

Reference Number: **1964.0013**
Collection/Series Title: **HICKS ATKINSON LTD.**

Creator	Hicks Atkinson Ltd
Creator's Activity/Occupation	Merchants, general - Retailers
Creator's Historical Note This nineteenth century retail firm became a public company in 1921, and was taken over by Reid Murray Holdings Ltd. in 1958. The Reid Murray group collapsed in 1962 and the well-known department store previously in Collins Street, but later in Bourke Street, closed.	
Date Range of Collection/Series	1878-1963
Size/Extent	18 m. (102 archives boxes and 4 m. of registers and ledgers)
Access Conditions	Access: Open
Scope and Content of Collection/Series Minutes 1932-1948; correspondence 1915-1963; accounts 1878-1963; subject files, including some documentation of the Reid Murray collapse. Sales ledgers, journals, cash payments, register of members and transfers, balance sheets, stock books, daily and monthly sales figures, salaries books, bad debts register, fixed assets, taxation material.	
Collection Category	Business, organisations
This document dated	12/01/2015

To request access to records on the list below via the University of Melbourne Archives Reading Room, quote the Unit/Box reference in full.

Unit/Box	Item Number	Title	Date Range	Description
1964.0013 Unit 1	1964.0013.0000 .0001			Stock Cards unsorted
1964.0013 Unit 2	1964.0013.0000 .0002			Stock Cards unsorted
1964.0013 Unit 3	1964.0013.0000 .0003			Stock Cards unsorted
1964.0013 Unit 4	1964.0013.0000 .0004			Stock Cards unsorted
1964.0013 Unit 5	1964.0013.0000 .0005			Accounts; Wages unsorted
1964.0013 Unit 6	1964.0013.0000 .0006		1935-1962	Accounts (3); Costs; Journal Transfers in Cash Receipts; Balance Book 1935; Balance sheet 1955; Income Tax; Shareholders; Daily Sales figures 1962
1964.0013 Unit 7	1964.0013.0000 .0007			Accounts; Customer correspondence etc.
1964.0013 Unit 8	1964.0013.0000 .0008		1950-1953	Minutes Jan 1950-Aug 1953
1964.0013 Unit 9	1964.0013.0000 .0009		1962-1963	Trust Deed; Little Collins St - alterations; Order lists; Prices Branch; Correspondence-Charity; Daily Sales figures 1962-1963; Traveller's Reports; Board Meetings etc.
1964.0013 Unit 10	1964.0013.0000 .0010			Sabego Furs; Sales Statistics; Monthly Sales sheets; Monthly Reports; General Correspondence; Wages Book; Minutes (to be filed); 12 month results

Unit/Box	Item Number	Title	Date Range	Description
1964.0013 Unit 11	1964.0013.0000 .0011			Gronow-personal file; Bull-property; Geiger-letters from; Counsell-Launceston; Launceston monthly reports; Geiger Holdings Gross Profits etc.; Geiger Holdings Monthly Reports; KO Geiger; Age Dissection of Stock; Analysis of Sales; General Correspondence
1964.0013 Unit 12	1964.0013.0000 .0012			Minutes
1964.0013 Unit 13	1964.0013.0000 .0013			Minutes; Stock books etc.
1964.0013 Unit 14	1964.0013.0000 .0014			Store Currency; Chart of Accounts; Combined Jewellery; Travel Bureau; Bank Overdraft; Atkinson J.R.; Crockery Department; Costs & Sales; Forster Carpet Co.; Bills Payable; Geiger Holdings; Staff (4); Stock Control (2); Accounts
1964.0013 Unit 15	1964.0013.0000 .0015			Salaries; Correspondence; Maintenance Contracts (printed); Registration of business names; Leases; Journal; Cash Books
1964.0013 Unit 16	1964.0013.0000 .0016			Register of members
1964.0013 Unit 17	1964.0013.0000 .0017		1918-1958	Fixtures Plant Inventory 1918; Transfer Journal 1951-1952; Layby Balance 1950; Marked Transfers 1958; Stock 1935; Men's Hats 1933; Customer Accounts 1937
1964.0013 Unit 18	1964.0013.0000 .0018		1949-1957	Insurance file 1949-1954; Director's Meetings 1951-1957; Register of Members
1964.0013 Unit 19	1964.0013.0000 .0019			Sales Ledger
1964.0013 Unit 20	1964.0013.0000 .0020			Sales Ledger

