



Charles Sturt
University

Regional Archives

J.T. & E.N. Close & Co.
Engineering Works, Finley

RW124

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Charles Sturt University Regional Archives

Accession List By Item

Agency: **J. T. & E. N. Close & Co. Engineering Works, Finley**

RW 124

| Box No | Item No | Item | Date | Loc |
|--------------------|---------|---|-------------|-----|
| Day Books | | | | |
| 1 | 1 | Day Book | 1919 - 1924 | B |
| 1 | 2 | Day Book | 1924 - 1925 | B |
| 1 | 3 | Day Book | 1925 - 1926 | B |
| 2 | 4 | Day Book | 1927 - 1928 | B |
| 2 | 5 | Day Book | 1928 - 1930 | B |
| 3 | 6 | Day Book | 1935 - 1936 | B |
| 3 | 7 | Day Book | 1936 - 1937 | B |
| 4 | 8 | Day Book | 1937 - 1938 | B |
| 4 | 9 | Day Book | 1938 - 1939 | B |
| 5 | 10 | Day Book | 1939 | B |
| 5 | 11 | Day Book | 1939 - 1940 | B |
| 6 | 12 | Day Book | 1940 - 1941 | B |
| 6 | 13 | Day Book | 1952 - 1953 | B |
| 7 | 14 | Day Book | 1953 - 1954 | B |
| 7 | 15 | Day Book | 1954 - 1955 | B |
| 7 | 16 | Day Book | 1955 - 1956 | B |
| 8 | 17 | Day Book | 1956 - 1957 | B |
| 8 | 18 | Day Book | 1958 - 1959 | B |
| Stock Books | | | | |
| 9 | 19 | Stock Book | 1911 - 1918 | B |
| 9 | 20 | Stock Book: Includes Factory Returns 1925 - 1950 | 1919 - 1924 | B |
| Cash Books | | | | |
| 9 | 21 | Cash Book | 1916 - 1926 | B |
| 9 | 22 | Cash Book [Saddlery Account] | 1917 - 1927 | B |
| 10 | 23 | Cash Book | 1922 - 1923 | B |
| 10 | 24 | Cash Book | 1926 - 1931 | B |
| 11 | 25 | Cash Book | 1936 - 1940 | B |
| 11 | 26 | Cash Book | 1940 - 1945 | B |
| Ledgers | | | | |
| 11 | 27 | Ledger | 1915 - 1922 | B |

| Box No | Item No | Item | Date | Loc |
|-------------------|---------|---|------------------------|-----|
| 12 | 28 | Ledger | 1916 - 1920 | B |
| 13 | 29 | Ledger | 1920 - 1922 | B |
| 14 | 30 | Ledger | 1920 - 1930 | B |
| 15 | 31 | Ledger | 1926 - 1933 | B |
| 15 | 32 | Ledger | 1949 - 1959 | B |
| 15 | 33 | Ledger: Farms Wool Town Blocks Owned Sharefarmers | 1935 | B |
| 15 | 34 | Ledger: Wheat from Farms | 1934 - 1936 | B |
| 15 | 35 | Ledger: Property Expenses | 1935 | B |
| Journal | | | | |
| 16 | 36 | Journal: Farms | 1920's | B |
| Wages Book | | | | |
| 16 | 37 | Wages Book | 1922 - 1924 | B |
| Day Books | | | | |
| 17 | 38 | Day Book | Jul 1924 - Jun 1925 | B |
| 17 | 39 | Day Book | Dec 1925 - Jul 1926 | B |
| 17 | 40 | Day Book | Sep 1931 - Jan 1932 | B |
| 17 | 41 | Day Book | Jun 1933 - Nov 1933 | B |
| 17 | 42 | Day Book | Dec 1935 - Mar 1936 | B |
| 17 | 43 | Day Book | Nov 1936 - Jan 1937 | B |
| 17 | 44 | Day Book | Jan 1943 - May 1943 | B |
| 17 | 45 | Day Book | Jan 1944 - May 1944 | B |
| 17 | 46 | Day Book | Jun 1951 - Aug 1952 | B |
| 17 | 47 | Day Book | Sep 1952 - Dec 1952 | B |

