



THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	J.C. Taylor & Sons Aust. Pty Ltd
ACCESSION NO	1990.0106
CATEGORY	Business, organisations
ACTIVITY	Builders
DATE RANGE	1849-1990
SIZE OF COLLECTION	21 archive boxes, 1 Arki box, 8 flat boxes, oversize bag, Certificate, Object
HISTORICAL NOTE	<p>The firm was founded in 1860 in Geelong by John Charles Taylor, and two of his sons, John William and Henry Alfred soon joined him in partnership. John Charles Taylor & brother James left London 1852, arrived Geelong 1853, & initially worked for McAlpine, builder. The business encompassed a saw and planing mill and a joinery factory. John Charles retired in 1904 and the running of the company passed on to his sons. In 1915 the firm was incorporated as a Proprietary Company and the business expanded with a flourishing timber merchant retailing trade. A major fire in 1924 completely destroyed the mill, joinery factory and office buildings with the loss of much stock and work. The firm worked in all parts of Victoria, including constructing army camps during WWII, post-war housing and most of the Ford plant at Geelong. A Melbourne Branch of the company was established in 1929 and was relocated to Richmond. The company was placed in liquidation in 1990.</p>
DATE OF TRANSFER	21 Aug 1990
ACCESS CONDITIONS	Access: Open
DESCRIPTION	Framed and unframed photographs; framed certificates; minute books; ledgers, journals, cash books; correspondence; personal papers; administrative papers; publications: Protectograph Cheque Writer.

NOTE ON COLLECTIONS	<p>The collection consists of papers and photographs relating to the Geelong based building company of J.C. Taylor & Sons Pty. Ltd. According to a typed article in the collection John Charles Taylor was born in London in 1831 and served his apprenticeship as a joiner and staircase builder in London. He completed his apprenticeship in 1850. He married Sarah Ellen Skingsley on the 25th of December 1849 and after viewing some of the companies who worked for joinery at the Crystal Palace, he left England in 1852 for Geelong, Victoria. His brother James accompanied him on the trip. After a voyage of six months they landed at Point Henry in 1853. John and James obtained employment with a Mr. McAlpine and with him built several stores and hotels in Geelong. After returning from sub-contract work in the Western District, John and James parted company. In 1854 John Charles purchased some land in Gheinghap Street from James Getty Carr. The firm of J.C. Taylor & Sons was founded in 1860. John Charles took two of his sons, John William and Henry Alfred, into partnership with him. At this stage the business encompassed the original saw and planning mill, and the joinery factory as the recent extension to include carpentry and staircase building. John Charles retired in 1904 and the running of the business passed to his two sons. On the 4th August 1915 the firm was incorporated as a Proprietary Company with a nominal capital of 15,000.00 pounds. The company expanded with a flourishing timber merchant retailing business but in 1924 suffered a major fire which completely destroyed the mill, the joinery factory and office buildings with the loss of much stock and work in the process of completion. A Melbourne Branch of the company was established in 1929 and was soon relocated to Richmond.</p> <p>During World War Two the company was heavily involved in the construction of military establishments. Immediately after the war there was an upsurge in housing and industry construction, both of which had been frozen during the hostilities. In June 1960 Stanhill Consolidated Ltd. made an approach to the company with a takeover proposition to consist in Stanhill's of hotel building. Following the "Credit Squeeze" Messrs. John A. and Alan L. Taylor re-purchased Stanhill Constructions. Large quantities of construction had been undertaken both in the Geelong area and throughout the rest of the State. The company further expanded in 1964 by opening a Brisbane Branch. In March 1990 however, the company directors asked bankers to place the firm in the hands of an agent from the Melbourne firm of Ernst and Young. The company ran into trouble over the construction of a two-storey building project in Doncaster for businessman Mr. Lance Dixon. The proprietor ran out of funds leaving the company with intolerable cash flow problems.</p> <p>*Item 10/1 and 10/2 are not available for access.</p>
NOTE ON LISTING	Listed by Mathew Gordon-Clark

