

000 9035
001 000
002 005
003
005 Kent County Mutual Insurance Company
140 Letterbooks
141
142
200 c1861
210 1920
220 c1861-?, 1873-c1884, 1903-1920
240 1.0 cubic feet
241 6 volumes in a cfb.
261 Copies of outgoing correspondence of the Kent County Mutual Insurance.
27X Correspondence includes date, name and address of addressee and business
under consideration such as purchase of policies, replies to previous
correspondence, transference and cancellation of policies, and the
collection of payments for policies.
29X All but one volume, Letters.
310
329 WORK STATUS ARCHIVIST:
___needs sorting ___review for identification/
___needs unfolding further determination
___needs foldering/reboxing ___processing
___other: _____ ___determine origin/purpose
___other:
CONDITION: FILM:
___totally disorganized ___for security
___order not apparent ___destroy original
___origin questionable ___other:
___other:
COMMENT: Earliest volume is in horrendous condition appears to have been
sitting in soggy cardboard or muddy water. 1873-1878 volume also water
damaged- pages very brittle on lower right corner.
330 Chronological by date of correspondence.
331 Within, alphabetical by name of addressee, except volume 1 which has no
index.
332 Handwritten to 1884; typed.
360 Poor; water damage; acid damage; rust damage; storage damage; dirt
damage; loose covers and pages.
390 None.
430
900
990 5/26/1987
995 September 28, 1987; April 19, 1996; December 11, 1996; April 8, 1997;
September 10, 2009;
999
bhh/clf