

 <p>THE UNIVERSITY OF MELBOURNE</p>	THE UNIVERSITY OF MELBOURNE ARCHIVES
NAME OF COLLECTION	Australasian Temperance & General Life Assurance Society Limited
ACCESSION NO	2008.0067
CATEGORY	Business, Organisations
ACTIVITY	Insurance, superannuation, funds management and income protection
DATE RANGE	1876-1991
SIZE OF COLLECTION	72 boxes, 71 volumes
HISTORICAL NOTE	<p>The Australasian Temperance & General Life Assurance Society Limited was founded in Victoria in 1896, and by 1905 it has established branches in each Australian state and in New Zealand. In 1974 it changed its name to T & G Mutual Life Assurance Society. In 1983, it merged with the National Mutual Life Association Limited.</p>
DATE OF TRANSFER	November 2007
ACCESS CONDITIONS	Open
DESCRIPTION	<p>Business records of the Australasian Temperance & General Life Assurance Society. Includes Head Office minutes, 1896-1991; Register of Documents signed & Sealed 1928-1950s; Memorandum and Articles of Association from the nineteenth century; memorabilia and other records.</p> <p>When & G Mutual Life Assurance Society amalgamated with National Mutual Life Association in 1983, some series of its records were incorporated into the NMLA Archives system and given series numbers indicated by the prefix TG(number). Where these series numbers were given, they are indicated in the description of the items as their previous control number.</p>

NOTE ON COLLECTIONS	<p>The Australasian Temperance & General Life Assurance Society Limited (T&G) had a historic archive in which records were arranged in T&G series (TGS) 1-205.</p> <p>The company's control record for its archive only documents series 1-109.</p> <p>All surviving series have been listed under UMA reference number 2008.0067.</p>
NOTE ON LISTING	
LISTED BY	Kim Burrell and Melinda Barrie
DATE	17 June 2013

**2008.0067, Australasian Temperance General Life Assurance Society Limited ,
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Item Number	Unit/Box	Title	Date	Description
2008.0067.0001	2008.0067 Unit 1	T&G. Memorandum and Articles of Association	6 December 1876-1974	Includes documents and copies of Memorandum and Articles of Association of The Australasian Temperance and General Mutual Life Assurance Society Limited
2008.0067.0002	2008.0067 Unit 2	T&G. Envelopes containing information about the Early History of the Society	19 February 1876 - 1983	Archives Record Series Nos: TGS2 Report on the Third Quinquennial Investigation 1890; TGS3 Papers relating to the History of the Society 1867-1952; TGS5 Roll of Honour of staff who served in WW1; TGS6 2 books of records of appointments of females to Society's [T&G] staff; TGS7 Letter from General Manager re. introduction of first Superannuation Scheme 1902; TGS11 Notice re. first issue of bonuses to Accident Policies 1900; TGS12 Correspondence re. resignation of Miss K Puttman (Chief Lady clerk HO) 1915; TGS13 Memorandum on Industrial Branch 1899; TGS14 Report on First Quinquennial Investigation 1880; TGS15 List of staff salaries 1887-1896; TGS16 Letter of Appointment to Staff (VH Field) 1914; TGS18 Petition by Field Staff re. dismissal of Manager for NSW; TGS 21 Book showing Progress of Society 1877-1898; TGS24 Notice of Extraordinary general Meeting re. change of name 1974; TGS25 Brochures on Sydney buildings, TGS27 Proposal South Australian Mutual Life Society 1884; TGS29 Poster of Field Staff Competition
2008.0067.0003	2008.0067 Unit 1	Correspondence about the History of the Society	1906-20 January 1972	
2008.0067.0004	2008.0067 Unit 3	T&G. Annual Directors Reports	1882-1982	
2008.0067.0005	2008.0067 Unit 4	T&G. Insurance Commissioners Correspondence	1 September 1977-31 December 1978	Includes Return to the Insurance Commissioner 30 September 1955, 1958, 1961-1962, 1965-1968, 1981-1982