LISTED BY	Altered by SF Additions – Georgina Ward
DATE	30 Nov 1994 18 Oct 2011

INDEX TO GROUPS AND SUB-GROUPS

Group 1	Management
1/1	Minute Books
Group 2	Capital Structure
2/1	Register of Directors, Members, Shares, Mortgages, etc.
2/2	Register of Shares
Group 3	Accounts General
3/1	Cash Book and Rent Ledger
3/2	Ledgers
3/3	Ledgers of valuations of work to be carried out
3/4	Journals
3/5	Salaries Register
3/6	General Ledger
3/7	Cost Summary for contract 229
Group 4	Administration
4/1	Correspondence
4/2	Contracts
4/2/1	Contract listing
4/2/2	Contract 554, Warrnambool Institute of Advanced Education
4/2/3	Contract 608, Safeways, Pratt's Supermarket
4/2/4	Contract 781, Alcoa Carbon Bake
4/2/5	Forms of Agreement
4/2/6	Contract Register
4/2/7	Contract Cost Summaries
4/3	Deeds
4/4	Agreements

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4/5	Reports
4/6	Specific Projects
4/7	Company History
4/8	General Office Papers
4/9	Miscellaneous
Group 5	Publications
5/1	Internal Publications
5/2	External Publications
Group 6	Photographs
6/1	Specific contract photographs
6/2	Personal photographs
6/3	Family portraits
6/4	Offices and Premises
6/5	Building and Building Site photographs
6/6	Miscellaneous photographs
Group 7	Miscellaneous Material
7/1	Framed Rotary International Roster
7/2	Line Print
7/3	Line Print
7/4	Jeff Hook cartoon
7/5	Jeff Hook cartoon
7/6	Company Poster
7/7	Company Poster
7/8	Company Poster
7/9	Building Drawings
Group 8	Associated Companies
8/1	Avon Holdings Pty. Ltd.

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8/2 Thomson & Carroll Pty. Ltd.

Group 9 Personal Papers

9/1 Mr. John Carles Taylor

9/2 Mr. Charles Taylor

9/3 Mrs. C.E. Taylor

9/4 Mrs. L (Lesgoe?) E. Taylor

9/5 Mr. A.L. Taylor

9/6 Mr. D.A. Taylor

9/7 Mr. E.J. Taylor

9/8 Mr. J.A. Taylor

9/9 Family History

Group 10 Artifacts

10/1 Certificate of Membership of the Deakin University Foundation Ltd.

10/2 Medal of Membership of the Deakin University Foundation Ltd.

10/3 Protectograph cheque writer

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Archive
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description

Box 1

1. Management

1/1 Minute books

Unit 1	1/1/1	Annual General and Extraordinary Meetings (labelled 53 on spine) - 24/8/1915 - 19/9/1978
	1/1/2	Board of Directors Meetings (signed copies)
	1/1/2/1	4/2/1926 - 9/9/1942
	1/1/2/2	13/10/1942 - 14/11/1960 (labelled 51 on spine)
	1/1/2/3	9/12/1960 - 16/12/1965 (labelled 50 on spine)

Box 2

	1/1/3	Executive Meetings
Unit 2	1/1/3/1	7/3/1968 – 18/4/1968 (This volume is mostly empty, with the only contents between pages 301-307. Not all these Minutes are signed.)

