staff names and birthdates, organised A-Z, by department: Editorial Boys, Process, Counting House, Comps & Readers. Pasted inside the front cover is a press cutting headed 'Payments and Benefits. The New Insurance in Operation', 8 Nov 1921.

- 354/16      '*Manchester Evening News* Wage Book 1925', 9 May 1925-7 Dec 1929. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial Department, Reporters' Department, Counting House, Publishing Department, Telegraph Dept, Telegraphs: *Guardian*, Engineer's Department, Contents, Compositors, Returns, Cleaners, Lino Mechanics, Photo Dept., Mechanical Depts. (*City News*, *M.G.*), Drivers (*E.N.* and *M.G.*), Miscellaneous (Joiners, Canteen).

Health Insurance, Unemployment Insurance and Employer's Liability Insurance (including Photographers, Wire Room, Motorists, Stereo, Apprentices and Flying Squad) is also recorded.

- 354/17      '*Manchester Evening News* Wage Book', 9 May-1925-7 Dec 1929. Wages information is arranged weekly and by department. Staff names are ordered according to wage (greatest first). Departments include: Editorial Department, Reporters' Department, Counting House, Publishing Department, Telegraph Dept., Telegraphs: *Guardian*, Engineers' Department, Contents, Compositors, Returns, Cleaners, Lino Mechanics, Photo Dept., Mechanical Depts. (*City News*, *M.G.*), Drivers (*E.N.* and *M.G.*), Miscellaneous (Joiners, Canteen).

Health Insurance, Unemployment Insurance and Employer's Liability Insurance (including Photographers, Wire Room, Motorists, Stereo, Apprentices and Flying Squad) is also recorded.

- 355/1      '*Manchester Evening News* Wages and Disbursements' ledger, 3 Oct 1919-31 Mar 1926. First section contains an A-Z index of departments.



The second section contains wages information, arranged by department, followed by disbursements.

Departments include: Editorial, Reporters, Artists (Joint), Counting House, Process Room, Hefferman (Cleaners), Publishing Room, Contents Bill, Drivers, Stereo Room, Machine Room, Miscellaneous, Dining Room, Returns, Composing, Lino Mechanics, General (Insurance Stamps), Army Men, Returns Room Overtime, Publishing Room, Sporting News, and Telegraphist.

Disbursements include: Petty Cash, Newsagents Allowances, Advertisement Refunds, Editorial Petty Cash, Prepaid Advts Withdrawn, Ready Money Allowances, Postages, Reporters' Expenses, Stable Petty Cash, Subscriptions Charitable, Watchmans' Commission, Pensions, Gratuities, Travelling Expenses, Newsagents Allowances – Sporting News, Editorial Petty Cash - Sporting News, General Petty Cash - Sporting News, Travelling Expenses - Sporting News, and Publishing Room - Overtime - Sporting News. There is a final section of payments to District Reports.

Individual staff names are not generally recorded, although a small number do appear.

- 355/2      *'Manchester Evening News Wages and Disbursements'*, 31 Mar 1926-15 Apr 1930. First section contains an A-Z index of departments. The second section contains wages information, arranged by department, followed by disbursements. See 355/1.
- 356/1      *Manchester Evening News 'Drivers Wages'*, 9 Apr 1921-3 Jan 1924. Information is arranged by week. Staff names are ordered according to wage (greatest first). Particulars include: name, insurance (firm/staff), wages (less insurance), extra time, and time lost. The final column is titled *'Guardian'* and contains further staff names and wages.
- 356/2      *Manchester Evening News 'Drivers Wages'* no. 2, 30 Jun 1917-2 Apr 1921. Information is arranged by week. Staff names are ordered according to wage (greatest first). Particulars include: name, insurance (firm/staff), wages (less insurance), extra time, and time lost. The final column is titled *'From Gdn'* or *'Gdn'* or *M/c Guardian'* and contains further staff names and wages. A note regarding staff costs for cleaning the stables has been inserted in between the pages for 1 Jun/8 Jun 1918.
- 356/3      *Manchester Evening News 'Drivers Wages'*, 10 Jan 1925-1 Dec 1928. Particulars include: name, insurance (firm/staff), wages (less insurance), extra time, and time lost. The final column is titled *Manchester Guardian* and contains further staff names and wages. Totals for *E.N.*, *M.G.*, insurance (drivers and motorists), and stamps.

- 356/4 *Manchester Evening News* 'Drivers Wages', 8 Dec 1925-15 Mar 1930. Information is arranged by week. Staff names are ordered according to wage (greatest first). Particulars include: name, insurance (firm/staff), wages, and extra time. The final column is titled *Manchester Guardian* and contains further staff names and wages.
- 357/1 *Manchester Evening News* 'Machine & Wages' book, 10 Apr 1920-24 Dec 1924. Information is arranged by week and by department (Machine and Stereo). Staff names are ordered according to wage (greatest first). Particulars for Machine wages include: name, health insurance (firm, staff), wages, over-time (*Guardian*, printing, *Evening News*). Particulars for Stereo wages include: name, health insurance (firm, staff), wages, Sporting News, *M/c Guardian* and *City News*, and *Evening News*. Later entries include totals for Employer's Liability Insurance and a few entries for wages for 'Casuals'.
- 357/2 *Manchester Evening News* 'Machine Room Wages', 31 Dec 1924-1 Dec 1928. Information is arranged by arranged by week. Staff names are ordered according to wage (greatest first). Particulars include: name, health insurance (firm, staff), wages, over-time (*Guardian*, printing, *Evening News*). Employer's Liability Insurance is noted at the bottom.
- 357/3 *Manchester Evening News* 'Machine Room Wages', 8 Dec 1928-8 Mar 1930. Information is arranged by arranged by week. Staff names are ordered according to wage (greatest first). Employer's Liability Insurance is noted at the bottom.
- 358 *Manchester Evening News* profit and loss book 1924-30
- 359 *Manchester Evening News* Nominal ledger 1921-30
- 360/1 *Manchester Evening News* 'Compositors Wages Book, No.2', 10 Apr 1909-20 Oct 1923. Wages are recorded by week. Names are ordered according to wage (greatest first). Particulars include: names, wages, overtime. A note regarding wage for a 'Saturday Afternoon Casual' is inserted in between pages 7-14 Jan 1911.
- Written on the last page is a note regarding 'Apprentice Wage' over seven years, 1918. Another note: 'The Great War. Aug 4-Nov 11, 1918. (Armistice Day). Roll of Honour' lists by name, the dead of the war, those who have left for army service, and those who have returned. Pasted inside the back cover is a note regarding 'Lost Time' (deductions) and 'Overtime'.
- 360/2 *Manchester Evening News* 'Compositors Wages Book, No.3', 27 Oct 1923-8 Mar 1930. Wages are recorded by week. Names are ordered according to wage (greatest first). Particulars include: names, wages, overtime.

Health Stamps and Unemployment Stamps are also recorded.

Pasted inside the first page are two notices, 'Apprentices Wages' and 'New Rate' (for apprentices only). There are also several lists of staff names, birth dates, date they entered service, present age and so on. One list is headed 'Copyholders'. There is also a list of apprentices and when/how they began their apprenticeships.

- 361 Manchester Evening News Expenses Apportionment 1875-81
- 362/1 Manchester Evening News cashbook 1926-28
- 362/2 Manchester Evening News cashbook 1928-30
- 363/1 Manchester Evening News Summary ledger 1897-1914
- 363/2 Manchester Evening News Summary ledger 1914-30
- 364 Manchester Evening News Stock book 1915-31
- 365/1 '*Manchester Evening News*. Wages. Machine Dept. Stereo Dept. 1894', ledger, 27 Jul 1894-6 Jul 1985. Labelled no.7, the first page contains a list of all the staff in the Machine and Stereo Departments. The names are organised weekly and by department. Names are ordered according to wage (greatest first). The staff (2 people) and wages for a third department, 'Electric Light', are also recorded.
- In the main body of the ledger, information is similarly arranged. Each page is stamped 'checked' with the *M.E.N.* stamp.
- 365/2 '*Manchester Evening News*. Wages. Machine Dept. Stereo Dept. 1898' ledger, 14 May 1898-28 Jun 1902. The names and wages are organised weekly and by department. The staff (2 people) and wages for a third department, 'Electric Light', are also recorded. There is a weekly summary of total costs for all three departments. Most of the pages are stamped 'checked' with the *M.E.N.* stamp.
- 365/3 '*Manchester Evening News* Machine Dep't and Stereo Dep't Wages, 1902-05', 5 Jul 1902-5 Aug 1905. The names and wages are organised weekly and by department. The staff (2 people) and wages for a third department, 'Electric Light', are also recorded. There is a weekly summary of total costs for all three departments. Most of the pages are stamped 'checked' with the *M.E.N.* stamp.
- 366/1 *Manchester Evening News* 'Stereo Wages' ledger, 3 Jan 1925-29 Dec 1928. Stereo department wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: name, firm, staff, wages, auto, *M.G.* and *City News*, *Evening News*, total. Stamps and Employers liability insurance are recorded at the bottom of each page.