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0006	2008.0067 Unit 5	T&G. Documents associated with management and staffing.	21 November 1917-18 March 1959	Contains National Mutual Archives Record Series Nos: TGS4 letters to Mr JT Thompson on his appointment as General Manager and Managing Director 1917-1922; TGS8 Indoor Staff HO (& Vic.) 1888-1906; TGS9 Records of Service: Managing Directors, Branch Managers, Field Managers 1939-1942; TGS19 'The T.&G.' [brochure]; TGS20 booklet of T&G entry in The Victorian Centenary Book 1834-35 [to] 1934-35; TGS22 Testimonial to FJH Hart from Victorian Field Staff April 1934; TGS23 FJH Hart (Mgr for Victoria) 1939; TGS123 'Market Builder for T.&G.' and associated papers; TGS124 Actuarial reports and papers 1940-1945; TGS125 'Planning Ahead ... T.&G. Mutual Life Society'; TGS126 'Training Folder. Staff Relations' and 'Job Instruction'. Also includes 'Family Security Planning Service (Programming).
2008.0067.0007	2008.0067 Unit 5	T&G. Free Nursing Scheme and Letters	3 August 1907-23 March 1984	TGS120. Free Nursing Scheme and Letters
2008.0067.0008	2008.0067 Unit 6	T&G. Advertising Leaflets	1935-1983	TGS62. Advertising leaflets
2008.0067.0009	2008.0067 Unit 7	T&G. Press Cuttings	27 October 1978-11 February 1983	TGS118. Press cuttings
2008.0067.0010	2008.0067 Unit 8	T&G. Insurance Premium Rate Books	1897-1982	TGS52. Rate Books [includes rate books from Australian and New Zealand branches] Box 1 of 2.
2008.0067.0011	2008.0067 Unit 9	T&G. Insurance Premium Rate Books	1897-1982	TGS52. Rate Books [includes rate books from Australian and New Zealand branches] Box 2 of 2.
2008.0067.0012	2008.0067 Unit 10	T&G. News & Sales News	November 1973- November 1982	TGS198. Publication "Sales News"
2008.0067.0013	2008.0067 Unit 11	Insurance Index Cards. A-C	c.1930-c.1965	Australian textile Workers-SF Chanter. Small index cards arranged alphabetically according to name of employer.

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0014	2008.0067 Unit 12	Insurance Index Cards. A-EQ	c.1930-c.1965	Lapsed groups A to Eq. Small index cards arranged alphabetically according to name of employer.
2008.0067.0015	2008.0067 Unit 13	Insurance Index Cards. C	c.1930-c.1965	Cherub Shoes-Commercial Bank of Sydney. Small index cards arranged alphabetically according to name of employer.
2008.0067.0016	2008.0067 Unit 14	Insurance Index Cards. C	c.1930-c.1965	Commonwealth Bank-CPS. Small index cards arranged alphabetically according to name of employer.
2008.0067.0017	2008.0067 Unit 15	Insurance Index Cards. C	c.1930-c.1965	CPS-Council of Coburg. Small index cards arranged alphabetically according to name of employer.
2008.0067.0018	2008.0067 Unit 16	Insurance Index Cards. C	c.1930-c.1965	Council of Coburg-Cox Bros. Small index cards arranged alphabetically according to name of employer.
2008.0067.0019	2008.0067 Unit 17	Insurance Index Cards. C-E	c.1930-c.1965	Cox Bros.-Eastern Suburbs Omnibus. Small index cards arranged alphabetically according to name of employer.
2008.0067.0020	2008.0067 Unit 18	Insurance Index Cards. E	c.1930-c.1965	Education Dept.-Thomas Evan. Small index cards arranged alphabetically according to name of employer.
2008.0067.0021	2008.0067 Unit 19	Insurance Index Cards. E-H	c.1930-c.1965	Excelsior Printing-Henderson&Nielson. Small index cards arranged alphabetically according to name of employer.
2008.0067.0022	2008.0067 Unit 20	Insurance Index Cards. F-H	c.1930-c.1965	Lapsed groups Far-Herald. Small index cards arranged alphabetically according to name of employer.