2. Capital Structure

	2/1	Register of Directors, Members, Shares, Mortgages, etc.
Unit 3	2/1/1	1915 - 1984
	2/2	Register of Shares
Unit 34	2/2/1	1974 - 1981

3. Accounts General

	3/1	Cash Book and Rent Register - Cash Book from Folios 1 -112; Book from Folios 114-135
Unit 2	3/1/1	1913 - 1919
	3/2	Ledgers

Box 3

Unit 4	3/2/1	1918 - 1924 (marked private ledger on spine)
Unit 4	3/2/2	1925 - 1936

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~~Box 4~~

Unit 5	3/2/3	1925 - 1936
	3/2/4	1936 - 1942
	3/2/5	1936 - 1942

~~Box 5~~

Unit 6	3/2/6	1942 - 1954
	3/2/7	1942 - 1954
	3/2/8	1954 - 1956

~~Box 6~~

Unit 7	3/2/9	1954 - 1956
	3/2/10	1956 - 1960

~~Box 7~~

Unit 8	3/2/11	1956 - 1960 (marked private ledger May 1956 - October 1960; May '56 - October '60 on spine)
	3/3	Ledger of valuations of works to be carried out
Unit 8	3/3/1	1939 - 1956
	3/4	Journals

~~Box 8~~

Unit 9	3/4/1	10/11/1926 - 30/4/1933
	3/4/2	30/4/1933 - April 1938

~~Box 9~~

Unit 10	3/4/3	30/4/1938 - April 1942
	3/4/4	30/4/1942 - September 1946

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~~Flat~~ ~~Box 10~~ ~~unless otherwise stated~~

Unit 11	3/4/5	October 1946 - 3/12/1949
	3/5	Salaries Register
	3/5/1	1/7/1942 - November 1959
	3/6	General Ledger (large wooden covered ledger)
Unit 12 Box 10	3/6/1	1917 - 1934 ?
Unit 13 Box 28	3/6/2	1927 - 1942 ?
	3/6/3	1935 - 1951 ?
	3/7	Cost Summary for contract 229 - Geelong Harbor Trust Offices - labour and materials summary
Unit 33 Box 28	3/7/1	10/4/1957 - ? ?

4. Administration

4/1 Correspondence

~~Box 11~~

Unit 14	4/1/1	Inward Correspondence 1962 - 1983
	4/1/2	Tender Correspondence, Requests A-Z
	4/1/3	Estate of Alan Lee Taylor 23/7/72 - 18/9/72
	4/1/4	J.A. Taylor Retirement Agreement 4/8/81
	4/1/5	Overseas trip and work experience, Marcus Taylor, 28/5/71 - 27/6/72
	4/2	Contracts
Unit 14	4/2/1	Contract listing (undated)

~~Box 12~~

Unit 14	4/2/2	Contract 554 Warrnambool Institute of Advanced Education (undated)
	4/2/2/1	Invitation to Opening Ceremony and Official Program
	4/2/3	Contract 608 Safeways, Pratts Supermarket 25/10/65 - 2/5/66
	4/2/3/1	Empty photo envelope with contract summary on front 12

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Unit 14	4/2/4	Contract 781 Alcoa Carbon Bake
	4/2/4/1	Correspondence concerning photographs of project - 11/10/68 (photographs can be found at 6/1/23)
	4/2/5	Forms of Agreement
	4/2/5/1	Form of Agreement between the Housing Commission of Victoria and J.C. Taylor and Sons - 15/9/44
	4/2/5/2	Form of cost plus Agreement between J.R. Taylor & Sons and Herschell's Filling Station 1946
	4/2/5/3	Blank forms of cost, agreement and contracts - undated
	4/2/6	Contract Register
	4/2/6/1	1958 - 1975
	4/2/7	Contract Cost Summaries
Unit 15	4/2/7/1	1978 - 1981
	4/2/7/2	1977 - 1980
	4/2/7/3	1982 - 1987
	4/3	Deeds
Box 14		
Unit 16	4/3/1	Deed between J.C. Taylor & Sons and the Commonwealth for the construction and commission of an armored centre at Puckapunyal Army Base - 31/3/1983
	4/4	Agreements
	4/4/1	Agreement between Mrs. C.E. Taylor & ?(Others?) and E.J. Taylor and ?(Others?) - 5/3/37
	4/5	Reports
	4/5/1	Colmslie (?), Queensland - July 1970
	4/5/2	Report from the Construction Management Advisory Service Ltd
	4/5/2/1	Report on Company organisation and Accounting Control - 25/7/63
	4/5/2/2	Report on Company organisation and Accounting Control - 25/7/1963
	4/5/2/3	Report on Trading Department Merchandising and the Workshop - Specialist Trades Administration - 6/8/1963