- 366/2 *Manchester Evening News* 'Stereo Wages', ledger 5 Jan 1929-8 Mar 1930. Staff names are ordered according to wage (greatest first). Particulars included are: name, firm, staff, wages, auto, *M.G.* and *City News*, *Evening News*, total. Stamps and Employers liability insurance are recorded at the bottom of each page.
- 367 '*Manchester Evening News*. Payments. District Reporters' ledger, 21 Jan 1924-16 Jun 1928. List of payments to district/regional reporters. Information organised by week. No particular ordering of names or places. Particulars included are: date, name, town/city, folio, bank, and no. of cheques.
- 368 '*Manchester Evening News*' sickness payments ledger, 1 Jan 1906-22 Dec 1915. Organised chronologically. Particulars recorded are: date, name, department, wages, cause of absence, date off duty, date on duty, amount paid by firm, amount paid by insurance company, net cost to the firm, remarks.
- 369 *Manchester Evening News* 'General Ledger', 1 Oct 1922-27 Sep 1930. First section contains an A-Z index of the names of suppliers of services and goods. The second section is arranged by supplier and contains detailed information about payments. Payments are arranged by: date, description of services and/or goods, [invoice no.], and means of payment. Individual names are generally not recorded against any of the 'Wages' headings.
- Suppliers include companies, e.g. William Evans & Co. (including: Wages, Typesetting, Railway Contracts), *Evening News* Salaries, R.W. Crabtree & Sons, *City News* (Composing A/c), Abel Heywood & Son, Canteen Committee (Wages), James Greaves & Co. (Greaves Cotton & Co. Ltd.), Joshua Holden, *Yorkshire Evening News* (Leeds), *Daily Chronicle* (Leeds), *Daily Mail* (Manchester), Allied Newspapers Ltd, *New York World*, *Baltimore Sun*. Individuals, e.g. C.P. Scott Esq., *M.G.* Landlord (Wages), J.R. Scott, W.J. Haley, W.P. Crozier.
- The final sections are 'Textile Exhibition (stall holders), 1-9 Oct 1926; 'Sundries', 'Blocks' and 'Bill Heads'.
- 370/1-4      Payments for mechanics and builders etc. 2 Nov 1919-4 Jun 1930**
- 370/1 'Mechanics and Builders etc.', ledger of 'payments, 2 Nov 1919-13 Feb 1924. Wages are recorded weekly. Builders' wages are recorded as a separate section. Names are ordered according to wage (greatest first). Particulars included are: name, [hours worked], *G.* [*Guardian*], *E.N.* [*Evening News*], Gen. Rep., Mach. Rep., Process, Folders, Examiner, Pall Mall, Bowkers Bldgs. [Buildings], Pitts, Folders, C.R.A., and Storage.

- 370/2 'Builders etc.', ledger of payments, 20 Nov Feb 1924-26 May 1926. Wages are recorded weekly. Names are a continuation of the previous register (370/1) and are ordered according to wage (greatest first). Particulars included are: name, [hours worked], *G. [Guardian]*, *E.N. [Evening News]*, Gen. Rep., Mach. Rep., Process, Estate, Examiner, Pitts, Bowkers B[uildings], Pall Mall, City news, New Lift, M.R.A. and Stables.
- 370/3 'Builders etc.', ledger of payments, 2 Jun 1926-12 Sep 1928. Wages are recorded weekly. Names are a continuation of the previous register (370/2) and are ordered according to wage (greatest first). Particulars included are: name, [hours worked], *G. [Guardian]*, *E.N. [Evening News]*, Gen. Rep., Mach. Rep., Process, Estate, Examiner, Pall Mall, Bowkers B[uildings], Hartington St., Pitts A., Pitts B., Storage and Stables.
- 370/4 '1928 Builders etc.', ledger of payments, 19 Sept 1928-4 Jun 1930. Wages are recorded weekly. Names are a continuation of the previous register (370/3) and are ordered according to wage (greatest first). Particulars included are: name, [hours worked], *G. [Guardian]*, *E.N. [Evening News]*, Gen. Rep., Mach. Rep., Process, Estate, Pitts A., Pitts B., Kingston Rd., Storage, Stables (*M.G.*), and Reconstruction.
- 371-373/2 'Citizen Publishing Room' account payments, 10 Oct 1910-19 Jun 1915**
- 371 'Citizen A/c' account payments, 10 Oct 1912-1 Jan 1915. Wages are recorded weekly and are ordered according to wage (greatest first). Particulars included are: salary, name, *G.*, *E.N.*, *.C.N.*, Citizen over time, W.C., Nett, and E.C.
- 372 'Citizen Machine Room & Contents', account payments, 8 Jan 1915-11 Jun 1915. Particulars included are: salary, name, *G.*, *E.N.*, *.C.N.*, W.C., Nett, and E.C. Later columns include War Bonus and Over time.
- 373/1 'Citizen Publishing Room' account payments, 12 Oct 1912-12 Dec 1914. Wages are recorded weekly and are ordered according to wage (greatest first). Particulars included are: salary, name, *G.*, *E.N.*, *.C.N.*, W.C., Nett, and E.C. Each page is signed by the Overseer.
- 373/2 'Citizen Publishing Room' account payments, 9 Jan 1915-19 Jun 1915. Wages are recorded weekly and are ordered according to wage (greatest first). Particulars included are: salary, name, *G.*, *E.N.*, *.C.N.*, Citizen, W.C., Nett, and E.C. Each page is signed by the Overseer.
- 374/1-4 *Manchester Guardian* 'Display' department wage books, 7 Apr 1922-7 Mar 1930**

- 374/1 *Manchester Guardian* 'Display' Department, wage book, 7 Apr 1922-15 Feb 1924. Wages are recorded weekly and are ordered according to wage (greatest first). Particulars included are: name, staff no., wage, *M.G., Comml., Weekly*, E.R. No.1., Distric., W.C. and E.C.
- 374/2 *Manchester Guardian* 'Display' Department, wage book, 22 Feb 1924-29 May 1926. Wages are recorded weekly and are ordered according to wage (greatest first). Particulars included are: name, staff no., wage, *M.G., Comml., Weekly*, E.R. No.1., Distric., W.C. and E.C.
- 374/3 *Manchester Guardian* 'Display' Department, wage book, 5 Jun 1926-14 Sep 1928. Wages are recorded weekly and are ordered according to wage (greatest first). Particulars included are: name, staff no., wage, *M.G., Comml., American Cotton, Banking Supp., Rhineland Supp., Canadian Supp., Annual trade reviews, Weekly*, E.R. No.1., Distric., W.C. and E.C.
- 374/4 *Manchester Guardian* 'Display' Department, wage book, 21 Sep 1928-7 Mar 1930. Wages are recorded weekly and are ordered according to wage (greatest first). Particulars included are: name, staff no., wage, *M.G., Comml., Brazil Supp., Canada Supp., American Cotton, Weekly, A.T.R., No.1., Fuel and Power, W.C. and E.C.*
- 375-376 'Electricians, Lino etc.', wages books, 1910-1930  
[376/4 is missing]**
- 375/1 'Engineers, Electricians, Lino', wage book, 1 Oct 1919-26 Oct 1921. Wages are recorded weekly and by department: Engineers, Electricians etc., Lino., and Blanketing. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G., E.N.* Inside the front cover is written, 'For some departments see Sept 3-24 1919 see mechanics, Engineers and Electricians'.
- 375/2 'Engineers, Electricians, Lino', wage book, 24 Nov 1921-15 Feb 1924. Wages are recorded weekly and by department: Engineers, Electricians etc., Lino. & Type, and Blanketing. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G., E.N., C.R.A., Estate, and Storage.*
- 376/1 'Electricians, Lino etc.', wage book, 20 Feb 1924-26 May 1926. Wages are recorded weekly and by department: Electricians; Lino. & Typecaster; and Blanketing, Storage etc. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G., E.N., C.R.A., Estate, Storage and Display.*
- 376/2 '1926 Electricians, Lino etc.', wage book, 4 Jun 1926-12 Sep 1928. Wages are recorded weekly and by department: Electricians; Lino. & Typecaster; and Blanketing, Storage etc. Staff names are ordered according to wage (greatest first). Particulars included are: staff

number, name, wage, G., E.N., C.R.A., Estate, Storage, Display and Joint Display.