| Box No | Item No | Item | Date | Loc |
|---------------------|---------|-------------|---------------------|-----|
| 17 | 48 | Day Book | Mar 1953 - Jun 1953 | B |
| 17 | 49 | Day Book | Apr 1957 - Jul 1957 | B |
| 17 | 50 | Day Book | Aug 1959 - Dec 1959 | B |
| Letter Books | | | | |
| 18 | 51 | Letter Book | Jul 1925 - Dec 1925 | B |
| 18 | 52 | Letter Book | Jul 1929 - Aug 1929 | B |
| 18 | 53 | Letter Book | Mar 1930 - Apr 1930 | B |
| 18 | 54 | Letter Book | May 1930 - Jun 1930 | B |
| 18 | 55 | Letter Book | Jun 1930 - Jun 1930 | B |
| 18 | 56 | Letter Book | Jun 1930 - Jul 1930 | B |
| 18 | 57 | Letter Book | Jul 1930 - Aug 1930 | B |
| 18 | 58 | Letter Book | Jul 1930 - Aug 1930 | B |
| 19 | 59 | Letter Book | Oct 1930 - Nov 1930 | B |
| 19 | 60 | Letter Book | Nov 1930 - Dec 1930 | B |
| 19 | 61 | Letter Book | Jan 1931 - Feb 1931 | B |
| 19 | 62 | Letter Book | Mar 1931 - Apr 1931 | B |
| 19 | 63 | Letter Book | Jun 1931 - Jul 1931 | B |
| 19 | 64 | Letter Book | Oct 1931 - Nov 1931 | B |
| 19 | 65 | Letter Book | Dec 1931 - Feb 1932 | B |
| 19 | 66 | Letter Book | Mar 1932 - May 1932 | B |
| 19 | 67 | Letter Book | Jul 1932 | B |
| 20 | 68 | Letter Book | Aug 1932 | B |
| 20 | 69 | Letter Book | Oct 1932 | B |

| Box No | Item No | Item | Date | Loc |
|--------|---------|-------------|---------------------|-----|
| 20 | 70 | Letter Book | Feb 1933 - Mar 1933 | B |
| 20 | 71 | Letter Book | Mar 1933 - Apr 1933 | B |
| 20 | 72 | Letter Book | May 1933 - Jun 1933 | B |
| 20 | 73 | Letter Book | Jun 1933 - Aug 1933 | B |
| 20 | 74 | Letter Book | Nov 1934 | B |
| 20 | 75 | Letter Book | Dec 1934 - Feb 1935 | B |
| 20 | 76 | Letter Book | Feb 1935 - Mar 1935 | B |
| 21 | 77 | Letter Book | Mar 1935 | B |
| 21 | 78 | Letter Book | Mar 1935 - May 1935 | B |
| 21 | 79 | Letter Book | Jul 1935 - Sep 1935 | B |
| 21 | 80 | Letter Book | May 1935 - Jul 1935 | B |
| 21 | 81 | Letter Book | Jan 1936 - May 1936 | B |
| 21 | 82 | Letter Book | Feb 1936 - Mar 1936 | B |
| 21 | 83 | Letter Book | Mar 1936 - May 1936 | B |
| 21 | 84 | Letter Book | Aug 1936 - Oct 1936 | B |
| 22 | 85 | Letter Book | Nov 1936 - Dec 1936 | B |
| 22 | 86 | Letter Book | Dec 1936 - Feb 1937 | B |
| 22 | 87 | Letter Book | Aug 1936 - Jan 1937 | B |
| 22 | 88 | Letter Book | Jun 1937 - | B |
| 22 | 89 | Letter Book | Jul 1937 - Jan 1938 | B |
| 22 | 90 | Letter Book | Jul 1937 - Aug 1937 | B |
| 22 | 91 | Letter Book | Aug 1937 - Oct 1937 | B |