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Unit 16	4/5/2/4	Report on Technical Administration and Accounting Clerical Procedures - 2/8/1963
	4/6	Specific Projects
	Box 16	
Unit 17	4/6/1	Mackerel & Tuna Oil Rig - inventory for Mackerel & Tuna platform quarters prepared for Esso Australia Ltd. - undated
	4/6/2	Chevron Hilton Hotel - Perth
	4/6/2/1	Production Meeting Minutes - 16/1/61 - 20/2/61
	4/6/2/2	Project hierarchy chart - undated
	4/6/3	Telecom Office Accommodation, Geelong
	4/6/3/1	Expression of interest - 2/10/81
	4/6/3/2	Submission for the project
	4/7	Company History
	4/7/1	Company history file - undated
	Box 16	
Unit 18	4/7/2	Company history file - undated
	4/8	General Office Papers
	4/8/1	Inter-office Memoranda - 7/6/71 - 9/2/83
	4/8/2	Contract Administration papers - 1978 - 1981
	4/8/3	Industrial Relations file - 1970 - 1983
	4/8/4	Delegation of Duties file - 1967 - 1983
	4/8/5	Company policy notes - 1975 - 1976
	4/8/6	Inter-company comparisons - 1971
	4/8/7	Personal papers 1959 - 1983
	4/8/8	List of Suppliers and sub-contractors (undated)
	4/8/9	Architect Listing (filed alphabetically from A-Z)
	4/9	Miscellaneous
	4/9/1	Miscellaneous papers

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description

5. Publications

~~Box 17~~

Unit 19	5/1	Internal Publications
	5/1/1	Company Brochures
	5/2	External Publications
	5/2/1	<i>The Australian Builder, The official Journal of the Master Builders' Association of Victoria:</i>
	5/2/1/1	Vol. 2, No. 7, July 1950
	5/2/1/2	Vol. 10, No. 12, December 1958
	5/2/2	<i>Jacksons Current Developments in Australia</i>
	5/2/2/1	First Edition for 1974
	5/2/3	<i>Geelong Central Area Study, Preferred Strategy, Public Discussion Paper</i>
	5/2/3/1	February - 1979
	5/2/4	<i>Drawing for Carpenters and Joiners</i> , Cassell, Petter and Galpin, London. May 1870
	5/2/5	<i>Maye's Australian Builders Price Book</i> , C. May es, S ands & Mc Dougall, Mel bourne, October 1862
	5/2/6	<i>Geelong and Western District Directory</i> , Stephen Wrathall & Co., 1890-91
	5/2/7	<i>Investigator, Magazine of the Geelong Historical Society</i> , Vol. 14, No. 1, March 1979
Unit 32	5/2/8	Newspaper Cuttings

6. Photographs

~~Box 18~~

Unit 20	6/1	Specific Contract Photographs
	6/1/1	Contract 015 - Colac Training Complex
	6/1/2	Contract 086 - Colac Sports Complex
	6/1/3	Contract 115 - Grace McKellar
	6/1/4	Contract 155 - C.B.A. Bank