- 376/3 '1928. Electricians, Lino etc.', wage book, 19 Sep 1928-2 Apr 1930. Wages are recorded weekly and by department: Electricians; Lino. & Typecaster; and Blanketing, Storage etc. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, G., E.N., C.R.A., Estate and Joint Display.
- 376/4 Electricians, Lino etc. [missing]
- 377/1-4 'Joiners, Plumbers etc.' wages books, 5 Oct 1910-24 Sep 1919**
- 377/1 'Joiners, Plumbers etc.', wage book, 5 Oct 1910-2 Oct 1912. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, G., E.N., PTG., Gen Rep., Mach. Rep., Examiner, T.A. & S. and Landlord. Later additions include Machine Room, Blankets Roller Plant and Storage.
- 377/2 'Joiners, Plumbers etc.', wage book, 9 Oct 1912-30 Dec 1914. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, G., E.N., Gen Rep., Mach. Rep., Mach. Room Altns., Citizen, Landlord, T.A. & S., and blankets.
- 377/3 'Joiners, Plumbers etc.', wage book, 6 Jan 1915-25 Apr 1917. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). 'Blankets' is listed as a separate wages department. Particulars included are: staff number, name, wage, G., E.N., Gen Rep., Mach. Rep., Mach. Room Altns., Citizen, Landlord, T.A. & S., and Blankets.
- 377/4 'Joiners, Plumbers etc.', wage book, 2 May 1917-24 Sep 1919. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). 'Blankets' is listed as a separate wages department. Particulars included are: staff number, name, wage, G., E.N., Gen Rep., Mach. Rep., Mach. Room Altns., Citizen, Landlord, T.A. & S., and Blankets.
- 378/1-9 *Manchester Guardian*, Machine Room and Contents wages books, 6 Oct 1910-26 Mar 1930**
- 378/1 'Machine Room and Contents Bill' wage book, 6 Oct 1910-3 Oct 1912. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, G., E.N. Wages are signed off by the foreman.

- 378/2 'Machine Room and Contents' wage book, 10 Oct 1912-31 Dec 1914. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.*, and Citizen. Pasted inside the front page is a note headed, New Rates of Wages'.
- 378/3 '*Guardian* Machine Room and Contents' wage book, 7 Jan 1915-26 Apr 1917. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.*, and War Bonus. Pasted inside the front page is a note regarding over-time payments.
- 378/4 '*Guardian* Machine Room and Contents' wage book, 3 May 1917-25 Sep 1919. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *C.N.*, and War Bonus. Pasted inside the front page are notes regarding over-time payments and 'War Bonus'.
- 378/5 'Machine Room and Contents' wage book, 2 Oct 1919-27 Oct 1921. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *C.N.*, *Weekly* and *M.G. Commercial*.
- 378/6 'Machine Room and Contents' wage book, 3 Nov 1921-14 Oct 1924. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *C.N.*, and *Weekly*, and *Comm.*
- 378/7 'Machine Room and Contents Bill' wage book, 20 Feb 1924-27 May 1926. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *C.N.*, *Weekly*, *Comm.*, and Contents.
- 378/8 'Machine Room and Contents Bill' wage book, 3 Jun 1926-13 Sep 1928. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *C.N.*, *Weekly*, and *Comm.*, and Contents.
- 378/9 'Machine Room and Contents Bill' wage book, 20 Sep 1928-26 Mar 1930. Staff names are ordered according to wage (greatest first). 'Contents' is listed as a separate department. Particulars included are: staff number, name, wage, *G.*, *Weekly*, and *Comm.*, and *City News*.



- 379 *Manchester Guardian* 'Mechanics, Builders etc.' wage book, 1 Oct 1919-26 Oct 1921. Staff names are ordered according to wage (greatest first) and by department: Mechanics, and Builders. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Gen. Rep., Machine Rep., New Folders, Storage, Pitts, Examiner, Landlord, Composing, New Process, Pall Mall, Weekly, and Comml., and City News.
- 380/1-3 *Manchester Guardian*, 'Mechanics and Engineers', wages books, 20 Feb 1924-16 Apr 1930**
- 380/1 'Mechanics and Engineers', wage book, 20 Feb 1924-26 May 1926. Staff names are ordered according to wage (greatest first) and by department: Mechanics, and Engineers. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Gen. Rep., Machine Rep., Storage, Pitts, Examiner, Composing, Process, and Pall Mall.
- 380/2 'Mechanics and Engineers', wage book, 2 Jun 1926-12 Sep 1928. Staff names are ordered according to wage (greatest first) and by department: Mechanics, and Engineers. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Gen. Rep., Machine Rep., Storage, Pitts, Examiner, Composing, Process, Pall Mall and Stables.
- 380/3 'Mechanics and Engineers', wage book, 19 Sep 1928-16 Apr 1930. Staff names are ordered according to wage (greatest first) and by department: Mechanics, and Engineers. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Gen. Rep., Machine Rep., Storage, Pitts, Examiner, Composing, Process, and Pall Mall.
- 381/1-4 *Manchester Guardian*, 'Mechanics, Engineers & Electricians' wages books, 5 Oct 1910-17 Sep 1919**
- 381/1 'Mechanics, Engineers and Electricians', wage book, 5 Oct 1910-2 Oct 1912. Staff names are ordered according to wage (greatest first) and by department: Mechanics, Engineers etc., and Electricians. Particulars included are: staff number, name, wage, *G.*, and *E.N.*
- 381/2 'Mechanics, Engineers and Electricians', wage book, 9 Oct 1912-2 Jan 1915. Staff names are ordered according to wage (greatest first) and by department: Mechanics, Engineers etc., and Electricians. Particulars included are: staff number, name, wage, *G.*, and *E.N.*
- 381/3 'Mechanics, Engineers and Electricians', wage book, 8 Jan 1915-25 Apr 1917. Staff names are ordered according to wage (greatest first) and by department: Mechanics, Engineers etc., and Electricians. Particulars included are: staff number, name, wage, *G.*, and *E.N.*
- 381/4 'Mechanics, Engineers and Electricians', wage book, 2 May 1917-17 Sep 1919. Staff names are ordered according to wage (greatest first)

and by department: Mechanics, Engineers etc., and Electricians. A further department 'Linotypes' appears later. Particulars included are: staff number, name, wage, *G.*, and *E.N.*

- 382/1-9**      ***Manchester Guardian*, 'Publishing Room', wages books 8 Oct 1910-8 Mar 1930**
- 382/1      *Manchester Guardian*, 'Publishing Room', wage book, 8 Oct 1910-5 Oct 1912. Staff names are ordered according to wage (greatest first) and by department: Publishing and Returns Dept. Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.* and *Citizen*.
- 382/2      *Manchester Guardian*, 'Publishing Room', wage book, 12 Oct 1912-2 Jan 1915. Staff names are ordered according to wage (greatest first) and by department: Publishing and Returns Dept. Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.* and *Citizen*. Each week is signed off by the foreman. [Water damaged].
- 382/3      *Manchester Guardian*, 'Publishing Room', wage book, 9 Jan 1915-28 Apr 1917. Staff names are ordered according to wage (greatest first) and by department: Publishing and Returns Dept. Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.* and *Citizen*. Each week is signed off by the foreman.
- 382/4      'Guardian Publishing Room', wage book, 5 May 1917-27 Sep 1919. Staff names are ordered according to wage (greatest first) and by department: Publishing, *City News*, and Returns Dept. Towards the end of the book a wages heading exists for 'Motor Drivers etc.' Particulars included are: staff number, name, wage, *E.N.*, *C.N.* and Bonus. Each week is signed off by the foreman.
- 382/5      'Publishing', wage book, 4 Oct 1919-29 Oct 1921. Staff names are ordered according to wage (greatest first) and by department: Publishing and Returns Dept. and Motor Drivers etc. Particulars included are: staff number, name, wage, *G.*, *Weekly*, *City News* and *Comm.* Each week is signed off by the foreman.
- 382/6      'Publishing', wage book, 5 Nov 1921-16 Feb 1924. Staff names are ordered according to wage (greatest first) and by department: Publishing, Returns Dept., and Motor Drivers etc. Particulars included are: staff number, name, wage, *G.*, *Weekly*, *City News* and *Comm.* Each week is signed off by the foreman.
- 382/7      *Guardian*, 'Publishing', wage book, 23 Feb 1924-17 Apr 1926. Staff names are ordered according to wage (greatest first) and by department: Publishing and Motor Drivers etc. Particulars included are: staff number, name, wage, *G.*, *Weekly*, *City News* and *Comm.* Each week is signed off by the foreman.

