



Charles Sturt
University

Regional Archives

Griffith Co-operative Society Ltd RW1209

[Download Accession List](#)

Use 'Ctrl + F' to search list

Charles Sturt University Regional Archives

Accession List

From: Griffith Co-operative Society Limited	RW1209
--	---------------

* large volumes

** map cabinet

*** photograph boxes/binders

	<u>Agency, Series, Items and Particulars</u>	<u>Date Range</u>
Box 1		
	<u>Board of Directors</u>	
1	Agendas	1940 – 1952
2	Agendas	1952 – 1961
3	Agendas	1961 – 1973
Box 2		
4	Agendas	1974
5	Agendas	1974
6	Agendas	1976
7	Agendas	1977
8	Agendas	1978
9	Agendas	1979
10	Agendas	1980
11	Agendas	1981
12	Agendas	1982
13	Agendas	1983
14	Minute Book	1937 – 1942
15	Minute Book	1942 – 1944
Box 3		
16	Minute Book	1944 – 1949
17	Minute Book	1949 – 1953
18	Minute Book	1953 – 1956
19	Minute Book	1956 – 1960
*20	Minute Book	1960 – 1969
*21	Minute Book	1969 – 1977
*22	Minute Book	1977 – 1982
Box 4		
23	Balance Sheet and Report	1919, 1925 - 1932
24	Copies of Annual Returns	1925 – 1981
25	Special Report – Departmental Gross Profits	1935
26	Auditor's Reports	1936 – 1969, 1972 – 1984
Box 5		
27	Register of Directors	c. 1958 – 1965

28	Directors' Attendance Book	1949 – 1962
29	Correspondence to Directors re liability for taxation	1944 – 1947
30	Correspondence	1985 – 1987
31	Publications, "Looking Forward From the Past", Rules of Griffith Co-op Society Ltd (two editions), Notice of 71 st Annual General Meeting and typed summary of Griffith Co-operative Society structure	c. 1980 – 1987
32	Time-tables for the preparation of Board Meetings and Annual General Meetings	1988
33	Administration Policies and Procedures Manual	1985
**34	Laminated Code of Ethics for Directors poster	c. 1985 – 1988
	Seminar Material Prepared by the Australian Association of Co-operatives Ltd Training Department and the Co-operative Federation of NSW Ltd	
35	Legal Responsibilities of Directors of Co-ops	1988
36	Co-operative Planning for a Co-operative	n.d.
37	Analysing and Interpreting Financial Reports	n.d.
38	Meeting Procedures	n.d.
	General Manager	
	Correspondence and Subject Files	
39	Administration Fee	1987 – 1988
40	Advertising and PR	1984 – 1986
41	Appointments and Resignations	1954 – 1987
42	Apprenticeship Details / Butchery	1979 – 1980
43	Colla Bros	1988
44	Complaints and Suggestions	1983 – 1984
45	Co-operative information file – 1971 Newcastle seminar, West Wallsend Co-op Balance Sheet (1936) and Annual Report	
46	Credit	1984 – 1987
47	Driver Pty Ltd	1982 – 1984
48	Engagement of Consultant (Edwin H. Beard)	1955
49	Flexible Hours Proposal	1984
50	Formation of the Ministerial Council on Future Directions for Co-operatives	1987
51	Index (information file)	c. 1985 – 1987
52	Installation and maintenance	1985 – 1987
53	Insurance	1971
54	Letters of appreciation re donations and sponsorship	1980 – 1987
55	Memos from Company Accountant	1988
56	Mini-newsagency	1988
Box 6		
57	New accountant and store structure	1980 – 1988
58	Performance and Development Review	c. 1986 – 1987
59	Policy and Procedures	n.d.