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0023	2008.0067 Unit 21	Insurance Index Cards. H-K	c.1930-c.1965	Hnederson & Nielson-Kraft Food. Small index cards arranged alphabetically according to name of employer.
2008.0067.0024	2008.0067 Unit 22	Insurance Index Cards. H-L	c.1930-c.1965	Lapsed groups Herald-Lyall. Small index cards arranged alphabetically according to name of employer.
2008.0067.0025	2008.0067 Unit 23	Insurance Index Cards. H-W	c.1930-c.1965	Lapses CPS H-W. Small index cards arranged alphabetically according to name of employer.
2008.0067.0026	2008.0067 Unit 24	Insurance Index Cards. L-M	c.1930-c.1965	LaMode-M & MJB (B). Small index cards arranged alphabetically according to name of employer.
2008.0067.0027	2008.0067 Unit 25	Insurance Index Cards. L-R	c.1930-c.1965	Lapsed groups Lyaell-RN. Small index cards arranged alphabetically according to name of employer.
2008.0067.0028	2008.0067 Unit 26	Insurance Index Cards. R-Z	c.1930-c.1965	Lapsed groups Rock-Z. Small index cards arranged alphabetically according to name of employer.
2008.0067.0029	2008.0067 Unit 27	Insurance Index Cards. M	c.1930-c.1965	M&MTB-MFB. Small index cards arranged alphabetically according to name of employer.
2008.0067.0030	2008.0067 Unit 28	Insurance Index Cards. M&MTB	c.1930-c.1965	M&MTB. Small index cards arranged alphabetically according to name of employer.
2008.0067.0031	2008.0067 Unit 29	Insurance Index Cards. M-R	c.1930-c.1965	Mindrill-Royal Aeris Society. Small index cards arranged alphabetically according to name of employer.

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0032	2008.0067 Unit 30	Insurance Index Cards. R-S	c.1930-c.1965	Royal Exchange Assurance-SEC. Small index cards arranged alphabetically according to name of employer.
2008.0067.0033	2008.0067 Unit 31	Insurance Index Cards. S-V	c.1930-c.1965	SEC-Victorian Greenkeepers. Small index cards arranged alphabetically according to name of employer.
2008.0067.0034	2008.0067 Unit 32	Insurance Index Cards. V	c.1930-c.1965	Victoria Police-VPS F. Small index cards arranged alphabetically according to name of employer.
2008.0067.0035	2008.0067 Unit 33	Insurance Index Cards. V	c.1930-c.1965	VPS-Vic Railways. Small index cards arranged alphabetically according to name of employer.
2008.0067.0036	2008.0067 Unit 34	T&G. Proposal forms.	19 July 1889-21 September 1960	TGS record series 43. Contains Insurance Policy Proposal Forms
2008.0067.0037	2008.0067 Unit 35	T&G. Staff Appointment Forms Queensland, NSW, SA	24 April 1917-7 June 1939	Bound volumes of staff appointment forms for NSW, No. 1, 24 April 1917 to 3 February 1937 and No. 2, 15 February 1937 to 7 June 1939. Box 1 of 3
2008.0067.0038	2008.0067 Unit 36	T&G. Staff Appointment Forms Queensland, NSW, SA	7 June 1939-29 October 1941	Bound volumes of staff appointment forms for NSW, No. 3, 7 June 1939 to 30 September 1940, and No. 4, 20 September 1940 to 29 October 1941. Box 2 of 3
2008.0067.0039	2008.0067 Unit 37	T&G. Staff Appointment Forms Queensland, NSW, SA	6 March 1917-30 September 1940	Bound volumes of staff appointment forms for South Australia, No. 5, 6 March 1917 to 27 October 1941 and for Queensland, No. 6, 2 July 1917 to 30 September 1940. Box 3 of 3

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0040	2008.0067 Unit 38	T&G. Staff Appointments Forms Victoria, New Zealand, WA	26 April 1917-30 September 1940	Bound volumes of staff appointment forms for New Zealand, No. 7, 26 April 1917 to 9 November 1936 and No. 8, 25 November 1936 to 30 September 1940. Box 1 of 3
2008.0067.0041	2008.0067 Unit 39	T&G. Staff Appointments Forms Victoria, New Zealand, WA	3 July 1917-21 January 1942	Bound volumes of staff appointment forms for WA, No. 9, 23 October 1917 to 30 September 1940 and No. 10 covering NZ, Qld, WA, 1 October 1940 to 1942 and Tas. From 3 July 1917 to 28 October 1941. Box 2 of 3
2008.0067.0042	2008.0067 Unit 40	T&G. Staff Appointments Forms HO and Victoria	16 April 1917-7 November 1932	Bound volumes of staff appointment forms for Head Office and Victoria, No. 11, 16 April 1917 to 30 September 1927 and No. 12, 10 October 1927 to 7 November 1932. Box 3 of 3
2008.0067.0043	2008.0067 Unit 41	T&G. Staff Appointments Forms HO and Victoria; HO and Victoria Ladies	28 November 1932-16 January 1936	Bound volumes of staff appointment forms for Head Office and Victoria, No. 13, 28 November 1932 to 16 December 1935 and No. 14, 2 January to 16 December 1936. Box 1 of 3
2008.0067.0044	2008.0067 Unit 42	T&G. Staff Appointments Forms HO and Victoria Ladies	21 December 1936- 31 January 1939	Bound volumes of staff appointment forms for Head Office and Victoria, No. 15, 21 December 1936 to 5 January 1938 and No. 16, 11 January 1938 to 31 January 1939. Box 2 of 3