- 382/8 'Publishing 1926', wage book, 5 Jun 1926-15 Sep 1928. Staff names are ordered according to wage (greatest first) and by department: Publishing, Returns Dept., and Motor Drivers etc. Particulars included are: staff number, name, wage, *G.*, *Weekly*, *City News* and *Comm.* Each week is signed off by the foreman.
- 382/9 'Publishing 1928', wage book, 22 Sep 1928-8 Mar 1930. Staff names are ordered according to wage (greatest first) and by department: Publishing, Returns Dept., and Motor Drivers per *E.N.* Particulars included are: staff number, name, wage, *G.*, *Weekly*, *City News* and *Comm.* There is a cost for 'Storage' against the Motor Drivers Dept. Each week is signed off by the foreman.
- 383/1-9 *Manchester Guardian*, 'Stereo' wages books, 8 Oct 1910-12 Mar 1930**
- 383/1 'Stereo' wages book, 8 Oct 1910-5 Oct 1912. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G.*, *E.N.*, and *C.N.* Each week is signed off by the foreman.
- 383/2 'Stereo' wages book, 12 Oct 1912-2 Jan 1915. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*, and *Citizen*. Each week is signed off by the foreman.
- 383/3 'Stereo' wages book, 9 Jan 1915-7 Apr 1917. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*, and *Citizen*.
- 383/4 'Stereo' wages book, 5 May 1917-6 Sep 1919. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*, and *Citizen*.
- 383/5 'Stereo' wages book, 4 Oct 1919-26 Oct 1921. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*, and *Citizen* over time.
- 383/6 'Stereo' wages book, 2 Nov 1921-20 Feb 1924. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*, and *Citizen*.
- 383/7 'Stereo' wages book, 20 Feb 1924-26 May 1926. Wages are recorded weekly. Staff names are ordered according to wage (greatest first).

Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*, and *Citizen*.

383/8 'Stereo' wages book, 2 Jun 1926-12 Sep 1928. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*

383/9 'Stereo' wages book, 3 Oct 1928-12 Mar 1930. Wages are recorded weekly. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, overtime, *G.*, *E.N.*, *C.N.*

**384/1-4 'Watchmen and Cleaners' wages books, 8 Oct 1910-27 Sep 1919**

384/1 'Watchmen and Cleaners' wages book, 8 Oct 1910-4 Oct 1912. Wages are recorded weekly and by department: Watchmen, etc.; and Cleaners etc. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.*

384/2 'Watchmen and Cleaners' wages book, 11 Oct. 1912-2 Jan 1915. Wages are recorded weekly and by department: Watchmen, etc.; and Cleaners etc. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.*

384/3 'Watchmen and Cleaners' wages book, 9 Jan 1915-28 Apr 1917. Wages are recorded weekly and by department: Watchmen, etc.; Cleaners etc., and Motors and Drivers to *E.N.* Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.*

384/4 'Watchmen and Cleaners' wages book, 5 May 1917-27 Sep 1919. Wages are recorded weekly and by department: Watchmen, etc.; Cleaners etc.; Motors and Drivers to *E.N.*, and from 5 September 1919 onwards a further wages department appears: 'Cooks'. Staff names are ordered according to wage (greatest first). Particulars included are: staff number, name, wage, *G.*, *E.N.*, *C.N.*

**385/1-5 *Manchester Guardian* 'Watchmen, Cleaners and Cooks' wages books, 3 Oct 1919-16 Apr 1930**

385/1 'Watchmen, Cleaners and Cooks' wages book, 3 Oct 1919-28 Oct 1921, Wages are recorded weekly. 'Dining Room' is listed as a separate wages department. Particulars included are: staff number, name, wage, *G.*, *E.N.*, and Estate.

- 385/2 'Watchmen, Cleaners and Cooks' wages book, 5 Nov 1921-15 Feb 1924. Wages are recorded weekly. 'Dining Room' is listed as a separate wages department. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Estate and Pall Mall. The names and addresses of two female members of staff – Holland and Ford - are written inside the front cover.
- 385/3 'Watchmen, Cleaners and Cooks' wages book, 20 Feb 1926-28 May 1926. Wages are recorded weekly. 'Dining Room' is listed as a separate wages department. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Estate and Pall Mall.
- 385/4 'Watchmen, Cleaners and Cooks 1926' wages book, 4 Jun 1926-4 Sept 1928. Wages are recorded weekly. 'Dining Room' is listed as a separate wages department. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Estate and Pall Mall.
- 385/5 'Watchmen, Cleaners and Cooks 1928' wages book, 21 Sept 1928-16 Apr 1930. Wages are recorded weekly. 'Dining Room' is listed as a separate wages department. Particulars included are: staff number, name, wage, *G.*, *E.N.*, Estate.
- 386/1-9 *Manchester Guardian and Evening News* 'Contributors' List' ledgers, 7 May 1931-[11 Jan 1946]**
- 386/1 'Contributors' List A.' ledger, 7 May 1931-[Jan 13 1932]. Bound volume containing the names of various contributors to the paper individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, headed Arts, Eccles'l, Reviews, Leaders, Art, M.G.W., Misc.y, London Letter, General, Other Heads; and the date.
- The 'Date' column contains entries for the day and month (and occasionally year). Entries appear to have been made daily or every few days and are not strictly chronological.
- 'Cheque' number, 'Folio' number and the amount of the payment made are recorded. Towards the end of the ledger is a separate section for the *Evening News*.
- 386/2 'Contributors' List B.' ledger, 18 Jan 1932-[27 Sep 1932]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of

contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded. Towards the end of the ledger is a separate section the 'Evening News'.

386/3 'Contributors' List C.' ledger, 8 Oct 1932-[16 Dec 1933]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded. Towards the end of the ledger is a separate section for the 'Evening News'.

386/4 'Contributors' List D.' ledger, 22 Jun 1933-[13 Oct 1933]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded. Towards the end of the ledger is a separate section for the '*Evening News*'.

386/5 'Contributors' List E.' ledger, 14 Mar 1934-[14 Nov 1934]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded.

386/6 'Contributors' List F.' ledger, 15 Dec 1934-[26 Sep 1935]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded.

386/7 'Contributors' List L.' ledger, 13 Jan 1940-[Oct 1941]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns,

Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded.

- 386/8 'Contributors' List M.' ledger, 29 Oct 1941-[Feb 1944]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded.

- 386/9 'Contributors' List N.' ledger, 24 Jan 1944-[11 Jan 1946]. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings *M.G.C.*, Sport, C'cial, Home Page, Welsh, Foreign, Foreign Phone & Xps., Music and Drama, Kinema, Comp'tns, Wireless, Back Page, Headed Arts, Eccles'l, Reviews, Leaders, Art, *M.G.W.*, Misc.y, London Letter, General, Other Heads; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are not strictly chronological.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded.

- 387/1-3 'Contributors' lists, 1 Sep 1927-7 Oct 1930**



387/1 'Contributors List 3, 1927', 1 Sep 1927-26 Nov 1928. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings Misc., H.A., Rev., Comml., Leaders M. & D. Arts etc., Foreign, Lond. Letter, Lon. Cont., Sport, D.R, Welsh, *M.G.W.*, *M.G.C.*, Locals, Other Headings; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are organised chronologically.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded.

387/2 'Contributors List 4, 1928', 4 Dec 1928-17 Apr 1930. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings Misc., H.A., Rev., Comml., Leaders M. & D. Arts etc., Foreign, Lond. Letter, Lon. Cont., Sport, D.R, Welsh, *M.G.W.*, *M.G.C.*, Locals, Other Headings; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are organised chronologically.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded.

387/3 'Contributors List 5, 1930', 17 Apr 1930-7 Oct 1930. Bound volume containing the names of various contributors to the paper, individuals and others, e.g. press agencies. Information is organised by title of person, e.g. 'Miss', 'Mrs', initial or Christian name and surname (names are not arranged alphabetically); the type of contribution, under the column headings Misc., H.A., Rev., Comml., Leaders M. & D. Arts etc., Foreign, Lond. Letter, Lon. Cont., Sport, D.R, Welsh, *M.G.W.*, *M.G.C.*, Locals, Other Headings; and the date.