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description

Unit 20	6/1/5	Contract 216 - (unidentified office building)
	6/1/6	Contract 265 - North Shore Primary School
	6/1/7	Contract 304 - Mackerel and Tuna Rigs for Esso
	6/1/8	Contract 375 - Belmont High Gymnasium
	6/1/9	Contract 414 - St. Joseph's Monastery and Administration Building
	6/1/10	Contract 451 - Esso Marlin Platform (1/11/1971 - 1/5/1972)
	6/1/11	Contract 500 - Commonwealth Offices Geelong (1/6/1964 - 20/10/1965)
	6/1/12	Contract 503 - Pelaco
	6/1/13	Contract 522 - Ford Brisbane Extensions - Eagle Farm site (22/6/1964 - 7/12/1964)
	6/1/14	Contracts 545, 548, 564, 615, 634 - G.M.H. Brisbane(16/11/1964 - 31/3/1967)
	6/1/15	Contract 580 - Hoechst Chemicals Altona (12/4/1965)
	6/1/16	Contract 592 - A.C.L. Sub-stations & foundations Fyansford (8/7/1965 - 3/6/1966)
Unit 20	6/1/17	Contract 644 - G.J. Coles (4/7/1966)
	6/1/18	Contract 666 - Moree Satellite Communication Centre(25/3/1967 - 23/11/1967)
	6/1/19	Contract 724 - Park Royal Motor Inn Brisbane (23/4/1967 - 1/1/1968)
	6/1/20	Contract 762 - Cresco, Westernport
	6/1/21	Contract 770 - Corio Quay North
	6/1/22	Contract 766 - Town Hall
	6/1/23	Contract 781 - Alcoa Carbon Bake
	6/1/24	Contract 803 - Belmont Technical School
	6/1/25	Contract 809 - Textured Yarn Throwing
	6/1/26	Contract 845 - John Sackville & Sons
	6/1/27	Contract 869 - Gordon Tech. Wourn Ponds (19/1/1970 - 1/3/1971)
	6/1/28	Contract 869 - Gordon Tech. Wourn Ponds (19/1/1970 - 1/3/1971)
	6/1/29	Contract 916 - Ford Chassis Plant (23/11/1970 - 1/6/1971)
	6/1/30	Contract 6040 - Nestles Egron (?)
	6/1/31	Contract 6338 - Warrnambool Institute of Advanced Education, Administration Building

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Unit 20	6/1/32	Ford Geelong (1956 - 1970) No contract number
	6/2	Personal photographs
Box 19		
Unit 21	6/2/1	Large blue leather bound photograph album
Box 20		
Unit 22	6/2/2	Small brown cardboard photograph album
	6/3	Family portraits
	6/3/1	Wedding photo of Ernest John Taylor and Ada Ethel Taylor(nee Lee) - detailed list on back of photo - 1909
Box 21 (contents otherwise stated)		
Unit 23	6/3/2	Mr. J. McL. Taylor
	6/3/3	Mr. E.J. Taylor (Ernest John) 1881 - 1974
	6/3/4	Mr. A. Taylor (Alan)
	6/3/5	Mr. J.A. Taylor
	6/3/6	Mr. D. Taylor (Don)
	6/3/7	Unidentified family members
	6/3/8	Mr. John Anderson Wood and his wife Elizabeth (there is an explanatory note concerning the photos inside)
Unit 37	6/3/9	Mr. J.W. Taylor Item no. 1990.0106.00003
OSBC Unit 11	6/3/10	Mr. J.C. Taylor Item no. 1990.0106.00019
Unit 23	6/3/11	Mr. J.C. Taylor (framed photo) ?
	6/3/12	Mr. J.C. Taylor (framed painting) ?
	6/3/13	Metal plaque for 6/3/1912 ?
	6/4	Offices and Premises
	6/4/1	Framed photograph of first premises of J.C. Taylor & Sons
	6/4/2	Unframed copy of photograph 6/4/1901 (?)

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description

Unit 23	6/4/3	Negative for photographs 6/4/1901 and 6/4/1902
	6/4/4	Photographs of the fire which destroyed the first premises in 1924
	6/4/5	Photographs of the Gheringhap Street property
	6/4/6/	Earlier photographs of the first premises which pre-date 6/4/1901
	6/4/7	Unframed photograph of Gheringhap Street property with staff in front ?
	6/4/8	As with 6/4/07
	6/5	Building and building site photographs
	6/5/1	Corio Village
	6/5/2	Grace McKellar Home
	6/5/3	Gordon Institute
	6/5/5	Alcoa Office
Unit 23	6/5/6	State Savings Bank
	6/5/7	Gordon Technical Wourn Ponds
	6/5/8	Alcoa Pumping Station
	6/5/9	A.N.Z. Bank
	6/5/10	Belcher's Corner
	6/5/11	C.B.A. Bank
	6/5/12	Baxter House
	6/5/13	Geelong Hospital
	6/5/14	A.A.P.M. Millicent
	6/5/15	Vic (?) Insurance
	6/5/16	Perth
	6/5/17	Commercial Union Insurance
	6/5/18	Hanoufer (?)
	6/5/19	Myer Emporium
	6/5/20	New Zealand Lore
	6/5/21	Myer Emporium