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0045	2008.0067 Unit 43	T&G. Staff Appointments Forms HO and Victoria Ladies	6 February 1939-2 January 1941	Bound volumes of staff appointment forms for Head Office and Victoria, No. 17, 6 February to 13 September 1939; No. 18, 18 September 1939 to 28 June 1940; No. 19, 1 July 1940 to 2 January 1941. Box 3 of 3
2008.0067.0046	2008.0067 Unit 44	T&G. Staff Appointments Forms HO and Victoria. Males 1936-1945. Ladies 1941-1942	20 April 1936-7 January 1942	Bound volumes of staff appointment forms for Head Office and Victoria, No. 20 HO & Vic Ladies, 6 January 1941 to 7 January 1942; No. 21 HO & Vic Males, 20 April 1936 to 20 September 1937. Box 1 of 3
2008.0067.0047	2008.0067 Unit 45	T&G. Staff Appointments Forms HO and Victoria. Males 1936-1945. Ladies 1941-1942	27 September 1927-26 February 1940	Bound volumes of staff appointment forms for Head Office and Victoria, No. 22 HO & Vic Males, 27 September 1927 to 10 March 1939; No. 23 HO & Vic Males, 13 March 1939 to 26 February 1940. Box 2 of 3
2008.0067.0048	2008.0067 Unit 46	T&G. Staff Appointments Forms HO and Victoria. Males 1936-1945. Ladies 1941-1942	4 March 1940-2 March 1945	Bound volumes of staff appointment forms for Head Office and Victoria, No. 24 HO & Vic Males, 4 March 1940 to 16 January 1942 ; No. 25 HO & Vic Males, 16 January 1942 to 2 March 1945. Box 3 of 3ox
2008.0067.0049	2008.0067 Unit 47	Staff Card Files. A-Z. A-C.	c.1900-c.1960	A-C. Cards with salary information relating to staff employed at T&G offices throughout Australia and New Zealand.

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2008.0067.0050	2008.0067 Unit 48	Staff Card Files. A-Z. Miscellaneous	c.1900-c.1960	Miscellaneous. Cards with salary information relating to staff employed at T&G offices throughout Australia and New Zealand.
2008.0067.0051	2008.0067 Unit 49	Staff Card Files. A-Z. D-G	c.1900-c.1960	D-G. Cards with salary information relating to staff employed at T&G offices throughout Australia and New Zealand.
2008.0067.0052	2008.0067 Unit 50	Staff Card Files. A-Z. H-L	c.1900-c.1960	H-L. Cards with salary information relating to staff employed at T&G offices throughout Australia and New Zealand.
2008.0067.0053	2008.0067 Unit 51	Staff Card Files. A-Z. M-P	c.1900-c.1960	M-P. Cards with salary information relating to staff employed at T&G offices throughout Australia and New Zealand.
2008.0067.0054	2008.0067 Unit 52	Staff Card Files. A-Z. Q-T	c.1900-c.1960	Q-T. Cards with salary information relating to staff employed at T&G offices throughout Australia and New Zealand.
2008.0067.0055	2008.0067 Unit 53	Staff Card Files. A-Z. U-Z (and M/R)	c.1900-c.1960	U-Z (and M/R). Cards with salary information relating to staff employed at T&G offices throughout Australia and New Zealand.
2008.0067.0056	2008.0067 Unit 54	T. & G. Review Vols 1-5 1900-1905; 1903-1905; Vol. 11 1909-1910; Vol. 13 1911- 1912; Vols 8-11 1914-1918; Vols 6-13 1926-1933	19 July 1900- September 1933	8 volumes; bound copies of publication printed for circulation among the Victorian Field Staff