The 'Date' column contains entries for the day and month (and occasionally year). Entries of contributors' names appear to have been made daily or every few days and are organised chronologically.

'Cheque' number, 'Folio' number and the amount of the payment made are recorded. A heading for 'E.N.' has been added.

- 388/1-12a**    **‘Literary Contribution’ books, 1 Nov 1890-1 [Dec 1928] (some damaged)**
- 388/1            ‘Literary Contribution Book A’, 1 Nov 1890-29 Dec 1887. Bound volume containing the names of contributors to the paper. The first section is an A-Z list arranged by subject. Under each subject is a list of the contributors with page references. Subjects include: Art, Dramatic & Science; Agriculture; Commercial, Domestic, Dramatic; Foreign Correspondence; Headed Articles; Leaders; Music; Reviews; and Special Local Par.s.
- There is a ‘General Index’ at the front of the ledger which is an A-Z listing of names. There is also an A-Z list ‘The Chief names (as opposite)’ in the ‘F’ for ‘Foreign Correspondence’ page of the first section of the ledger.
- Section two contains detailed information arranged by department and contributor (with address). Particulars are organised as follows: date, subject of contribution, column size, and payment.
- 388/2            ‘Literary Contribution Book B’, 2 Jan 1888-31 Mar 1990. At the front of the volume is an A-Z list arranged by subject. Under each subject is a list of the contributors with page references. For examples of subjects see 388/1. The second item is a bound volume containing the names of contributors to the paper. Particulars are organised as follows: name and address of contributor, date, subject of contribution and payment.
- 388/3            ‘[Literary Contribution Book] 1’, 14 May 1890-24 Jan 1894. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z list arranged by subject. Under each subject is a list of the contributors with page references. For examples of subjects see 388/1. The main volume contains the names of contributors to the paper. Particulars are organised as follows: name and address of contributor, date, subject of contribution and payment.
- 388/4            ‘[Literary Contribution Book] 1A’, 13 May 1990-[Nov 1896]. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z list arranged by subject. Under each subject is a list of the contributors with page references. For examples of subjects see 388/1. Section two contains detailed information arranged by department and contributor (some with addresses). Particulars are organised as follows: date, name (and address) of contributor, subject of contribution, and payment.
- 388/5            ‘Literary Contributions No.2’, 21 Feb 1894-[20 Jan 1899]. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z list arranged by subject. Under each subject is a list of the contributors with page references. For examples of subjects

see 388/1. Section two contains detailed information arranged by department and contributor (with addresses). Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment.

- 388/6 'Literary Contributions No.3', 21 Feb 1899-[31 May 1905]. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z index arranged by subject. Under each subject is a list of the contributors with page references. For examples of subjects see 388/1. Section two contains detailed information arranged by department and contributor (with addresses). Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment.
- 388/7 'Literary Contributions No. 3A', 7 May 1897-[31 Jan 1906]. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z index arranged by subject. Under each subject is a list of the contributors with page references. For examples of subjects see 388/1. Section two contains detailed information arranged by department and contributor (with addresses). Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment.
- 388/8 '[Literary Contributions] No. 4', 31 Oct 1905-[2 Jan 1911]. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z list arranged by subject. Under each subject is a list of the contributors with page references. For examples of subjects see 388/1. Section two contains detailed information arranged by department and contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment.
- 388/9 'Literary Contributions Book No.5', 2 Jan 1911-[Jul Mar 1916]. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z index arranged by name of contributor. Section two contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment.
- 388/10 'Literary Contributions No.6', book, 8 Sep 1919-[July 1923]. Bound volume containing the names of contributors to the paper. At the front of the volume is an A-Z index arranged by name of contributor. Note in front of book regarding the number of lines per column.
- Section two contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, and subject of contribution. Some entries, e.g. Voigt, also contain reference numbers and column sizes.
- 388/11 'Index Literary Contributions No.7', book, 29 Aug 1923-[7 Oct 1925]. Bound volume containing the names of contributors to the paper. At

the front of the volume is an A-Z index arranged by name of contributor. Note in front of book regarding the number of lines per column. Another note regarding certain payments to contributors.

Section two contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, and subject of contribution.

388/12 'Literary Contributions No.8.', book, 27 Nov 1925-[Dec 1928]. Bound volume containing the names of contributors to the paper. At the front of the volume is a loose leaf A-Z index arranged by name of contributor. Under each name are page references. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment. Pasted into the front of the volume are some notes, including one by C.P. Scott. [See 388/12a.]

388/12a 'Index. Literary Contributions. No. 8.' [27 Nov 1925-Dec 1928]. Bound A-Z index arranged by name of contributor. Under each name are page references. [see 388/12].

**389/1-2 'Local Reporters' contributions', 1 Sep 1919-[9 Apr 1931]**

389/1 'Local Reporters No.2' contributions, 1 Sep 1919-[1931]. At the front of the volume is an A-Z index arranged by name of contributor (from 1921 onwards). Under each name are page references. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment. Pasted into the front of the volume are some notes regarding payments. At the end of the volume is a table of (some of the) contributors with numbers of contributions.

389/2 'Local Reporters No. 3' contributions, 13 Aug 1929-[9 Apr 1931]. At the front of the volume is an A-Z index arranged by name of contributor. Under each name are page references. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment. Pasted into the front of the volume is a note regarding payments.

390 'London Contributions 1906-1919', book, 1 Feb 1906-[1919]. At the front of the volume is an A-Z index arranged by name of contributor. Under each name are page references. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment. At the end of the book is a list of remittances. Damaged.

391 '*M. G. Commercial Contributions No.4*', 10 Jan 1928-[1930]. At the front of the volume is an A-Z index arranged by name of contributor.

Under each name are page references. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, and payment. Subjects/titles of contributions are not generally listed. Pasted into the front of the volume is a note regarding payments per word length. At the back of the book is a list of contact names [for reporters] with payments, headed 'The Handy Book'.

- 392 *Manchester City News Contributions* [a package of loose leaves], Apr 1931-[Sep 1933]. Arranged A-Z by name of contributor. Particulars are organised as follows: date, name and address of contributor, folio number, subject/title and payment. In an envelope addressed to 'A.L. Clarke, *Manchester Guardian* and *Evening News*'.
- 393 'Miscellany Contribution Book No.1', 5 Dec 1912-[1927]. At the front of the volume is an A-Z index arranged by name of contributor. Under each name are page references. The volume contains information arranged by contributor. Particulars are organised as follows: name and address of contributor, date, reference no., and payment. Subjects/titles of contributions are not generally listed. At the end of the book is a list of remittances.
- 394 'Staff Contributions' ledger, 1 Apr 1890-[Jun 1925]. At the front of the volume is an A-Z index arranged by name of contributor. Under each name are details about the person, their role, start dates etc. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, and payment. Subjects/titles of contributions are indicated in some cases.
- 395/1-2 'Welsh Contribution' books, [Feb 1921-1931]**
- 395/1 'Welsh Contribution Book No.5', [Feb 1921-1931]. At the front of the volume is an A-Z index arranged by name of contributor. Under each name are page references. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment.
- 395/2 'Welsh Contribution Book No.', 1921-1931. At the front of the volume is an A-Z index arranged by name of contributor. Under each name are page references. The volume contains detailed information arranged by contributor. Particulars are organised as follows: date, name and address of contributor, subject of contribution, and payment.
- 396 'Contributions as per Contract', 1 Apr 1890-1928 [mainly 1890-4]. At the front of the volume is an A-Z index arranged by name of contributor (individual or agency). Under each name are page references. The volume contains detailed information arranged by

contributor. Particulars are organised as follows: name and address of contributor, date, and [size and frequency of contribution]. Some subject headings are included.

- 397/1-7 Publishers' Indices 17 May 1898-28 Jan 1951.** Vols. 397/1-397/6 are in poor condition.
- 397/1 Publishers' Index, 17 May 1898-1899. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher and contains detailed information about titles published. Information is arranged by: date of receipt, Index number, and Title of Book.
- 397/2 Publishers' Index, 1723 Dec 1919-12 Jun 1923. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book. A cutting headed 'London Publishing House', 5 Sep 1921, pasted into the entry for Dean & Son, describes how the firm has been acquired Oldhams Press.
- 397/3 Publishers' Index, 18 Feb 1930-21 Jul 1933. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book.
- 397/4 Publishers' Index, 1 Aug 1933-[1] Sep 1936. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book.
- 397/5 Publishers' Index, 1 Sep 1936-24 Oct 1940. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book.
- 397/6 Publishers' Index, 25 Oct 1940-31 Dec 1947. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book.
- 397/7 Publishers' Index, 1 Jan 1948-28 Dec 1951. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher and contains detailed information about titles published.