| Box No | Item No | Item | Date | Loc |
|--------|---------|---------------------------|---------------------|-----|
| 23 | 92 | Letter Book | Oct 1937 - Dec 1937 | B |
| 23 | 93 | Letter Book | May 1938 - Jul 1938 | B |
| 23 | 94 | Letter Book | Jun 1938 - Aug 1938 | B |
| 23 | 95 | Letter Book | Dec 1938 - Feb 1939 | B |
| 23 | 96 | Letter Book | Mar 1940 - Apr 1940 | B |
| 23 | 97 | Letter Book | Mar 1941 - Apr 1941 | B |
| 23 | 98 | Letter Book | Oct 1941 - Dec 1941 | B |
| 24 | 99 | Letter Book | Jun 1942 - Jul 1942 | B |
| 24 | 100 | [No.100 was not assigned] | | B |
| 24 | 101 | Letter Book | Jun 1942 - Jul 1942 | B |
| 24 | 102 | Letter Book | Jul 1942 - Aug 1942 | B |
| 24 | 103 | Letter Book | Sep 1942 - Nov 1942 | B |
| 24 | 104 | Letter Book | Nov 1942 - Dec 1942 | B |
| 24 | 105 | Letter Book | Feb 1943 - Mar 1943 | B |
| 24 | 106 | Letter Book | Mar 1943 - May 1943 | B |
| 24 | 107 | Letter Book | Apr 1943 - May 1943 | B |
| 25 | 108 | Letter Book | May 1943 - Jun 1943 | B |
| 25 | 109 | Letter Book | Jun 1943 | B |
| 25 | 110 | Letter Book | Jun 1943 | B |
| 25 | 111 | Letter Book | Jul 1943 - Aug 1943 | B |
| 25 | 112 | Letter Book | Jul 1943 - Aug 1943 | B |
| 25 | 113 | Letter Book | Aug 1943 - Sep 1943 | B |

| Box No | Item No | Item | Date | Loc |
|--------------------------------|---------|------------------|---------------------|-----|
| 25 | 114 | Letter Book | Dec 1943 - Jan 1943 | B |
| 25 | 115 | Letter Book | Jan 1944 - Feb 1944 | B |
| 25 | 116 | Letter Book | Aug 1945 | B |
| 25 | 117 | Letter Book | Aug 1945 - Sep 1945 | B |
| 26 | 118 | Letter Book | Sep 1945 | B |
| 26 | 119 | Letter Book | Apr 1946 | B |
| 26 | 120 | Letter Book | Jun 1946 - Jul 1946 | B |
| 26 | 121 | Letter Book | Oct 1946 - Jul 1946 | B |
| 26 | 122 | Letter Book | Dec 1946 - Feb 1947 | B |
| 26 | 123 | Letter Book | Mar 1947 - May 1947 | B |
| 26 | 124 | Letter Book | Jul 1950 - Sep 1950 | B |
| 27 | 125 | Letter Book | Dec 1950 - Jan 1951 | B |
| 27 | 126 | Letter Book | Dec 1952 - Jan 1953 | B |
| Correspondence Received | | | | |
| 27 | 127 | Letters Received | 1914 - 1921 | B |
| 27 | 128 | Letters Received | 1922 | B |
| 27 | 129 | Letters Received | 1924 | B |
| 27 | 130 | Letters Received | 1925 | B |
| 27 | 131 | Letters Received | 1926 | B |
| 27 | 132 | Letters Received | 1927 | B |
| 27 | 133 | Letters Received | Jan 1928 | B |
| 27 | 134 | Letters Received | Feb 1928 | B |
| 27 | 135 | Letters Received | Mar 1928 | B |
| 27 | 136 | Letters Received | Apr 1928 | B |
| 27 | 137 | Letters Received | May 1928 | B |
| 27 | 138 | Letters Received | Jun 1928 | B |
| 27 | 139 | Letters Received | Jul 1928 | B |
| 27 | 140 | Letters Received | Aug 1928 | B |
| 27 | 141 | Letters Received | Sep 1928 | B |