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2008.0067.0057	2008.0067 Unit 55	Trade Mark application 327298. File accompanying letter from T&G Mutual Life Society Ltd	26 November 1980	Files containing material used in application for T&G.
2008.0067.0058	2008.0067 Unit 55	Book of ID and OD New Business	30 September 1898-30 September 1910	Contains list of business
2008.0067.0059	2008.0067 Unit 55	Bonus Book	1885-c.1912	Entries include policy numbers, holders, bonus and sums insured. Contains annotations to some entries upon maturity.
2008.0067.0060	2008.0067 Unit 54	Minute Book of thhe South Australian Mutual Life Assurance Society	12 August 1880-12 January 1883	Deals with the inception of the Company, and proceedings to 1882.
2008.0067.0061	2008.0067 Unit 56	Newspaper Clippings	May 1924-18 September 1936	Contains T&G advertisements which appeared in newspapers and journals. Also newspaper articles on our buildings.
2008.0067.0062	2008.0067 Unit 56	Printing Sample Book	May 1893-6 June 1900	Contains samples of the T&G Society's notices, receipts, envelopes, etc
2008.0067.0063	2008.0067 Unit 56	A.T. & G.M.L.A. Ltd. Agents Weekly Summary. South Australia No. 22	1907-1907	Entries include agent's and superintendent's names, tables, goss collections, expenditure, arrears
2008.0067.0064	2008.0067 Unit 57	T&G Actuary's Book	1890-1 January 1934	Contains Valuation & Actuary's Reports and Scales of Bonuses
2008.0067.0065	2008.0067 Unit 58	T&G Agents Collecting Book	1897-1910	Book contains Calendar of Mondays, instructions regarding the collecting of premiums, entering premiums. Also contains Rates and Commissions.

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0066	2008.0067 Unit 57	T&G Visitors book	19 February 1975- 3 December 1981	
2008.0067.0067	2008.0067 Unit 57	Industrial Department. Ledger of receipts.	1911-1 January 1941	
2008.0067.0068	2008.0067 Unit 58	Magnetic tapes	undated	Includes letter 'History of NCR Magnetics'; information about NCR 315 Electronic Data Processing System
2008.0067.0069	2008.0067 Unit 58	Schedules of Australasian Temperance & General Mutual Life Assurance Society Ltd	30 September 1903-30 September 1961	Volume containing annual schedules include statements of policies issued, discontinued, and existing in accordance with New Zealand Life Assurance Acts 1884 and 1908
2008.0067.0070	2008.0067 Unit 57	T&G Mutual Life Society Limited. Flexipol Australia	undated	Underwriting kit
2008.0067.0071	2008.0067 Unit 59	T. & G. News	October 1965- March 1983	Three folders containing copies of publication 'T. & G. News' Official Journal of the Australasian Temperance and General Mutual Life Assurance Society Limited. Vol. 1 No. 1 October 1965 to Vol.
2008.0067.0072	2008.0067 Unit 60	Personnel and employment correspondence files.	1 July 1951-11 January 1956	Staff appointment forms HO Males 11 January 1956-6 August 1958; Staff appointment forms (successful) 1/7/51-31/12/55. [Applications for employment and related correspondence].

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0073	2008.0067 Unit 61	Personnel and employment correspondence files.	6 May 1941-31 August 1955	Successful applications for positions 12/3/45-30/6/51 (app); Staff correspondence (Juniors) a). HO & Vic b). Other branches 3/41- 9/55. [Applications for employment and related correspondence].
2008.0067.0074	2008.0067 Unit 62	T&G Policy Manual	February 1975-c. 27 November 1978	Binders containing Policy Manuals titled: New Business Manual, Computa Pay Manual, Underwriting Policy Manual Part 1, Correspondence. Box 1 of 3
2008.0067.0075	2008.0067 Unit 63	T&G Policy Manual	April 1976-31 July 1981	Binders containing Policy Manuals titled: Collector Assurance, Tagline, Policy Records. Box 2 of 3
2008.0067.0076	2008.0067 Unit 64	T&G Policy Manual	December 1977- May 1980	Binders containing Policy Manuals titled: Supeannuation Administration, Marketing Reporting System, Management Cost Control Manual. Box 3 of 3
2008.0067.0077	2008.0067 Unit 65	T&G Training Manuals	no date	Binders containing training manuals titled: Trainers' Manual, Agency Management Course, basic Training Course, Advance Training Course, O.D. Inspectors' Training Course