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1964.0013 Unit 21	1964.0013.0000 .0021		1930s-1960s	Board Meetings; Yearly /Half Yearly Results; Geiger-correspondence; Treasurer-Master Drapers; Forster Carpet Co.; Misc. correspondence; 1930s, 1950s-1960s
1964.0013 Unit 22	1964.0013.0000 .0022		1950s-1960s	Analysis of Hire Purchase; General Correspondence; unsorted 1950s-1960s
1964.0013 Unit 23	1964.0013.0000 .0023		1960	Monthly Returns 1960; Old Shareholders List; Hason News (2); E.M. Harris; Duncan James & Co.; Geiger Minute Books; Newspaper Cuttings; Accounts (2); Commissions; L.D. Kemp
1964.0013 Unit 24	1964.0013.0000 .0024			The Rental Traders Association and take over of Rainwater Ltd
1964.0013 Unit 25	1964.0013.0000 .0025			House Book; Journal
1964.0013 Unit 26	1964.0013.0000 .0026			Departmental Comparisons; Tax; Annual Returns
1964.0013 Unit 27	1964.0013.0000 .0027		1950-1959	Purchase Property-Flemington Place; Debtors Ledger; Correspondence; Transfer Journal (2); Petty Cash Book; Reserve Stock Book; 1950s
1964.0013 Unit 28	1964.0013.0000 .0028		1950-1959	Loan file; Correspondence; Saracen's Head Holdings; Reid Murray Holdings cash receipt; 1950s
1964.0013 Unit 29	1964.0013.0000 .0029		1950-1969	Files unsorted 1950s-1960s
1964.0013 Unit 30	1964.0013.0000 .0030		1950s	Unsorted 1950s
1964.0013 Unit 31	1964.0013.0000 .0031		1950s	Files unsorted 1950s
1964.0013 Unit 32	1964.0013.0000 .0032		1960s	Files; Retail Traders Association' early 1960s

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1964.0013 Unit 33	1964.0013.0000 .0033		1950s-1960s	General A-C unsorted; 1950s-1960s
1964.0013 Unit 34	1964.0013.0000 .0034		1929-1930	Ta-Tz May 1929-April 1930
1964.0013 Unit 35	1964.0013.0000 .0035		1930-1958	Fancy Stock 1934, 1935; Mercery 1934-1935; Transfer Journal 1958; Balance Book 1934 (2); Balance Book 1933; Stock Book 1934; Stock Book 1930; Reserve Goods 1934
1964.0013 Unit 36	1964.0013.0000 .0036		1957	Monthly Sales Sheets; Stock; Profit Budget Comparisons; Geiger Holdings Ltd; Convertible Notes-Certificates; Shareholders Correspondence; Merger with Geiger; Annual Report 1957; Acheron Heights Pty Ltd; Retail Trade Statistics
1964.0013 Unit 37	1964.0013.0000 .0037			Daily Sales figures; Departmental Comparisons (2); Materials-Manchester; Directors Memos; Misc.; Bank Forecasts
1964.0013 Unit 38	1964.0013.0000 .0038			Daily Sales figures; Balance Books; Accounts etc.
1964.0013 Unit 39	1964.0013.0000 .0039		1957-1961	Daily Sales figures; 1 June-31 July 1961; 1 August-31 Jan 1957
1964.0013 Unit 40	1964.0013.0000 .0040		1962	Daily Sales figures; 1 May-30 June 1962; 1 June-July 1962
1964.0013 Unit 41	1964.0013.0000 .0041		1962-1963	Daily Sales figures; 1 May-30 June 1962; 2 January-25 March 1963
1964.0013 Unit 42	1964.0013.0000 .0042			Daily Sales figures; files
1964.0013 Unit 43	1964.0013.0000 .0043			Daily Sales figures
1964.0013 Unit 44	1964.0013.0000 .0044			Daily Sales figures; Burglary claim; Taxation etc.
1964.0013 Unit 45	1964.0013.0000 .0045		1940s-1960s	Daily Sales figures; General Correspondence etc.; 1940s-1960s