| Box No | Item No | Item | Date | Loc |
|------------------------------|---------|--|------------------|-----|
| 27 | 142 | Letters Received | Oct 1928 | B |
| 27 | 143 | Letters Received | Nov 1928 | B |
| 27 | 144 | Letters Received | Dec 1928 | B |
| 27 | 145 | Letters re Sale of Goods and Property of LJ Robertson by JT Close Collection of those Goods and Property Payment of the Money to Robertson | 1928 - 1929 | B |
| 28 | 146 | Letters Received | Jan 1929 | B |
| 28 | 147 | Letters Received | Feb 1929 | B |
| 28 | 148 | Letters Received | Mar 1929 | B |
| 28 | 150 | Letters Received | May 1929 | B |
| 28 | 151 | Letters Received | Jun 1929 | B |
| 28 | 152 | Letters Received | Jan - Feb 1929 | B |
| 28 | 153 | Letters Received | Feb - Dec 1931 | B |
| 28 | 154 | Letters Received | Jan 1932 | B |
| 28 | 155 | Letters Received | Feb 1932 | B |
| 28 | 156 | Letters Received | Mar 1932 | B |
| 28 | 157 | Letters Received | Apr 1932 | B |
| 28 | 158 | Letters Received | May 1932 | B |
| 28 | 159 | Letters Received | Apr 1929 | B |
| 28 | 159 | Letters Received | Jun 1932 | B |
| 28 | 160 | Letters Received | Jul 1932 | B |
| 28 | 161 | Letters Received | Aug 1932 | B |
| 28 | 162 | Letters Received | Sep 1932 | B |
| 28 | 163 | Letters Received | Oct 1932 | B |
| 28 | 164 | Letters Received | Nov 1932 | B |
| 28 | 165 | Letters Received | Dec 1932 | B |
| 28 | 166 | Letters Received | 1933 | B |
| 28 | 167 | Letters Received | 1934 | B |
| 28 | 168 | Letters Received | 1935 | B |
| 28 | 169 | Letters Received | 1937; 1942; 1945 | B |
| Administration Papers | | | | |
| 29 | 170 | Patent Documents: Drawings for JT Close Patent Bag Kicker Advertisement for JT Close Patent Bag Kicker | n.d. | B |
| 29 | 171 | Papers Mailing JT Close as JP | 1914 | B |
| 29 | 172 | Will of JT Close Senior | 1904 | B |