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0078	2008.0067 Unit 66	T&G Correspondence	30 July 1900-8 March 1973	Contains correspondence associated with ammendments to Articles of Association; Board Minutes; Appointment of Mr J McKenzie-Henry as General Manager,1901; and talks re. amalgamation between T&G and NMLA, 1910/11.
2008.0067.0079	2008.0067 Unit 67	T&G Correspondence	15 July 1946-23 February 1982	Registers and correspondence including Boards, Directors, Company registrations, Share transfers.
2008.0067.0080	2008.0067 Unit 68	T&G Head Office. Minutes of Board Meetings. Annual minutes	1877-1938	Chronological volume. Bound minute book 1
2008.0067.0081	2008.0067 Unit 69	T&G Head Office. Minutes of Board Meetings	20 December 1876- 26 May 1882	Chronological volume. Bound minute book 2
2008.0067.0082	2008.0067 Unit 70	T&G Head Office. Minutes of Board Meetings	2 June 1882-9 September 1887	Chronological volume. Bound minute book 3
2008.0067.0083	2008.0067 Unit 71	T&G Head Office. Minutes of Board Meetings	13 September 1887-18 August 1893	Chronological volume. Bound minute book 4
2008.0067.0084	2008.0067 Unit 72	T&G Head Office. Minutes of Board Meetings	25 August 1893-20 January 1899	Chronological volume. Bound minute book 5
2008.0067.0085	2008.0067 Unit 73	T&G Head Office. Minutes of Board Meetings	24 January 1899- 27 March 1902	Chronological volume. Bound minute book 6
2008.0067.0086	2008.0067 Unit 74	T&G Head Office. Minutes of Board Meetings	4 April 1902-3 December 1904	Chronological volume. Bound minute book 7
2008.0067.0087	2008.0067 Unit 75	T&G Head Office. Minutes of Board Meetings	6 January 1905-31 July 1908	Chronological volume. Bound minute book 8

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0088	2008.0067 Unit 76	T&G Head Office. Minutes of Board Meetings	7 August 1908-9 February 1912	Chronological volume. Bound minute book 9
2008.0067.0089	2008.0067 Unit 77	T&G Head Office. Minutes of Board Meetings	16 February 1912- October 1915	Chronological volume. Bound minute book 10
2008.0067.0090	2008.0067 Unit 78	T&G Head Office. Minutes of Board Meetings	15 October 1915- 13 June 1919	Chronological volume. Bound minute book 11
2008.0067.0091	2008.0067 Unit 79	T&G Head Office. Minutes of Board Meetings	20 June 1919-15 December 1922	Chronological volume. Bound minute book 12
2008.0067.0092	2008.0067 Unit 80	T&G Head Office. Minutes of Board Meetings	22 December 1922- 9 July 1926	Chronological volume. Bound minute book 13
2008.0067.0093	2008.0067 Unit 81	T&G Head Office. Minutes of Board Meetings	16 July 1926-28 June 1929	Chronological volume. Bound minute book 14
2008.0067.0094	2008.0067 Unit 82	T&G Head Office. Minutes of Board Meetings	5 July 1929-5 October 1934	Chronological volume. Bound minute book 15
2008.0067.0095	2008.0067 Unit 83	T&G Head Office. Minutes of Board Meetings	12 October 1934- 21 October 1938	Chronological volume. Bound minute book 16
2008.0067.0096	2008.0067 Unit 84	T&G Head Office. Minutes of Board Meetings	28 October 1938-3 February 1944	Chronological volume. Bound minute book 17
2008.0067.0097	2008.0067 Unit 85	T&G Head Office. Minutes of Board Meetings	17 February 1944- August 1949	Chronological volume. Bound minute book 18
2008.0067.0098	2008.0067 Unit 86	T&G Head Office. Minutes of Board Meetings	August 1949- January 1954	Chronological volume. Bound minute book 19
2008.0067.0099	2008.0067 Unit 87	T&G Head Office. Minutes of Board Meetings	28 January 1954- 28 March 1957	Chronological volume. Bound minute book 20
2008.0067.0100	2008.0067 Unit 88	T&G Head Office. Minutes of Board Meetings	4 April 1957-9 October 1958	Chronological volume. Bound minute book 21
2008.0067.0101	2008.0067 Unit 89	T&G Head Office. Minutes of Board Meetings	16 October 1958- 14 January 1960	Chronological volume. Bound minute book 22
2008.0067.0102	2008.0067 Unit 90	T&G Head Office. Minutes of Board Meetings	21 January 1960- 19 January 1961	Chronological volume. Bound minute book 23