Information is arranged by: Date of receipt, Index number, and Title of Book.

**398/1-3**      **[*Manchester Guardian*] Reviewers' Books, 12 Jun 1923-31 Dec 1948.** Vols. 1-2 are damaged.

398/1      [*Manchester Guardian*] 'Reviewers Book', 12 Jun 1923-18 Feb 19[30]. Notes pasted inside the front cover are an A-Z list of 'Novel Reviewers', 25 Jul 1923; and 'Postal Rates'/Latest Posting Times of Posting for London', 16 Apr 1924.

First section contains an A-Z index of the names of publishers. The second section is arranged by publisher (with addresses) and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book.

The volume contains several loose letters/notes, including: 'Laurence Binyon – British Museum' regarding his review of Bernhard's 'Undying faces'; Miss F.L. Bowman regarding her review of Dr. Kimmins book, 'The Child's Attitude to Life'; H.C. Harwood regarding his review of the novel 'Love Town'; A. J. Toynbee's availability to review; list of books reviewed by C. Powell.

398/2      [*Manchester Guardian*] 'Reviewers Book', 18 Feb 1930-1 Sep 1936. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher (with addresses) and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book.

The volume contains several loose letters/notes, including: [A. Zimmern] regarding a review of 'Magna Britannia' [by Coatman].

398/3      [*Manchester Guardian*] 'Reviewers Book', 1 Sept. 1936-31 Dec 1948. First section contains an A-Z index of the names of publishers. The second section is arranged by publisher (with addresses) and contains detailed information about titles published. Information is arranged by: Date of receipt, Index number, and Title of Book.

The volume contains several loose letters/notes/lists, including: a press cutting headed 'Rain in Manchester'; John W. Lydekker regarding his review of 'The Travels and Sufferings of Father Jean de Brébeuf'; a magazine cutting regarding Dr. Segal.

399/1-8      Impersonal Ledgers, 1888-1930

400/1-2      Impersonal Ledgers – Printing, 1907-30

401/1-2      Trade Ledgers nos. 5-6., 1921-31

402          Trade Ledger printing no.2, 1923-31

- 403 Contra Account Ledger 1863-8
- 404 J. E. Taylor's ledger 1866-71 [vol. 1 is damaged]
- 405 Illustrations 'Ledger' 1 Jan 1930-25 Sep 1931. The first section contains an A-Z index of the names of individual artists and photographers, and agencies. The second section is arranged by name (with addresses) and contains detailed information about contributions. Information is arranged by: date, reference number, title of work, and payment. At the back of the volume is a list of names, headed, 'Photographs added to stock & paid for'.
- 406 Pitt Buildings Ledger 1921-1930
- 407 Prepaid subscribers and advertising Ledger 1925-1930
- 408/1-4 Private cash books nos. 1-3, 5 1884-1892, 1895-1898
- 409/1-3 Petty Cash Books 1930-4, 1944-1954
- 410 No.1 Account cash book, 1954-1955
- 411 No.2 Account Book, 1931-1937
- 412 No.2 Account book, 1953-1961
- 413/1-2 Canteen Cash Books, 1946-1955
- 414 Petty Cash Book no.2, 1891-1894
- 415 *Guardian* and *Evening News* 'Composing Room Apprentices 1926' wage book, 30 Sep 1927-24 Jan 1930. Information is arranged weekly. Staff names are ordered according to wage (greatest first). Particulars include: name, wage, overtime, G., E.N., Gross, W.C., Nett, and E.C.
- 416 'Composing Room Wage Sheets', 5 Jan 1929-8 Mar 1930. Information is arranged weekly (starting at the back of the book) and by department: Makers-Up, Case-Hands and Correctors, Late-Staff, Weekly Editions, Apprentices &c., Lino-Hands, Readers, and Messengers &c. Staff names are ordered according to wage (greatest first). Particulars include: name, unknown reference numbers, wage, overtime, Insce. W.C., and Insce. E.C.
- 417 'Letterpress Wages Sheet Book', 7 Jan 1893-24 Oct 1896. Headed inside 'Composing Room Wages Sheet'. Information is arranged weekly and by department: Foremen and Makers-Up, Case-Hands, Correctors, Supers, Late-Staff, Thorne Machine Hands, Special Edition Hands, Day Hands, and Readers. A 'Linotype Mechanics' department is added later: Staff names are ordered according to wage (greatest



first). Particulars include: name and wage. Each week is signed off by the Overseer or Deputy Overseer.

- 418/1-7** ***Manchester Guardian and Evening News - Wages Machine Room and other workers wage and petty cash books, 3 Jan 1880-1 Oct 1910***
- 418/1 'Wages Mach. Room etc.' wage and petty cash book, 3 Jan 1880-31 May 1884. Information is arranged weekly and by department: Petty Cash; Composing Room Petty Cash; Railway Parcels; Editors' Parcels; Ready Money Allowances; Postages for Papers; Postages for Letters; Editors' Messengers, Charwomen etc; Machine Room Wages (*Guardian, Evening News*); Publishing Room Wages; and Stereo Department (*Guardian, Evening News*). Staff names are ordered according to wage (greatest first). Particulars include: name and wage.
- 418/2 ['Machine Room etc. Wages'] book, 7 Jun 1884-[8 Aug] 1889. Information is arranged weekly (there is one [final] entry for 1889 at the front of the book) and by department: Petty Cash; Composing Room Petty Cash; Cellar Petty Cash; Ready Money Allowances; Postage of Letters; Editors' Messengers, Charwomen etc; Machine Room Wages (*Guardian, Evening News*); Firemen's Wages; Publishing Room Wages; and Stereo Department (*Guardian, Evening News*). Staff names are ordered according to wage (greatest first). Particulars include: name and wage.
- 418/3 'Machine Room etc. Wages' book, 15 Aug 1889-18 Jan 1894. Information is arranged weekly and by department: Machine Room Wages (*Guardian, General Printing, Evening News*); Joiners' Shop (*Guardian, General Printing, Evening News*); Firemen; Mechanics; Publishing Room Wages; Stereo (*Guardian, Evening News*); Publishing Room Wages; Messengers etc.; Electric Light Dept.; and Contents Bill Dept. Staff names are ordered according to wage (greatest first). Particulars include: name and wage.
- 418/4 'Machine Room etc. Wages' book, 4 Jan 1894-25 Feb 1899. Information is arranged weekly (first full entry is 25 Jan 1894) and by department: Machine Room Wages (*Guardian, General Printing, Evening News, New Weekly*); Joiners' and Plumbers' Shop (*Guardian, General Printing, Evening News, New Weekly*); Firemen & Watchmen; Mechanics Shop (*Guardian*); Publishing Room Wages; Stereo (*Guardian, Evening News, New Weekly*); Publishing (*Guardian, Evening News, New Weekly*); Cleaners and Messengers etc.; Electric Light Dept.; and Contents Bill Dept. Staff names are ordered according to wage (greatest first). Particulars include: name and wage.
- 418/5 'Machine Room etc. Wages' book, 3 Mar-1899-14 Mar 1903. Information is arranged weekly and by department: Machine Room Wages (*Guardian, General Printing, Evening News,*

New Weekly); Joiners and Plumbers (*Guardian*, General Printing, *Evening News*, Autoplate); Mechanics Shop (*Guardian*); Publishing Room Wages; Stereo (*Guardian*, *Evening News*, New Weekly); Publishing (*Guardian*, *Evening News*, New Weekly); Watchmen etc.; Cleaners etc.; Electricians; and Contents Bill Dept. Staff names are ordered according to wage (greatest first). Particulars include: name and wage.

418/6 'Machine Room etc. Wages' book, 21 Mar 1903-13 Apr 1907. Information is arranged weekly and by department: Machine Room Wages (*Guardian*, General Printing, *Evening News*, New Weekly); Joiners and Plumbers (*Guardian*, General Printing, *Evening News*, Autoplate, Landlord); Watchmen; Mechanics Shop (*Guardian*); Publishing Room Wages; Stereo (*Guardian*, *Evening News*, New Weekly); Publishing (*Guardian*, *Evening News*, New Weekly); Watchmen etc.; Cleaners etc.; Electricians; and Contents Bill Dept. Staff names are ordered according to wage (greatest first). Particulars include: name and wage.