60	Proposals	1987 – 1988
61	School Visits and Advertisements	1986 – 1987
62	Shallay Holdings Pty Ltd	1982
63	Warne Report and Consultants Reports	1984 – 1986
64	70 th Birthday of Griffith Co-operative	1986
	<u>Company Secretary and Accountant</u>	
	Correspondence and Subject Files	
65	Annual Reports / Master File	1949 – 1984
66	Betta Chrome Furniture Pty Ltd	1959
67	Correspondence to R. Warne	1987
	Share-holder Registration and Accounts	
*68	Deposit Ledger (alphabetised)	c. 1925 – 1953
*69	Deposit Ledger (alphabetised)	c. 1952 – 1957
*70	Share Ledger (share-holder no. 1-500)	1916 – 1951
*71	Share Ledger (share-holder no. 501-2485)	1939 – 1952
*72	Share Ledger (share-holder no. 1-750)	1950 – 1957
*73	Share Ledger (share-holder no.751-1500)	1941 – 1956
*74	Share Ledger (share-holder no. 1501-2250)	1947 – 1957
*75	Share Ledger (share-holder no. 2251-2500)	1952 – 1957
Box 7		
76	Share Ledger Cards (share-holder no. 1-1600)	1957 – 1981
Box 8		
	Share Ledger Cards (share-holder no. 1601-3700)	1957 – 1981
Box 9		
	Share Ledger Cards (share-holder no. 3701-4500)	1957 – 1981
Box 10		
	Share Ledger Cards (share-holder no. 4501-5200)	1957 – 1981
Box 11		
	Share Ledger Cards (share-holder no. 5201-6400)	1957 – 1981
Box 12		
	Share Ledger Cards (share-holder no. 6401-7570)	1957 – 1981
*77	Share Register Master File Listing (computer database account no. 100010-177516)	c. 1981 – 1988
Box 13		
78	Alphabetised Card Index to Share-holders (A-C)	c. 1961 – 1981
Box 14		
	Alphabetised Card Index to Share-holders (D-H)	c. 1961 – 1981
Box 15		
	Alphabetised Card Index to Share-holders	c. 1961 – 1981

	(I-N)	
Box 16		
	Alphabetised Card Index to Share-holders (O-T)	c. 1961 – 1981
Box 17		
	Alphabetised Card Index to Share-holders (U-Z)	c. 1961 – 1981
79	Register of Transfers and Nominations	1947 – 1952
80	Register of Transfers	1952 – 1970
81	Register of Transfers	1970 – 1982
*82	Customer Account Ledger (account no. 1-333)	1953 – 1954
*83	Customer Account Ledger (account no. 334-666)	1953 – 1954
*84	Customer Account Ledger (account no. 667-1000)	1953 – 1954
*85	Customer Account Ledger (account no. 1001-1333)	1953 – 1954
*86	Customer Account Ledger (account no. 1334-1666)	1953 – 1954
*87	Customer Account Ledger (account no. 1667-2000)	1953 – 1954
*88	Customer Account Ledger (account no. 2001-2333)	1953 – 1954
*89	Customer Account Ledger (account no. 2334-2500)	1953 – 1954
Box 18		
90	Applications to Withdraw Share Capital	1948 – 1952
91	Applications to Withdraw Share Capital	1953 – 1956
Box 19		
92	Applications to Withdraw Share Capital	1956 – 1959
93	Applications to Withdraw Share Capital	1960 – 1964
Box 20		
94	Share-holders Transfer Forms	1941 – 1963
95	Share-holders Transfer Forms	1957 – 1978
96	Share-holders Transfer Forms	1979 – 1983
Box 21		
97	Applications for Membership (sample)	1945 – 1947
	Financial Records	
98	Balance Ledger (monthly)	1915 – 1919
99	Private Journal	1916 – 1919
100	Director's Sales Record Book	1939 – 1942
101	Director's Sales Record Book	1942 – 1946
102	Director's Sales Record Book	1946 – 1950
103a	Director's Sales Record Book	1950 – 1960
103b	Director's Sales Record Book	1960 – 1968
103c	Director's Sales Record Book	1968 – 1975

