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ArchivesSpace

Secord (Eric M.) Papers

This finding aid was produced using ArchivesSpace on October 21, 2015.

Finding aid written in English

Describing Archives: A Content Standard

Raymond H. Fogler Library Special Collections Department

5729 Raymond H. Fogler Library

University of Maine

Orono, ME 04469-5729

207.581.1686

spc@umit.maine.edu

URL: <http://www.library.umaine.edu/speccoll/>

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Summary Information

Repository:	Raymond H. Fogler Library Special Collections Department
Creator:	Secord, Eric M.
Title:	Eric M. Secord Papers
ID:	SpC MS 1651
Date [inclusive]:	1917-1946
Date [bulk]:	1934-1946 (bulk)
Physical Description:	1 box
Physical Location:	
Language of the Material:	English
Language of the Material:	English
Abstract:	Personal papers and business records of Eric M. Secord. Many of the business records document Secord's work as a salesman, 1938-1944, with the Flintkote Company. A folder of papers, 1917-1920, belonging to Frederick A. Secord and concerning his work at Westbrook Clay Products is also included.

Preferred Citation

Eric M. Secord Papers, SpC MS 1651, [Folder No.], Raymond H. Fogler Library Special Collections Department, University of Maine, Orono, Maine

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Historical Note

Eric M. Secord, the son of Frederick A. and E. Maud Secord, was born in 1905 in Saint John, New Brunswick. The family later moved to Portland, Maine, where Secord became a salesman for N.J. Fox Company, a lumber and building materials firm, and for the Flintkote Company, selling lumber and roofing products.

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Scope and Content Note

Personal papers and business records of Eric M. Secord. Many of the business records document Secord's work as a salesman, 1938-1944, with the Flintkote Company. A folder of papers, 1917-1920, belonging to Frederick A. Secord and concerning his work at Westbrook Clay Products is also included.

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Administrative Information

Publication Statement

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Access Restrictions

Kept at Fogler Library's offsite storage facility. One week's notice required for retrieval.

Immediate Source of Acquisition

Purchased from Red House Antiques, Cornish, ME in 2002.

Use Restrictions

Information on literary rights available in the repository.

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Controlled Access Headings

- Business enterprises -- Maine -- Portland
- Business enterprises -- Maine -- Westbrook
- Portland (Me.) -- Commerce
- Westbrook (Me.) -- Commerce
- Sales personnel -- Maine -- Portland
- Wood products
- Secord, Eric M.
- Flintkote Company -- History
- Westbrook Clay Products -- History
- Secord, Frederick A.

Collection Inventory

Contents of Box	
Title/Description	Instances
Frederick A. Secord materials, 1917-1921	Box 1
	Folder 1
Eric Secord employment information – Flintkote Company	Box 1
	Folder 2
Receipts, 1934-1939	Box 1
	Folder 3
Insurance receipts, 1936-1944	Box 1
	Folder 4
Correspondence, 1937-1946	Box 1
	Folder 5
Diamond Match Company invoices, 1937-1944	Box 1
	Folder 6
Sales position sheets (Flintkote), 1938-1939	Box 1
	Folder 7
Pay stubs, 1938-1944	Box 1

	Folder 8
Flintkote Company: statement: salesmen's commissions and advances, 1938-1944	Box 1 Folder 9
Home loan documents, 1938-1940	Box 1 Folder 10
Water bill receipts, 1938-1944	Box 1 Folder 11
Periodic salesman's sales analysis, 1940	Box 1 Folder 12
Receipts, 1940	Box 1 Folder 13
Receipts, 1941-1945	Box 1 Folder 14
Order and shipping logs, 1944-1946	Box 1 Folder 15
Memorandum notebooks, ca. 1930s-1940s	Box 1 Folder 16
Promotional materials and company announcements	Box 1 Folder 17

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