418/7 'Machine Room etc. Wages' book 20 Apr 1907-1 Oct 1910. Information is arranged weekly and by department: Machine Room Wages (*Guardian*, General Printing, *Evening News*, New Weekly); Joiners and Plumbers (*Guardian*, General Printing, *Evening News*, Autoplate, Landlord); Watchmen; Mechanics Shop (*Guardian*); Publishing Room Wages; Stereo (*Guardian*, *Evening News*, New Weekly); Publishing (*Guardian*, *Evening News*, New Weekly); Watchmen etc.; Cleaners etc.; Electricians; and Contents Bill Dept. Staff names are ordered according to wage (greatest first). Particulars include: name and wage.

**419/1-2 Printers' Wages Ledgers No.5, and No. 7, 1911-15, 1919-23.**

419/1 Printers' Wages No.5, ledger, 6 May 1911-26 Jun 1915. Headed 'Composing Room Wages' inside the ledger. Information is arranged weekly and by department, including: Foremen and Makers-up, Lino-Machine Hands, Readers, Day Hands, Evening Hands, Special Editions Hands, Case Hands, Supers, and Correctors. Pages are signed off by the Overseer. Staff names are ordered according to wage (greatest first). Particulars include: name and wage.

419/2 Printers' Wages No. 7, ledger, 2 Aug 1918-29 Dec 1925. Headed 'Composing Room Wages' inside the ledger. Information is arranged weekly and by department, including: Foremen and Makers-up, Lino-Machine Hands, Readers, Day Hands, Evening Hands, Special Editions Hands, Case Hands, Supers, and Correctors. Pages are signed off by the Overseer. Staff names are ordered according to wage (greatest first). Particulars include: name and wage. Damaged.

- 420 Bowkers' Buildings Ledger 1921-30
- 421/1-2 District Reporters' Ledgers, nos.14,19,1909-12, 1927-30
- 422 Expense Ledger, Allen, Scott & Co, no 1 1884-91
- 423 Paper, Ink and plant Ledger 1884-91
- 424/1-3 Letter Books - Accounts, 1935-38
- 425/1-3 Letter Books - Management 1887-91, 1898-1900 [vols 1, 3 are damaged]
- 426/1 Journal 1888-96
- 426/2 Journal 1890-1
- 426/3 Journal 1909-17
- 427 'Returns' 1930
- 428 Day Book Sundries 1925-31
- 429 Booth Street Property-Ledger 1879-91
- 430 Examiner Building Ledger 1895-1907
- 431 Examiner Estate Ledger 1909-28
- 432 Manchester Guardian Ltd. Estate Account 1908-30
- 433 Pall Mall Estate Ledger 1920-30
- 434 Day Book, 'Salaries, monthly London, [Canvg.], etc.', 30 Jan 1923-Aug 28 Oct 1931. Information is arranged by month (not strictly chronological). Staff [journalists'/correspondents'] information is arranged by type of contribution [including location of correspondent], name, payment, reference number [column inches?], and date. Typescript notes pasted into the book refer to various reporters, payments etc. A page marker contains the addresses of ten correspondents, including Dore, Voigt and Dell.
- 435 'Foremen etc. No. 6', [wages] book, 9 Oct 1920-29 Mar 1930. Various notes are pasted in the book regarding wages, overtime and so forth. Information is arranged by month. Staff names are ordered according to wage (greatest first). Particulars include: name and wage, W.C. and E.C.
- 436/1-2 'M.G. C. & M.G.W.' [*Manchester Guardian Commercial* and *Manchester Guardian Weekly*]: two wages books, 13 Jul 1920-29 Mar 1930**
- 436/1 '[No.] 5. *M.G. C. & M.G.W.*', 3 Jul 1920-27 Dec 1924. Information is arranged by month and by department (*Commercial* and *Weekly*). Staff information is arranged by role (or place of work), name, payment, unknown reference number and date. Some [insurance contribution] information is written in red. Volume is damaged – front cover is missing.
- 436/2 'No. 5. *M.G. C. & M.G.W.*', 3 Jan 1925-29 Mar 1930. Information is arranged by month and by department (*Commercial* and *Weekly*). Staff information is arranged by role (or place of work), name, payment, unknown reference number and date. Some [insurance contribution]

information is written in red. Volume is damaged – front cover is missing.

- 437 *M.G. Commercial, Weekly, & Supplements* - printing statistics, 1934-1941
- 438 'The *Manchester Guardian*. Ltd. Register of Members', 14 Aug 1907-1 Sep 1932. At the front of the ledger is an A-Z index of shareholders, followed by information on individual shareholders and their shares. Information is organised by person with details as follows: date, name and address, details of shares acquired, and details of shares disposed of.
- Towards the end of the ledger is a 'Register of Transfers' with information organised as follows: name, description, address, folio, number and class of shares, distinctive number of shares transferred.
- This is followed by a 'Register of Directors or Managers of the *Manchester Guardian* Limited, and of any changes therein' with information organised as follows: names, addresses, occupations, and changes.
- 439 Anglo-French Society, Manchester Branch - cuttings book, 1925-1930.
- 440 'Time Book. January 1886. Counting House and Advertising Dept.', 1 Jan 1884-24 Dec 1889. Book recording the working hours of staff. Information is arranged as follows: name and daily hours. Note on page for 1-6 Jun 1885 regarding the expected start time for staff to be no later than 9am. Damaged.
- 441 Untitled account book, 7 Dec 1929-8 Mar 1930. Information is organised by week and by department: Editorial, Reporters, Travellers, Telegraphs, Compositors, Overseers, Counting House, Publishing, Process Dept., Returns, Flying Squad, Lino Technicians, Photo., Contents, and Cleaners. Details include: name or staff number, payment, deductions and overtime. There is a column for 'Firm's Insurance'. At the end of the ledger is a 'Summary' of the above arranged in reverse date order.
- 442 Miscellaneous expenditure, mainly provision of equipment, 1876-1883
- 443 *Manchester Evening News* 'Record of Staff. 1916,' ledger, Nov 1915-6 Oct 1924. Index of departments at front of book with page number references. Departments include: Editorial Department, Reporters' Room & Telephone Room, Counting House & Advt. Dept.' Travellers, Composing Room, Stereotyping Room, Linotype Mechanics, Process department & Photographics, Publishing Room, Contents Bill, Machine Room, Stables, Telegraph Department (Manchester, London), London Office, Editorial Messengers, Miscellaneous, Pensions &

Allowances, and Apprentices. Within each department staff information is arranged as follows: Name, Date of Engagement, Age, Married or Single, Nature of Job, Wages on Engagement, Remarks.

Towards the end of the book is information regarding pensions to widows of former workers. Also a list of staff names and addresses (for pension information purposes) and a note regarding Marsden, Allen, and Kibble.

- 444/1           Miscellaneous issues and cuttings or *MEN*, *MEC* and other newspapers, mostly special editions, 1950-1980
  
- 445/1-4        Schlesinger [Philip], The Scott Trust, 1986 [4 copies]
  
- 446/1-2        Manchester and Salford Council of Social Service. Scrapbooks 1969-71. Volume 1 is missing.

## C. P. Scott General Correspondence – Index

### Guardian Archive 118-132, 135, 332-336

This is an index arranged alphabetically of correspondents in the series 118-132, 135, 332-336, described in the main Guardian archive list. Index entries consist of the name of correspondent, date of letter, and in some cases, a brief description of contents. The index is divided into letters sent of Scott and copy letters to Scott.

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This collection of correspondence was described by the Manchester Guardian as "A. P. Wadsworth's correspondence" Wadsworth was editor of the newspaper from 1944 to 1956, but some of the letters date from well before that period. This list should be used to supplement the other lists of Manchester Guardian correspondence, especially the Crozier/Wadsworth Editorial Correspondence ("B" series) covering 1932-56.