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1964.0013 Unit 46	1964.0013.0000 .0046		1957-1962	Daily Sales sheets 1962; Commercial Bank-Weekly Balance sheet; Textile Labelling; Hill Gordon Exports; Georges shares; Mailing list; Monthly Trading Reports 1957; Balwyn Burglary
1964.0013 Unit 47	1964.0013.0000 .0047			Stock Books; Account Books; Ledger; Balance Book etc.
1964.0013 Unit 48	1964.0013.0000 .0048			Stock Books; Account Books; Balance Book etc.
1964.0013 Unit 49	1964.0013.0000 .0049			Stock Books; Account Books; Balance Book etc.
1964.0013 Unit 50	1964.0013.0000 .0050		1928-1948	Stock Book 1935; House Book 1948; Trade Accounts 1933; Balance Book 1933 (2); Fancy Stock 1931-1932; Balance Book 1932 (2); Laces 1928; Laces 1929; Clothing 1931-1932
1964.0013 Unit 51	1964.0013.0000 .0051			Stock Sheets
1964.0013 Unit 52	1964.0013.0000 .0052			Stock Sheets
1964.0013 Unit 53	1964.0013.0000 .0053			Journals
1964.0013 Unit 54	1964.0013.0000 .0054			Stock Sheets etc.
1964.0013 Unit 55	1964.0013.0000 .0055		1929-1930	Journal; Minute Book; Ladies Boot Dept.; Correspondence; 1929-1930
1964.0013 Unit 56	1964.0013.0000 .0056			General Correspondence; Reid Murray file; Monthly Reports
1964.0013 Unit 57	1964.0013.0000 .0057			Journals
1964.0013 Unit 58	1964.0013.0000 .0058			Journals
1964.0013 Unit 59	1964.0013.0000 .0059			Journals
1964.0013 Unit 60	1964.0013.0000 .0060			Journals; Cash Books; Daily Takings (damaged)
1964.0013 Unit 61	1964.0013.0000 .0061			Journals; Cash Books (damaged)

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1964.0013 Unit 62	1964.0013.0000 .0062			Journals
1964.0013 Unit 63	1964.0013.0000 .0063			Journals; Cash Books (damaged)
1964.0013 Unit 64	1964.0013.0000 .0064			Journals (damaged)
1964.0013 Unit 65	1964.0013.0000 .0065			Journals; Cash Books (damaged)
1964.0013 Unit 66	1964.0013.0000 .0066			Journals; Balance sheets
1964.0013 Unit 67	1964.0013.0000 .0067		1933-1949	Journal 1933-1934; Day Book 1946-1949
1964.0013 Unit 68	1964.0013.0000 .0068		1938-1941	Journals; 1938-1939; 1940-1941
1964.0013 Unit 69	1964.0013.0000 .0069		1930-1948	Journals; 1930-1937; 1943-1948; 1945-1946
1964.0013 Unit 70	1964.0013.0000 .0070		1929-1931	Correspondence; De-Ds, March 1930-Aug 1931; Jan 1929-March 1930
1964.0013 Unit 71	1964.0013.0000 .0071			General Correspondence; Justices Act; Printed Matter; Mail Order; Misc.; Newspaper clippings
1964.0013 Unit 72	1964.0013.0000 .0072		1930s	Correspondence; 1930s
1964.0013 Unit 73	1964.0013.0000 .0073			Correspondence; Staff Circulars; Dept. Statistics; Security File; Simpson; Stock oil selling; Monthly Returns; Profit before tax
1964.0013 Unit 74	1964.0013.0000 .0074		1940s-1950s	Correspondence; Staff list; Circulars 1940s-1950s
1964.0013 Unit 75	1964.0013.0000 .0075		1954	Correspondence; Aa-Az, Feb-Dec 1954
1964.0013 Unit 76	1964.0013.0000 .0076		1922-1934	Correspondence; Baa-Baz, Be-Bn, July 1922-Feb 1934
1964.0013 Unit 77	1964.0013.0000 .0077		1930-1933	Correspondence; Bo-Bz, May 1930-June 1931; Caa-Caz, Ce-Cz, Jan 1931-March 1933
1964.0013 Unit 78	1964.0013.0000 .0078		1928-1935	Correspondence; Cambell-Cameron 1928-1933; F-G, Jan-June 1935