104	Director's Sales Record Book	1975 – 1983
Box 22		
105	Private Journal	1940 – 1953
106	Private Journal	1953 – 1966
107	Private Journal	1966 – 1980
108	Private Journal	1980 – 1985
109a	General Accounts Journal	1968 – 1969
109b	General Accounts Journal	1969 – 1970
109c	General Accounts Journal	1970 – 1971
109d	General Accounts Journal	1971 – 1972
110	General Accounts Journal	1972 – 1973
111	General Accounts Journal	1973 – 1974
Box 23		
112	General Accounts Journal	1974 – 1975
113	General Accounts Journal	1975 – 1976
114	General Accounts Journal	1976 – 1977
115	General Accounts Journal	1977 – 1978
116	General Accounts Journal	1978 – 1979
117	General Accounts Journal	1979 – 1980
118	General Accounts Journal	1980 – 1981
*119	Alphabetised Account Ledgers	1933 – 1956
*120	Alphabetised Account Ledgers	1952 – 1957
121	Journal	1980 – 1981
122	Private Ledger	1978 – 1981
123	Private Ledger – chart of accounts	n.d.
Box 24		
124	Plant Register	1944 – 1967
125	Plant Register	1967 – 1971
126	Salaries and Wages Dissection Book	1956 – 1969
	Personnel	
	Subject Files	
127	Apprenticeship – M. J. King	1986
128	Casual – male and female	1981 – 1983
129	Consumer Claims Tribunals	1987
130	Insurance – A. Gray	1984
131	Insurance Claim – R. M. Isbester	1982 – 1984
132	Insurance Claim – M. Thompson	1982 – 1984
133	Insurance Claim – Workers' Compensation	1981 – 1989
134a	Job Descriptions	n.d.
134b	Display cards featuring names of employees and departments	n.d.
135	Meat and Allied Trades' Federation	1983
136	Meat and Allied Trades' Federation of Australia	1982 – 1985
137	Personnel – Employment Applications (Junior Office Assistant)	1984
Box 25		

138	Public Liabilities Claims – C. Mulligan	1986 – 1987
139	References	1948 – 1987
140	Resignations	1963 – 1983
141	Shop Employees’ (State) Award	1986 – 1989
142	Superannuation Review Details	1970 – 1980
143	Workers’ Compensation Claims – National Mutual	1984 – 1988
144	Workers’ Compensation – Insurance	1985
145	Workers’ Compensation – Miss D. A. Costa	1984 – 1985
146	Past Employees Annual Leave Register (A-M)	c. 1959 – 1985
147	Past Employees Annual Leave Register (N-Z)	c. 1965 – 1985
Box 26		
148	Past Employees Sick Leave Register	1960 – 1985
149	Past Employees Register	1960 – 1975
150	Staff Provident Fund Cash and Minute Book	1963 – 1981
	<u>Agreements, Licenses, Certificates and Miscellaneous Items</u>	
151	Agreements	1980
Box 27		
152	Liquor Licenses	1974 – 1981
153	Transcripts of the evidence in the application for wine and spirit merchants licenses case	1952
154	Petitions and Petition Index Book for spirit license application case	1952
155	Stamp License papers	1930
156	Papers re purchase of land	1953 – 1955
157	Income tax papers	1927 – 1936
158	Papers re Bistro Lease	1985 – 1987
159	Indenture of apprenticeship for Donald Brown	1977
160	Alliance Buyers Company Ltd Share Certificate	1977
161a	Payroll Tax Assessment Certificate	1941
**161b	Certificate of Appreciation from the Reserve Forces	1984
**161c	Certificate presented by the Royal Alexandra Hospital for Children to Appoint Griffith Co-op as a Benefactor	1980
162a	Company Registration Certificate with hardboard backing	1916
162b	Co-op Principals Talk etc. (including matters relating to Co-operative Federation of NSW Ltd)	c. 1985
**162c	Certificates of Appreciation (x 2)	1985, 1987
	Publications	
163	Griffith Cop-operative Society Inc. Notice of 33 rd Annual General Meeting	1949
164	Griffith Co-op Newsletters	1983 – 1988
165	Griffith Co-op Advertisement Newspaper	1979
166	Historical Notes re Griffith Area	n.d.
167	“Riverina Focus” (Volumes 2 and 3)	1983
168	“Riverlander” (no. 381)	August 1983