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KAYSER, Jacques	149/K1/1 (n.d.)
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NOREM, N. S.	149/N11/1-2 (1942)
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OSBORN, Edward	149/O3/1-3 (1949)
OSBORNE, Cyril	149/O4/1-3 (1956)
OTTAWA CITIZEN	149/O5/1-7 (1951-4)
OWENS, Hamilton	149/O6/1-2 (1954)
OXLEY, Reginald	149/O7/1-4 (1951)
PANIKKAR, K. M.	149/P1/1-2 (1947)

PEARSE, Arno S	149/P2/1-2 (1955)
PEMBROKE COLLEGE	149/P3/1 (1956)
PENDRY, Ronald	149/P4/1-2 (1949)
PHILLIPPS, L. C.	149/P6/1-2 (1951)
PHILLIPS, E. J.	149/P7/1-3 (1946)
PITT, R. A.	149/P8/1-2 (1945)
PLANGMAN, J. B.	149/P9/1 (1949)
POLANYI, John C	149/P10/1-2 (1956)
POLANYI, Magda	149/P11/1-2 (1955)
POLANYI, Misi	149/P12/1 (1956)
POLLARD, Graham	149/P13/1 (n.d.)
POOLE, Mrs	149/P14/1 (1956)
POOLE, Oliver	149/P15/1 (1956)
PORCUPINE PRESS	149/P16/1-2 (1949)
POUND, Ezra	149/P17/1 (n.d.)
PRESS ASSOCIATION .	149/P18/1-2 (1955)
PRICE, M Philips	149/P19/1-3 (1956)
PRINCE, Margaret S	149/P20/1-2 (1951)
PRINGLE, J. M. D.	149/P21/1 (194B)
PRITTIE, Laura	149/P22/1-2 (1956)
PUGH, N	149/P23/1- 3 (1953)
QUISPTEL, G	149/Q1/1-3 (1955)
RADCLIFFE. J. V.	149/R1/1-2 (1948)
RAILTON, E. C.	149/R2/1-2 (1955)
RAMSBOTTOM, J. W.	149/R3/1-2 (1955)
RAMSELL, B	149/R4/1-2 (1956)
RAMSEY, Henry O	149/R5/1-2 (1943)
RANSOME, Arthur	149/R6/1 (1946)
RANSOME, Eugenia	149/R7/1 (1964)
RATCLIFFE, S. K.	149/R8/1-7 (1955-6)
READ, Donald	149/R9/1-2 (1955, 1957)
REDLICH, Anna	149/R10/1-2 (1946)
REGINA PALACE HOTEL	149/R11/1 (1956)
REUTERS	149/R12/1-31 (1943-8)
RICHMOND, Ian A	149/R13/1-3 (1946-8)
RICKATSON-HATT, Bernard	149/R14/1-3 (1956)
RIGBY, W. N.	149/R15/1-2 (1954)
ROBERTS, E. T.	149/R16/1 (n.d.)
ROBERTS, N. M.	149/R17/1-7 (194B-56)
ROBERTSON, D. S.	149/R18/1 (1951)
ROBERTSON, E.	149/R19/1 (1956)
ROBIESON, Sir William	149/R20/1-6 (1954-5)
ROBINSON, N. B.	149/R21/1 (1955)
ROBINSON, W. K.	149/R22/1 (1953)
ROCHDALE TEACHERS ASSOCIATION	149/R23/1-3 (1956)
ROSE, E. J. B.	149/R24/1-2 (1955)
ROSE, J.	149/R25/1 (1952)
ROWBOTHAM, Denys	149/R26/1-10 (1951,1955)



ROWBOTTOM, Miles	149/R27/1 (1956)
ROWELL, R. R.	149/R28/1-2 (1949)
ROYAL INSTITUTE OF INTERNATIONAL AFFAIRS	149/R29/1-12 (1948-56)
RUSSELL, ?	149/R30/1-3 (1939)
SCHIMANSKI, Stefan	149/S1/1 (1948)
SCHOFIELD & SIMS, Ltd	149/S2/1 (1956)
SCOTT, C. P. [the younger]	149/S3/1 (1954)
SCOTT, J. A.	149/S4/1-2 (1956)
SCOTT, J. H. McCallum	149/S5/1-16 (1947-56)
SCOTT, J. R.	149/S6/1-6 (1933-47)
SCOTT, L. P.	149/S7/1-26 (1946-56)
SEED, William H.	149/S8/1 (1954)
?SENIOR, D.	149/S9/1-21 (1946-56)
SHARP, W. D.	149/S10/1-6 (1947)
SHAW, D.	149/S11/1-8 (1948)
SHAW SOCIETY OF AMERICA	149/S12/1-2 (1954)
SHIMMIN, A. N.	149/S13/1 (1956)
SHRAPNEL, Norman	149/S14/1-7 (1949-54)
SIMON OF WYTHENSHAWE, Lord	149/S15/1 (1954)
SIMON OF WYTHENSHAWE, Lady	149/S16/1 (1964)
SINGAPORE GOVERNMENT	149/S17/1-7 (1951)
SINGER, H. W.	149/S18/1 (1945)
SINGLETON, Frank	149/S19/1-2 (1956)
SPRIGGE, C. J. S.	149/S20/1-24 (1937-56)
STAFFORD, E. W.	149/S21/1-3 (1956)
STOCKS, Helen J	149/S22/1-2 (1953)
STOCKS, Mary	149/S23/1-42 (1945-55)
STONE, George W	149/S24/1 (1961)
STOPPORD, Sir John S. B.	149/S25/1-5 (1946, 1954)
STREAT, Sir Raymond	149/S26/1-27 (1946-56)
STUDER, H. A.	149/S27/1-2 (1952)
SUMANA-SEKERA, W. A.	149/S28/1-2 (1954)
SUNDAY EXPRESS	149/S29/1-9 (1956)
SWAIN, Peter C.	149/S30/1-5 (1954-6)
TAWNEY, R. H.	149/T1/1-5 (1946-56)
TAYLOR, Alan J. P.	149/T2/1-4 (1955-6)
TAYLOR, Rebe P	149/T3/1 (1954)
TAYLOR, V. J.	149/T4/1-2 (1954)
TEMKOV, B	149/T5/1-3 (1949)
TEMPEST, E. V.	149/T6/1 (1948)
TEMPLEWOOD, Viscount	149/T7/1-22 (1948-56)
THOMAS, M.	149/T8/1-2 (1955)
THOMPSON, C Patrick	149/T9/1-5 (1949)
THOMS, Anne	149/T10/1-2 (1954)
TILTMAN, Hessell	149/T11/1-4 (1955)
TIMAEUS, C. E.	149/T12/1-21 (1946-50)
TINGSTEN, ?	149/T13/1 (1954)

TOCK, W. W.	149/T14/1-2 (1956)
TOYNBEE, A. J.	149/T15/1-2 (1949)
TUCKER, G.	149/T16/1 (1949)
TUCKER, Mr	149/T17/1 (1949)
TUROT, F. H.	149/T18/1 (1956)
TYERMAN, Donald	149/T19/1-5 (1956)
UFER, Hermann	149/U1/1-2 (1956)
UNEMPLOYMENT ASSISTANCE BOARD	149/U2/1 (1937)
VERLAG DER FRANKFURTER HEFTE	149/V1/1-3 (1953)
VINOGRADOFF, Igor	149/V2/1 (1956)
VOIGHT, F	149/V3/1 (n.d.)
WAGE, B.	149/W1/1 (1956)
WAINWRIGHT, Beatrice	149/W2/1-2 (1956)
WARD-THOMAS, P. A.	149/W3/1-2 (1953)
WATSON, J Murray	149/W4/1 (1953)
WATT, A. P. & SON	149/W5/1 (1955)
WEDGWOOD , C. V.	149/W6/1-2 (1956)
WERTH, Alexander	149/W7/1-7 (1947-8)
WHEWELL, Harry	149/W8/1-2 (1954-5)
WHITE, H Graham	149/W9/1 (1955)
WHITE, Oswald	149/W10/1 1955
WHITTLE, W	149/W11/1-3 1956
WHITWORTH, Ida M	149/W12/1-2 (1956)
WILKIE, Douglas	149/W13/1-7 (1954, 1956)
WILLAMS, R Vaughan	149/W14/1 (1953)
WILLIAMS-ELLIS, Clough	149/W15/1-2 (1956)
WINT, Guy	149/W16/1-22 (1955-6)
WISDEN CRICKETERS ALMANACK	149/W17/1-2 (1956)
WISE, A. R.	149/W18/1-2 (1952)
WOODWARD, David	149/W19/1-7 (1944-5)
WOOLNOUGH , Canon	149/W20/1-2 (1954)
WORLD DIGEST	149/W21/1-4 (1956)
YALMAN, Ahmed Amin	149/Y1/1-2 (1956)
YORKSHIRE POST	149/Y2/1 (1956)
YOUNG, Michael	149/Y3/1-5 (1953)
YOUNG, T. M.	149/Y4/1 (1942)
ZEMAN, Z. A. B.	149/Z1/1-3 (1956)
ZIMMERN, W. H.	149/Z2/1 (1955)
UNIDENTIFIED	149/X1-28