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Unit 23	6/5/22	Geelong Fire Station
	6/5/23	Matthew Flinders
	6/5/24	Hanover Holdings
	6/5/25	Bright & Hitchcocks
	6/5/26	City Hall
	6/5/26/1	City Hall, West Wing, Art Gallery
	6/5/27	Coles
	6/5/28	R.A.C.V.
	6/5/29	Commonwealth Banking Corporation (Cnr. Malop & Moorabool (?) Streets - August 1977)
	6/5/30	Geelong Telephone Exchange
	6/5/31	Royal College of Surgeons
O/S bag	6/5/32	Large framed photograph of the Royal College of Surgeons
	6/5/33	Commercial Union Chambers
O/S bag	6/5/34	Large framed photograph of buildings next to the Commercial Union Chambers
OSBC Unit 5	6/5/35	Carlton Hotel
O/S bag	6/5/36	Large framed photograph of the Carlton Hotel
	6/5/37	Geelong Water & Sewerage Trust
O/S bag	6/5/38	Large, unframed, cardboard mounted photograph of the Geelong Water & Sewerage Trust Building under construction
O/S bag	6/5/39	As with 6/5/38
O/S bag	6/5/40	As with 6/5/38
O/S bag	6/5/41	As with 6/5/38
O/S bag	6/5/42	As with 6/5/38 (cardboard backing is damaged)
Unit 23	6/5/43	State Offices
	6/5/44	Montpellier Service Basin (19/12/1969)
O/S bag	6/5/45	Large unframed, cardboard mounted photograph of the Montpellier Service Basin under construction

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O/S bag 6/5/46	As with 6/5/45
O/S bag 6/5/47	As with 6/5/45
O/S bag 6/5/48	As with 6/5/45
O/S bag 6/5/49	As with 6/5/45
6/6	Miscellaneous photographs
O/S bag 6/6/1	Miscellaneous building photographs

~~xxxxx~~ **Box 22** ~~xxxxx~~

Unit 24 6/6/1/1	Aerial photograph mounted on wood
6/6/1/2	Photograph of school children in school corridor
6/6/1/3	Photograph of building labelled "Taylor House"
6/6/2	Miscellaneous building site photographs
6/6/2/1	Unidentified building site photographs
6/6/2/2	Trographic Pty. Ltd. Proof sheets, and notice of price increase, of unidentified building site
6/6/2/3	Slides of unidentified building site
6/6/3	Miscellaneous landscape photographs
6/6/3/1	Unidentified view over a city skyline ?
6/6/4	Other miscellaneous [sic] photographs
Unit 24 6/6/4/1	Unveiling of portrait of J.C. Taylor
6/6/4/2	J.C. Taylor & Sons, Centenary Ball
Unit 24 6/6/4/3	Photographs of River Ranch & Villa D'Este
6/6/4/4	Miscellaneous photographs
6/6/4/5	Photographs, received from the Australian War Memorial, of Puckapunyal Army Base (correspondence enclosed)
Unit 24 O/S Bag 6/6/4/6	Large, unframed, cardboard mounted photograph of industrial site (marked "Alcoa" on back) ?

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Unit 24 O/S Bag	6/6/4/7	Enlargement of photograph of School Library with students inside (slightly bent at edges) ?
Unit 24 Box 26	6/6/4/8	Wooden mounted photograph of the "Fisherman's Bar, BYO, Seafood Restaurant" (no location indicated)
Unit 24	6/6/4/9	Large, framed, photograph of unidentified architect's model ?

