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REID DOMINION PACKAGING LTD. (Collection)

Dates: 1898-1973

Extent:

11 boxes. - 1.5 metres of textual records.

Scope and Content:

The majority of the collection consists of financial, administrative, land and patent records of the Reid Dominion Packaging Limited, formerly known as Reid Press, and its predecessor, the Duncan Lithography Company. These records document the early activities of the two printing companies, both of which were located in Hamilton, Ontario. Records pertaining to the Duncan Lithography Company include financial records, property and building reports, company appraisal reports as well as a journal documenting the history of the company. Records pertaining to Reid Press include administrative and financial records, property and land records, as well as records of patents and company appraisal reports.

Administrative History:

In 1881, the Duncan Lithography Company was established on the corner of John and King William streets in Hamilton, Ontario. The company initially worked in association with the Robert Duncan Stationary Company, with Joseph Kneeshaw as its first President. In 1904, the business was acquired by Messrs. Frank R. Close and Gordon J. Henderson, and was incorporated by Dominion Charter in 1909. In its early years, the company was known for its production of stationery, wedding cards, visiting cards and engravings. In January of 1978, the Duncan Lithography Company was bought out by the Reid Dominion Packaging Ltd. At that time, the Duncan Lithography Company was making labels for canned goods and cartons for cigars.

Initially entitled "Reid Press," the company was incorporated on the 12 July 1909 in Hamilton, Ontario by George Allan (Manager), Richard Spence Allan (Artist), George James Reid (Printer), Frederick Yates, Stevenson (Printer), and Margaret Peace Allan (Spinster). It is uncertain as to the date of the company's name change. By the 1970s, Reid Dominion Packaging Limited was considered one of the largest suppliers of packaging and paper products in Canada.

Associated material note:

Annual Reports for Reid Dominion Packing Limited for 1983 to 1997 are available at the Business library at the University of Western Ontario on microfiche.

Western Libraries, Business Libraries. *Canadian Corporate Records on Microfiche*.
<http://www.lib.uwo.ca/business/ccrmRay-Rem.html> Accessed 20 October 2006.

MS
Coll
00465

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Series 1: Records of the Duncan Lithography Company Limited: (1898-1963)

The series contains records documenting the early years of the Duncan Lithography Company Limited. The records have been divided into the following subseries: (1) Financial records; (2) Property and building records; (3) Appraisal reports; (4) Company journal; and (5) Records of Standard Engravers Limited.

• **Subseries 1: Financial records: (1898-1947)**

The subseries consists of ledgers that document the finances of the Duncan Lithography Company. These records are the oldest records of the company. The information included in the ledgers concern employees, clients, as well as expenses occurred by the company.

1. Receipt ledger (1898-1901)
2. Receipt ledger (1909-1910)
3. Voucher register (1912-1920)
4. Stock Ledger (1912)
5. Receipt book of expenses (1913-1914)
6. Petty cash ledger (1918-1920)
7. Week and pay ending accounts ledger (1918-1920)
8. Employee wages ledger (1922-1924)
9. Employee wages ledger (1942-1947)

• **Subseries 2: Property and building records: (1913-1963)**

The subseries consists of records which document the physical location and buildings of the Company. The land trace outlines the owners of lots 11, 12 and 15 in the city of Hamilton. The blueprint documents the company's building on Bay Street in Hamilton. The records outlining the purchase of property from Milton Ireland concerns property located on Cannon Street West, also located in Hamilton.

1. Mortgage and property records (1913-1963)
2. Land record trace (1914)
3. Architectural drawing of Company buildings (1933)
4. Purchase of property from Milton Ireland (1953-1958)

• **Subseries 3: Appraisal Reports: (1920 & 1927)**

The subseries consists of two appraisal reports for the Duncan Lithography Company Limited, dated 1920 and 1927. Both bound appraisal reports were conducted by the Canadian Appraisal Company Limited.