169	“Inside Retailing” (no. 583, 591, 609)	1983 – 1984
170	Water Resources Commission – Murrumbidgee Irrigation Scheme	c. 1982
171	“The History, Culture and Making of Wine”, compiled by McWilliam’s Wines	c. 1980
172	“Wine Country of NSW” Tourist Brochure	c. 1975
	Newspaper Clippings and Ephemera	
173	Newspaper Clippings	1946
174	Newspaper Clippings	1981 – 1985
175	Newspaper Clippings	1986 – 1988
176	Newspaper Clippings re Driver Pty Ltd	1978 – 1986
177	Blotting paper with Griffith Co-op Society advertisement on reverse side	c. 1920
**178	Poster re Co-op Escapade to Europe Competition	c. 1983
**179	Poster re. Griffith Co-op Travel Mania Australian Holiday Competition	c. 1980
**180	Poster re Griffith Co-op Key Mania 80 Toyota Competition	n.d.
	Maps and Plans	
**181	Preliminary plans in book form re proposed department store for Griffith Co-op (11 plans)	1964
**182	Plan re proposed building (lot 22, section 2), Banna Ave, Griffith – includes details of structural steelwork and floor slab (no. 5017-1)	1965
**183	Plans in book form re proposed extensions to department store for Griffith Co-op (20 drawings no. 4033/1-15)	1965 – 1966
**184	Plan re proposed extensions to Griffith Co-op store (revised footing detail) (no. 746)	n.d.
**185	Retail premises for Griffith Co-op floor plans, sections, details etc (10 plans and drawings) (no. 51-59) and evaporative cooling plan in book form	1974 – 1975
**186	Plan re proposed concrete stair to existing retail premises (job no. 2577 drawing no. 51) including computation sheets (x 2)	1981
**187	Plans re proposed alterations to existing retail premises (project no. 892 drawing no. 5)	1975
**188	Plans re proposed alterations to the existing licensed premises at Banna Ave, Griffith	c. 1975 – 1976
**189	Plan on transparent drawing paper re proposed self-service check-out operation on ground floor of Griffith Co-op	c. 1985
**190	Northern Slopes Community Centre, Griffith, supermarket floor plan – ground (no. A16)	1980
**191	Supermarket decor plan for Driver Super Stores (sheet no. 3 job no. 80/34)	1980
**192	Proposed plan for relocation of men’s footwear	n.d.

**193	Proposed plan for relocation of dress fabrics	n.d.
**194	Plan of Medical Benefits Fund (MBF) Office in Griffith Co-op	c. 1981
**195	New Cabinet for “Garden Bistro”	n.d.
**196	Proposed plan for new office under present stairwell	n.d.
**197	Lower ground floor plan of Griffith Co-op	n.d.
**198	Griffith Co-op store power point plan of lower ground floor	n.d.
**199	Plan of proposed electrical and kitchenware departments	n.d.
**200	Griffith Co-op store power point plan for ground floor	n.d.
**201	Griffith Co-op store power point plan for first floor	n.d.
**202	Coloured first floor plan of Griffith Co-op	n.d.
**203	Floor plan for soft furnishings department	n.d.
**204	Set of 9 floor plans of Griffith Co-op	n.d.
**205	Set of 4 floor plans of Griffith Co-op	n.d.
	Single Plans	
**206	First floor (retail area)	n.d.
**207	Lower ground floor	n.d.
**208	Lower ground floor (overhead lights)	n.d.
**209	Lower ground floor	n.d.
**210	Proposed plan for Resources Credit Union office	n.d.
**211	Lower ground plan	n.d.
**212	Plan of footings	n.d.
**213	First floor	n.d.
**214	First floor	n.d.
**215	First floor	n.d.
**216	Hardware retail area plan (unexcavated area)	n.d.
**217	Second floor	n.d.
**218	Third floor	n.d.
**219	Third floor	n.d.
**220	Plan of third floor toilets in relation to cafeteria on second floor	n.d.
**221	Second floor plan of Garden Bistro	n.d.
**222	Second floor plan of Garden Bistro	n.d.
**223	Second floor plan of Garden Bistro	n.d.
**224	Plan re proposed relocation of children’s shoes and C.I.C. Insurance Office	n.d.
**225	Plan re proposed curtain display stand for second floor	n.d.
**226	Written description of proposed plan changes	n.d.
Box 28		
227	Shire of Wade Building Application re additional stairs and basement (lot 130 section 2)	n.d.
228	Articles of Agreement and Conditions re building	July 1975