7. Miscellaneous Material

SI(OS) Unit 35	7/1	Framed Rotary International poster Item no. 1990.0106.00012
Unit 24	7/2	Line print titled "Moorabool Street from Myers Street, Geelong - 1857"
Unit 24	7/3	Line Print titled "Market Square, North Side, Geelong, 1857"
O/S	7/4	Untitled Jeff Hook cartoon
O/S bag	7/5	As with 7/4
O/S bag	7/6	J.C. Taylor & Sons Pty. Ltd. - Poster
O/S bag	7/7	As with 7/6
O/S bag	7/8	As with 7/6
	7/9	Building Drawings
O/S bag	7/9/1	Dandenong Bow/O/Matic. Large, cardboard mounted, framed drawing
Unit 38	7/9/2	Framed, mounted drawing of the Hoechst Chemicals Australia site (specific site not included) ? Item no. 1990.0106.00004
Unit 39	7/9/3	Duplicate of 7/9/2 except for transparent plastic window over the drawing. The drawing is stained and badly faded ? Item no. 1990.0106.00005

8. Associated Companies

Unit 25	8/1	Avon Holdings Pty. Ltd.
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~~Box 23~~

Unit 25	8/1/1	Minute Book - Annual General Meetings, Extra-ordinary General Meetings and Board of Directors Meetings (3/7/1952 - 1/7/1960)
	8/1/2	Minute Book - Annual General Meetings & Board of Directors Meetings (Book largely unused, only folios 1-11 are used) - 19/7/1960 - 4/12/1961)
	8/1/3	Share Register & Transfer Journal - 9/7/1952 - 15/2/1962
	8/1/4	Journal - 2/7/1952 - 30/6/1960

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Unit 25	8/1/5	Journal (largely unused, only folios 1-2 are used) - 1/7/1960 - 4/12/1961
	8/1/6	Cash Book (largely unused, only folios 1-3 are used) - 8/8/1950 - 14/7/1960
	8/1/7	Cash Book (largely unused, only folio 1 is used) - 1/7/1960 - 15/2/1962
	8/1/8	Ledger - 2/7/1952 - 1/7/1960
	8/1/9	Ledger - 1/7/1960 - ? / ? /1962
Unit 25	8/2	Thomson & Carroll
	8/2/1	Minute Book - Annual General Meetings, Extra-ordinary General Meetings & Board of Directors Meetings (22/3/1967 -1/8/1971)
	9.	Personal Papers
	Box 24	
	9/1	Mr. John Charles Taylor
Unit 26	9/1/1	Marriage Certificate (half only) of John Charles Taylor and Sarah Ellen Kingsley - 15/2/1849
	9/1/2	Certified copy of John Charles Taylor's marriage certificate - 3/9/1974
	9/1/3	Correspondence between J.C. Taylor & Ernie (?) 12/6/1904 -15/7/1904
	9/2	Mr. Charles Taylor
Unit 26	9/2/1	Certificate of Indenture - 1857
	9/3	Mrs. G.E. Taylor
Unit 26	9/3/1	Certificate of right of burial - 5/7/1924
	9/3/2	Will of Mrs. C.E. Taylor - 7/10/1927
	9/4	Mrs. L. (Lesgoe ?) E. Taylor
Unit 26	9/4/1	Passport
	9/5	Mr. A.L. Taylor
Unit 26	9/5/1	School papers
	9/6	Mr. D.A. Taylor
	9/6/1	Miscellaneous papers - 1967 - 1982
Unit 26	9/7	Mr. E.J. Taylor

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Unit 26	9/7/1	Miscellaneous papers
	9/7/2	Travel brochures

~~Box 13~~

Unit 27	9/7/3	Journals of overseas trips - 1949 and 1964
	9/8	Mr. J.A. Taylor
	9/8/1	Miscellaneous papers