- **Subseries 4: Company journal (circa 194?)**

The subseries contains a journal compiled by an unidentified employee of the Duncan Lithography Company in the 1940s. Included in this journal is a history of the company, newspaper clippings, a record of employees, as well as records of company processes concerning cutting and labeling as well as formulas for gloss and varnish.

- **Subseries 5: Records of Standard Engravers' Limited (1948-1963)**

The subseries contains records concerning Standard Engravers' Limited, including land deeds, mortgage records, and insurance records. The records document that the Duncan Lithography Company owned shares of Standard Engravers' Limited.

Series 2: Records of Reid Press Limited: (1898-1973)

The series contains records documenting the first seventy five years of Reid Press Limited. The records have been divided into the following subseries: (1) Administrative records; (2) Financial records; (3) Property and land records; (4) Patent records; and (5) Appraisal reports.

- **Subseries 1: Administrative records: (1909-1952)**

The subseries consists of administrative records that document the early years of the Reid Press. Beginning with its Act of Incorporation, the subseries contains by-laws documented in meeting minutes, contracts, and correspondence. The subseries also contains bureaucratic paperwork relating to federal, provincial and municipal matters, including statistics and insurance, as well as employee questionnaires.

1. Act of Incorporation (1909)
2. Records of by-laws (1909-1961)
3. Shareholders meetings minutes (1912-1951)
4. Company contracts (1913-1928)
5. City of Hamilton, Notice of Assessment forums (1921-1935)
6. Correspondence (1922-1929)
7. Insurance and inspections (1923-1934)
8. Dominion Bureau of Statistics (1926-1941)
9. Ontario Companies Information Act forums (1930-1952)
10. City of Hamilton's Department of Assessment –
Return of Employees forums (1933-1939)
11. Employee questionnaires (1938)

- **Subseries 2: Financial records: (1901-1950)**

The subseries consists of the financial records for Reid Press. These records include invoice ledgers and records of sales and receipts. The subseries also contains bureaucratic paperwork relating to federal, provincial and municipal matters, such as

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Coll
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taxes, employee pay roll, and income tax deductions. The second half of the invoices ledger (1918), also contains “pay ending ledger accounts” for 1920 to 1922.

1. Invoice ledger (January 1901 – June 1903)
2. Invoice ledger (February 1918 – August 1918)
3. Records of sales (1919-1931)
4. Receipts (1921-1922)
5. Dominion of Canada income tax returns (1925-1946)
6. City of Hamilton tax records (1927-1948)
7. Workers Compensation Act of Ontario –
Employees pay roll statement forums (1931-1942)
8. Province of Ontario tax returns (1931-1950)
9. Employees income tax returns (1941-1942)
10. Employees income tax deductions (1943-1944)

• **Subseries 3: Property and land records: (1898-1960)**

The subseries consists of correspondence concerning Reid Press property records, as well as land deeds, agreements and leases, including records of the sale of the McNab Street property.

1. Records of the sale of the McNab street property (1898-1960)
2. Property and land records (1901-1936)
3. Property and land records (1936-1954)

• **Subseries 4: Patent records: (1920-1973)**

The subseries consists of correspondence and records of patents for Reid Press in both Canada and the United States. Also included are copies of patents for the F.N. Burt Company and Avon Canada Ltd.

1. Canadian and American patents (1920-1921)
2. Correspondence regarding patents (1932-1943)
3. F.N. Burt company patents (1943-1967)
4. Cold cream jar patents (1958-1961)
5. Avon disc inserting machine patent (1963)
6. Patent documents and correspondence (1966-1971)
7. Compost can project (1968-1973)

• **Subseries 5: Appraisal reports: (1938, 1954 & 1959)**

The subseries consists of appraisal reports for Reid Press Limited for 1938, 1954, and 1959. The 1938 appraisal was conducted by the Sterling Appraisal Company Limited; in 1954 by the Dominion Appraisal Company Limited; and in 1959 by the Canadian Appraisal Company Limited.