	contract between Warburton Construction Pty Ltd and Griffith Co-op	
229	Specification for extensions to Griffith Co-op store	1975
230	Specifications for extensions to Griffith Co-op store (Warburton Construction Pty Ltd)	1975
231	Computations re retail premises for the Griffith Co-op Society	c. 1975
	Printers' Blocks and Other Items	
232	Printers' blocks re Griffith Co-op store	n.d.
233	Mat for Co-operative Seal	n.d.
	<u>Driver Pty Ltd</u>	
234	Memos and Articles of Association of Driver Pty Ltd	1980
235	Directors' Reports and Balance Sheets	1982 – 1983
236	Correspondence re closure of Driver Super Store	1982
237	Certificate of Registration	1981 – 1982
238	Driver Annual Sick Leave Register	1981 – 1983
	Griffith Co-op Photographs	
**239	Black and white print of first Griffith Co-op store Committee	c. 1915
**240	Black and white print of Griffith Co-op store in Bagtown	1915
**241	Black and white print of Griffith Co-op store in Bagtown	1916
**242	Black and white print of Griffith Co-op store and employees	1919
**243	Black and white print of Griffith Co-op new premises	c. 1921 – 1922
**244	Black and white print of Griffith Co-op new premises	c. 1918
**245	Black and white print of Griffith Co-op new premises facing Banna Ave	1925
**246	Black and white print of the procession and pageant for opening of Griffith Hospital at site of present State Bank	1929
**247	Black and white print of Griffith Co-op store (renovated)	1942
**248	Black and white print of official opening of the new Griffith Co-op store	1942
**249	Black and white print of official opening of the new Griffith Co-op store	1942
**250	Black and white print of Griffith Co-op butchery	c. 1940
**251	Black and white print of Griffith Co-op store	c. 1946
**252	Black and white print of the building of the multi-storeyed Griffith Co-op store	1966
**253	Black and white print of the building of the multi-storeyed Griffith Co-op store	1966

**254	Black and white print of the completed multi-storeyed Griffith Co-op store	1967
	Large Photographs	
***255	Coloured photograph of Griffith Co-op store	c. 1985
***256	Black and white photograph of Griffith Co-op store (two copies)	c. 1955
	Photograph Binders	
***257	Griffith Co-op store, official opening, Co-op displays and negatives	c. 1915 – 1985
***258	Griffith Board members' dinner and department staff and displays	c. 1950 – 1985
***259	Griffith Co-op department heads and staff, Board members' dinner and social events	c. 1980 – 1985
***260	Opening of Griffith Co-op store lower ground display, promotions and staff photographs	c. 1985 – 1986
***261	Griffith Co-op wagon and store, renovations and displays	c. 1962 – 1985
*262	Register of Members	1938 - 1947
*263	Register of Members	1947 - 1954
*264	Register of Members	1953 - 1960
265	Shire of Wade parish map x2	