~~Box 20 (miscellaneous)~~

SI (OS) Unit 5	9/8/2	Certificate of fellowship of the Australian Institute of Builders - 23/7/1951 (or 1952) Item no. 1990.0106.00006
SI (OS) Unit 16	9/8/3	Certificate of Life Governorship of the Geelong & Western District Orphanage - 20/5/1955 ? Item no. 1990.0106.00008
SI (OS) Unit 22	9/8/4	Certificate of Fellowship of the Institute of Building - 1972 Item no. 1990.0106.00009
SI (OS) Unit 22	9/8/5	Certificate of Fellowship of the Australian Institute of Management - 19/7/1960 ? Item no. 1990.0106.00010
	9/9	Family history

~~Box 20~~

Unit 28	9/9/1	Inward Correspondence, Family History enquiries - 1974 - 1982
	9/9/2	Photostat of marriage certificate of J.C. Taylor and of diary extract
	9/9/3	Photostat of marriage certificate of John Smith and Ellen Kitty Taylor (original date unclear, the photocopy is dated 22/5/1967)
	9/9/4	Photostat of register of birth of Thomas Charles Taylor 11/6/1860
	9/9/5	Photostat of register of death of John Charles Taylor 19/10/1906
	9/9/6	Photostat of register of death of Sarah Ellen Taylor 3/6/1878
	9/9/7	Photostat of register of marriage of Thomas Charles Taylor and Ellen Beatrice Humphrey - 26/11/1902
	9/9/8	Taylor Family Tree

10. Artifacts

Unit 28	10/1	Certificate of membership No. 18 of the Deakin University Foundation Limited Award to J.C. Taylor & Sons Pty. Ltd. - 26/9/78
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Unit 28 10/2 Medal awarded with the certificate of membership by the Deakin University Foundation
Limited to J.C. Taylor & Sons Pty. Ltd. - undated

Unit 36 10/3 Protectograph cheque writer Item no. 1990.0106.00002

November 30, 1994
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Box No	Series No	Description	Date
Flat 26 Unit 29		Photo Album including photos of Geelong buildings including Shell Co. Office, Ford Motor Co, Myer, J. C. Taylor head Officer, Bowl -O- Matic, Mr E. J. Taylor's residence Geelong, Mr J. A. Taylors's Residence Geelong and construction site with workmen; Printing Block of Building J.C. Taylor Manufacturers circa 1940's.	n.d.
Flat 27 Unit 30		Photographs :counter fittings <i>Northland</i> ; Arial photograph of Deakin building; J. C. Taylor Picnic Committee 1922 includes E. J. Taylor; Christmas card from J. C. Taylor & Sons; postcard image of Mechanics Institute; publication J.C. Taylor and Sons, <i>Building on a Heritage</i> , 2 copies; Printing Plate, <i>Building on a Heritage</i> image and text.	
29 Unit 31		Folder of 20cm x 25cm colour photographs <i>Brownbuilt Modular Holiday Home</i> by Taylor, including small packet of same photographs and documentation photographs of construction; publication <i>Yallourn</i> issued State Electricity Commission of Victoria, March 1962; Yallourn "E" Power station photographs 8 April 1958 – 30 April 1961; Various black & white photographs, mainly, of construction and buildings housed in separate envelopes labelled and dated on outside 1956-1965; Valuation of Property Yerongpilly 30 June 1960	1955 - 1965
30 Currently unavailable		Folder containing miscellaneous newspaper articles; Publication <i>Property</i> featuring '100 years of Building by J. C. Taylor and Sons; copies of letters; Legal documents: Estate of John Charles Taylor, Will Probate of John William Taylor 9th Jan 1922; Various black & white photographs, mainly, of construction and buildings housed in separate envelopes labelled and dated on outside Photographs 1947 - 58; The Order in Council invitation to the Commerative Dinner The Australian Institute of Building Dinner 8 th July 1969	1922 - 1969
		Resolution of Employees	