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1964.0013 Unit 79	1964.0013.0000 .0079		1926-1933	Correspondence; Coa-Coz, Cra-Crz, May 1928-Aug 1931; Cl-Co, July 1926-Dec 1933
1964.0013 Unit 80	1964.0013.0000 .0080		1928-1934	Correspondence; Coa-Coz, Cra-Crz, Jan 1931-Dec 1933; Coa-Cos, Nov 1928-March 1934
1964.0013 Unit 81	1964.0013.0000 .0081		1931-1933	Correspondence; Commonwealth; Cunningham; Da-Dz, Sept 1932-Dec 1933; De-Dz, Aug 1931-June 1933
1964.0013 Unit 82	1964.0013.0000 .0082		1926-1937	Correspondence; Commonwealth; Cunningham; Daa-Daz, Oct 1926-Aug 1932; Jan 1934-April 1937
1964.0013 Unit 83	1964.0013.0000 .0083		1932-1946	Correspondence; Fa-Fz, 1944-1946; Gr-Gz, Oct 1932-Feb 1934; Gr-Gz; Ha-Hz, Dec 1933-Dec 1934
1964.0013 Unit 84	1964.0013.0000 .0084		1930-1937	Correspondence; He-Hz, Jan 1936-Feb 1937; Ka-Kz, June 1930-Aug 1933
1964.0013 Unit 85	1964.0013.0000 .0085		1927-1930	Correspondence; Kea-Kez, April 1927-May 1930; McA-Mcl, April 1930-Oct 1930
1964.0013 Unit 86	1964.0013.0000 .0086		1926-1932	Correspondence; Melbourne; Millar; Miller; Moore; Feb 1926-Oct 1932
1964.0013 Unit 87	1964.0013.0000 .0087		1929-1937	Correspondence; Melbourne; Miller; Moore, Nov 1933-Dec 1937; Ma-Mz, May 1929-July 1931
1964.0013 Unit 88	1964.0013.0000 .0088		1926-1937	Correspondence; Ng-Nz, March 1929-Oct 1930; Jan 1934-June 1937; Patterson, Aug 1926-March 1930
1964.0013 Unit 89	1964.0013.0000 .0089		1934-1937	Correspondence; Pea-Pez, March 1934-April 1937; Pe-Pz, March 1934-April 1937

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1964.0013 Unit 90	1964.0013.0000 .0090		1930-1933	Correspondence; Ra-Rz, Jan 1931-Oct 1933; Nov 1930-Sept 1931; Railway, July 1930-Sept 1931
1964.0013 Unit 91	1964.0013.0000 .0091		1933-1936	Correspondence; Raa-Rez; Railways, Jan 1935-Dec 1936; Ra-Rz, Jan 1933-June 1935
1964.0013 Unit 92	1964.0013.0000 .0092		1928-1937	Correspondence; Sa-Sz, Feb 1937-Dec 1937; Scott-Smith, April 1928-April 1930
1964.0013 Unit 93	1964.0013.0000 .0093		1931-1937	Correspondence; Sa-Sp, June 1936-Feb 1937; Sf-Sz, Sept 1931-July 1932
1964.0013 Unit 94	1964.0013.0000 .0094		1933-1934	Correspondence; Wf-Wz, July 1933-Dec 1934
1964.0013 Unit 95	1964.0013.0000 .0095		1950-1951	Correspondence; C-E, July 1950-July 1951; F-H, July 1950-July 1951; I-L, July 1950-July 1951
1964.0013 Unit 96	1964.0013.0000 .0096		1929-1932	Correspondence; Ma-Mz, July 1931-April 1932; Mea-Mez, Jan 1929-April 1932; Ma-Mz, Aug 1929-Feb 1930
1964.0013 Unit 97	1964.0013.0000 .0097		1950-1951	Correspondence; M-Q; R-Z, July 1950-July 1951
1964.0013 Unit 98	1964.0013.0000 .0098		1932-1951	Stock Discounts: 20 Jan 1932; 20 July 1932; 20 Jan 1933; 20 July 1933; 20 Jan 1934; 20 July 1934; 20 Jan 1935; 20 July 1935; 20 Jan 1936; 20 July 1936; Stock Sheets 31 July 1951
1964.0013 Unit 99	1964.0013.0000 .0099			
1964.0013 Unit 100	1964.0013.0001		1878-1884	Journal 1878-1884
1964.0013 Unit 101	1964.0013.0002		1884-1893	Journal 1884-1893
1964.0013 Unit 102	1964.0013.0003		1921-1938	Journal 1921-1938
1964.0013 Unit 103	1964.0013.0004		1894-1906	Journal 1894-1906
1964.0013 Unit 104	1964.0013.0005		1927-1933	Journal 1927-1933