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0103	2008.0067 Unit 91	T&G Head Office. Minutes of Board Meetings	26 January 1961-5 April 1962	Chronological volume. Bound minute book 24
2008.0067.0104	2008.0067 Unit 92	T&G Head Office. Minutes of Board Meetings	12 April 1962-16 May 1963	Chronological volume. Bound minute book 25
2008.0067.0105	2008.0067 Unit 93	T&G Head Office. Minutes of Board Meetings	23 May 1963-12 March 1964	Chronological volume. Bound minute book 26
2008.0067.0106	2008.0067 Unit 94	T&G Head Office. Minutes of Board Meetings	19 March 1964-10 December 1964	Chronological volume. Bound minute book 27
2008.0067.0107	2008.0067 Unit 95	T&G Head Office. Minutes of Board Meetings	17 December 1964-19 August 1965	Chronological volume. Bound minute book 28
2008.0067.0108	2008.0067 Unit 96	T&G Head Office. Minutes of Board Meetings	26 August 1965-21 April 1966	Chronological volume. Bound minute book 29
2008.0067.0109	2008.0067 Unit 97	T&G Head Office. Minutes of Board Meetings	28 January 1966-19 December 1966	Chronological volume. Bound minute book 30
2008.0067.0110	2008.0067 Unit 98	T&G Head Office. Minutes of Board Meetings	12 January 1967-14 September 1967	Chronological volume. Bound minute book 31
2008.0067.0111	2008.0067 Unit 99	T&G Head Office. Minutes of Board Meetings	21 September 1967-16 May 1968	Chronological volume. Bound minute book 32
2008.0067.0112	2008.0067 Unit 100	T&G Head Office. Minutes of Board Meetings	22 May 1968-13 February 1969	Chronological volume. Bound minute book 33
2008.0067.0113	2008.0067 Unit 101	T&G Head Office. Minutes of Board Meetings	20 February 1969-18 September 1969	Chronological volume. Bound minute book 34
2008.0067.0114	2008.0067 Unit 102	T&G Head Office. Minutes of Board Meetings	2 October 1969-11 June 1970	Chronological volume. Bound minute book 35
2008.0067.0115	2008.0067 Unit 103	T&G Head Office. Minutes of Board Meetings	18 June 1970-22 April 1971	Chronological volume. Bound minute book 36
2008.0067.0116	2008.0067 Unit 104	T&G Head Office. Minutes of Board Meetings	29 April 1971-6 April 1972	Chronological volume. Bound minute book 37
2008.0067.0117	2008.0067 Unit 105	T&G Head Office. Minutes of Board Meetings	20 April 1972-8 February 1973	Chronological volume. Bound minute book 38

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0118	2008.0067 Unit 106	T&G Head Office. Minutes of Board Meetings	6 March 1975-25 March 1976	Chronological volume. Bound minute book 39
2008.0067.0119	2008.0067 Unit 107	T&G Head Office. Minutes of Board Meetings	8 April 1976-3 November 1977	Chronological volume. Bound minute book 40
2008.0067.0120	2008.0067 Unit 108	T&G Head Office. Minutes of Board Meetings	3 November 1977-4 March 1982	Chronological volume. Bound minute book 41
2008.0067.0121	2008.0067 Unit 109	T&G Head Office. Minutes of Board Meetings	1 April 1982-12 February 1991	Chronological volume. Bound minute book 42
2008.0067.0122	2008.0067 Unit 110	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	31 August 1928-22 March 1936	Volume 0
2008.0067.0123	2008.0067 Unit 111	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	3 April 1936-24 February 1939	Volume 1
2008.0067.0124	2008.0067 Unit 112	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	2 March 1939-5 November 1942	Volume 2
2008.0067.0125	2008.0067 Unit 113	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	12 November 1942-8 May 1947	Volume 3
2008.0067.0126	2008.0067 Unit 114	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	15 May 1947-2 February 1950	Volume 4