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1964.0013 Unit 105	1964.0013.0006		1938-1948	Journal 1938-1948
1964.0013 Unit 106	1964.0013.0007		1946-1948	Sales Journal 1946-1948
1964.0013 Unit 107	1964.0013.0008		1948-1949	Sales Journal 1948-1949
1964.0013 Unit 108	1964.0013.0009		1940-1947	Purchase Journal 1940-1947
1964.0013 Unit 109	1964.0013.0010		1927-1929	Cash Book 1927-1929
1964.0013 Unit 110	1964.0013.0011		1929-1931	Cash Book 1929-1931
1964.0013 Unit 111	1964.0013.0012		1931-1933	General Cash Book 1931-1933
1964.0013 Unit 112	1964.0013.0013		1933-1935	General Cash Book 1933-1935
1964.0013 Unit 113	1964.0013.0014		1935-1937	General Cash Book 1935-1937
1964.0013 Unit 114	1964.0013.0015		1939-1941	Salaries Book 1939-1941
1964.0013 Unit 115	1964.0013.0016		1941-1944	Salaries Book 1941-1944
1964.0013 Unit 116	1964.0013.0017			Volume
1964.0013 Unit 117	1964.0013.0018			Volume
1964.0013 Unit 118	1964.0013.0019		1931-1932	Counter Cash Book 1931-1932
1964.0013 Unit 119	1964.0013.0020		1931-1932	Counter Cash Book 1931-1932
1964.0013 Unit 120	1964.0013.0021		1932-1934	Counter Cash Book 1932-1934
1964.0013 Unit 121	1964.0013.0022		1932-1934	Counter Cash Book 1932-1934
1964.0013 Unit 122	1964.0013.0023		1934-1936	Counter Cash Book 1934-1936
1964.0013 Unit 123	1964.0013.0024		1934-1936	Counter Cash Book 1934-1936
1964.0013 Unit 124	1964.0013.0025		1936-1938	Counter Cash Book 1936-1938
1964.0013 Unit 125	1964.0013.0026		1936-1938	Counter Cash Book 1936-1938
1964.0013 Unit 126	1964.0013.0027		1947-1949	Cash Payments 1947-1949
1964.0013 Unit 127	1964.0013.0028		1949-1950	Cash Payments 1949-1950

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1964.0013 Unit 128	1964.0013.0029		1946-1951	Cash Receipts 1946-1951
1964.0013 Unit 129	1964.0013.0030		1951-1953	Cash Expenditure sheets 1951-1953
1964.0013 Unit 130	1964.0013.0031		1930	Cash Sales Book 11/1/30 to 20/10/30
1964.0013 Unit 131	1964.0013.0032		1948-1958	Share Register M-Z 1948-1958
1964.0013 Unit 132	1964.0013.0033		1947-1950	Dissection Sales & Costs 1947-1950
1964.0013 Unit 133	1964.0013.0034			Volume
1964.0013 Unit 134	1964.0013.0035		1878-1894	Stock Book 1878-1894
1964.0013 Unit 135	1964.0013.0036		1929-1941	Stock Book 1929-1941
1964.0013 Unit 136	1964.0013.0037		1947-1951	Stock Book 1947-1951
1964.0013 Unit 137	1964.0013.0038		1903-1912	Stock Accounts 1903-1912
1964.0013 Unit 138	1964.0013.0039		1929-1933	Stock Transfer Book 1929-1933
1964.0013 Unit 139	1964.0013.0040		1950-1952	Sales & Costs Dissection 1950-1952
1964.0013 Unit 140	1964.0013.0041		1947-1949	M.P. Dissection 1947-1949
1964.0013 Unit 141	1964.0013.0042		1949-1950	Melbourne Purchases Dissection 1949-1950
1964.0013 Unit 142	1964.0013.0043		1949-1952	Melbourne Purchases Dissection 1949-1952
1964.0013 Unit 143	1964.0013.0044		1948-1950	Overseas Purchases Dissection 1948-1950
1964.0013 Unit 144	1964.0013.0045		1950-1952	Overseas Purchases Dissection 1950-1952
1964.0013 Unit 145	1964.0013.0046		1925-1929	London Purchases Dissection 1925-1929
1964.0013 Unit 146	1964.0013.0047		1928-1936	Rodda 1928-1936
1964.0013 Unit 147	1964.0013.0048		1958-1959	Volume 1958-1959
1964.0013 Unit 148	1964.0013.0049		1925-1931	Interstate Journeys 1925-1931
1964.0013 Unit 149	1964.0013.0050		1925-1936	O'Mearia Ledger 1925-1936
1964.0013 Unit 150	1964.0013.0051		1879-1947	Bad Debts Register 1879-1947

Unit/Box	Item Number	Title	Date Range	Description
1964.0013 Unit 151	1964.0013.0052		1958-1959	Register of Note Holders 1958-1959
1964.0013 Unit 152	1964.0013.0053		1950-1955	Share Certificates J.W. Pepper & Sons, April 1950-July 1955
1964.0013 Unit 153	1964.0013.0054		1954-1955	Share Certificates J.W. Pepper & Sons, July 1954-July 1955
1964.0013 Unit 154	1964.0013.0055			Volume
1964.0013 Unit 155	1964.0013.0056		1913	Imperial Combination Code by E.B. Broomhall
End of List				