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0127	2008.0067 Unit 115	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	9 February 1950-19 December 1951	Volume 5
2008.0067.0128	2008.0067 Unit 116	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	10 January 1952-11 February 1954	Volume 6
2008.0067.0129	2008.0067 Unit 117	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	18 February 1954-17 July 1958	Volume 7
2008.0067.0130	2008.0067 Unit 118	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	24 July 1958-5 December 1963	Volume 8
2008.0067.0131	2008.0067 Unit 119	Register of Documents Signed and Sealed by Board of Directors. Australasian Temperance & General Assurance Society Ltd	12 December 1963-1 November 1973	Volume 9
2008.0067.0132	2008.0067 Unit 120	T&G Head Office. General Ledgers	1 October 1895-30 September 1898	General ledger
2008.0067.0133	2008.0067 Unit 121	T&G Head Office. General Ledgers	1 October 1889-30 September 1895	General ledger
2008.0067.0134	2008.0067 Unit 122	T&G Head Office. General Ledgers	1 October 1882-30 September 1889	General ledger
2008.0067.0135	2008.0067 Unit 123	T&G Head Office. General Ledgers	1 October 1902-30 September 1910	General ledger
2008.0067.0136	2008.0067 Unit 124	T&G Head Office. General Ledgers	1929-1930	General ledger

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0137	2008.0067 Unit 125	T&G Head Office. General Ledgers	September 1920- August 1931	General ledger
2008.0067.0138	2008.0067 Unit 126	T&G Head Office. General Ledgers	1939-1940	General ledger
2008.0067.0139	2008.0067 Unit 127	T&G Head Office. General Ledgers	1950-1951	General Ledger
2008.0067.0140	2008.0067 Unit 128	T&G. Archive register	undated	Administrative list of types of records created by entity T&G.
2008.0067.0141	2008.0067 Unit 129	Book of Actuaries Recommendations	1902-1950	Original Control no. TGS55
2008.0067.0142	2008.0067 Unit 129	Book of Actuaries Recommendations	1902-1950	Original Control no. TGS55
2008.0067.0143	2008.0067 Unit 130	Application to Register T&G as a Trademark	1981	
2008.0067.0144	2008.0067 Unit 130	T&G Balance Sheets	1931-1969	
2008.0067.0145	2008.0067 Unit 130	Australia's Leading Reion - Newsletter	17 November 1982	
2008.0067.0146	2008.0067 Unit 130	The Australian Builder Vol 2 No 4- 'The T&G Insurance Building' p 179	April 1950	
2008.0067.0147	2008.0067 Unit 130	T&G Chronological History	undated	
2008.0067.0148	2008.0067 Unit 130	Material relating to the establishment of the T&G Fire Company	1958	Original Control no. TGS105
2008.0067.0149	2008.0067 Unit 131	Ordinary Department Quinquennial Investigation as at 30 September 1890	1890	Original Control no. TGS204
2008.0067.0150	2008.0067 Unit 132	Industrial Department Quinquennial Investigation as at 30 September 1890	1887-1890	Original Control no. TGS203
2008.0067.0151	2008.0067 Unit 133	Quinquennial Investigation as at 30 September 1890	1890	Original Control no. TGS205
2008.0067.0152	2008.0067 Unit 134	Changes in Directorate, Salzer Pty Ltd, Slazer Minute Book 10 March 1960-6 July 1981, Amendment of Articles, Requirements under the Companies Arc	1974-1982	Original Control no. TGS210

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Item Number	Unit/Box	Title	Date	Description
2008.0067.0153	2008.0067 Unit 135	The Accelerator Vol 1	1916-1929	
2008.0067.0154	2008.0067 Unit 136	The Accelerator Vol 2	1930-1934	
2008.0067.0155	2008.0067 Unit 137	The Accelerator Vol 3	1935-1939	
2008.0067.0156	2008.0067 Unit 138	The Accelerator Vol 4	1940-1942	
2008.0067.0157	2008.0067 Unit 139	T&G Sales Presentation Kit	undated	
2008.0067.0158	2008.0067 Unit 140	Newspaper Clippings	1926-1939	Original Control no. TGS46
2008.0067.0159	2008.0067 Unit 141	R Dacosta EDP	1957	
2008.0067.0160	2008.0067 Unit 142	The Australasian Temperance & General Mutual Life Assurance Society Ltd Speciman Book	undated	Original Control no. TGS122
2008.0067.0161	2008.0067 Unit 143	T&G Calendars Victoria	1967-1977	