| Box No | Item No | Item | Date | Loc |
|--------|---------|---|------------------|-----|
| 29 | 173 | Promissory Notes | 1925 | B |
| 29 | 174 | Promissory Notes | 1926 | B |
| 29 | 175 | Promissory Notes | 1927 | B |
| 29 | 176 | Promissory Notes | 1928 - 1936 | B |
| 29 | 177 | Documents relating to Wheat on Close Properties Cart Notes Invoices for Fertilisers | 1928 | B |
| 29 | 178 | Memorandum of Transfer of two pieces of Land from Cecilia Baker and James Falkiner to Margaret Close [wife of JT Close] | n.d. | B |
| 29 | 179 | Stock Mortgage Documents | 1926; 1929 | B |
| 29 | 180 | Agreement between J Magill and B Boyd involving Property being bought from JT Close | 1930 | B |
| 29 | 181 | Land Valuation Notices | 1931; 1934 | B |
| 29 | 182 | Factories and Shops Act 1913: Coachbuilders Rates of Pay [1932, 1942] Booklet - Metal Trades Award [1941] | 1913 - 1941 | B |
| 29 | 183 | Letters from Knight W Barnett, Solicitor: Debt Collection | n.d. | B |
| 29 | 184 | Share Farming Agreements | 1920 - 1932 | B |
| 29 | 185 | Liens on Crops held by JT Close | 1925 - 1933 | B |
| 29 | 186 | Lease Agreements | 1930; 1938; 1944 | B |
| 29 | 187 | Bank Books: Close Family Finley Methodist Church | 1921 - 1943 | B |
| 29 | 188 | Agreements to Hire Petrol Pump Equipment from Atlantic Oil Co | n.d. | B |
| 29 | 189 | Letters re Complaints about the Condition of Improvements on "The Willows" on JT Close Purchase of the Property | 1930 - 1931 | B |
| 29 | 190 | Valuations on Stock Improvements and other Items for "Tongaboo" | n.d. | B |
| 30 | 191 | Correspondence: Registrar General re Debt to JT Close' Indebtedness on a Settlement Purchase Block near Corowa | n.d. | B |
| 30 | 192 | Lists of Consignment Goods belonging to T Robinson and Co held by JT Close | n.d. | B |
| 30 | 193 | Letters re Proposed Overcharging by JT Close on a Job for Mr T Mansell | n.d. | B |
| 30 | 194 | Copies of Two Applications for Postponement or Extensions of Time to Pay on Two Closer Settlement Properties | 1932 | B |
| 30 | 195 | Valuation and Rate Notices - Berrigan Shire | 1927 | B |

| Box No | Item No | Item | Date | Loc |
|--------|---------|--|-------------|-----|
| 30 | 196 | Letters re Transfer of Land from Pyle to Honeman and Fuller to Boyd | 1924 | B |
| 30 | 197 | Letters and Documents re Transfer of Land from Boyd to Deaken | 1928 | B |
| 30 | 198 | Letters and Documents re Transfer of Land from Pyle to Maslen | 1925 | B |
| 30 | 199 | Letters to and from Coccins Moters, Melbourne re Payment of Storage Fee for a Car | n.d. | B |
| 30 | 200 | Written Assessment of Land Belonging to JJ Langtry Estate Letters re Application for Flood Relief by JJ Langtry | n.d. | B |
| 30 | 201 | Agreement between R Fuller and James Boyd to sell Boyd Land | 1924 | B |
| 30 | 202 | Rate Notices on Properties from Berrigan Shire Council | 1931 | B |
| 30 | 203 | Invoices for Electrical Fittings | 1921 | B |
| 30 | 204 | Copy of Letter from JT Close to J Cleary | n.d. | B |
| 30 | 205 | Documents re Debts of John Doherty | n.d. | B |
| 30 | 206 | Letters and Documents relating to Debts Owed to Close by AE Trudgen and Close Purchase of Land from Trudgen | 1926 - 1927 | B |
| 30 | 207 | Accounts of P Kuhne | 1929 | B |
| 30 | 208 | Agreement to Sell Goods to Close by A Griffin | 1939 | B |
| 30 | 209 | Balance Sheet on Dissolution of J Schier and Sons | 1917 | B |
| 30 | 210 | Agreement by EM Green to Sell JT Close Household Furniture | 1929 | B |
| 30 | 211 | Authority by E Hatcher for Beer Brothers to pay JT Close | n.d. | B |
| 30 | 212 | Agreement for JT Close to sell Block of Land owned by the Late A Dent | n.d. | B |
| 30 | 213 | Receipts from D Eddy | n.d. | B |
| 30 | 214 | HV McKay Duplicate Agency Agreement | 1931 | B |
| 30 | 215 | Contractor's Agreement with Pool Petroleum Pty Ltd | n.d. | B |
| 30 | 216 | Map: Land owned by Closes' in Conargo Shire | n.d. | B |
| 30 | 217 | Copies of Letters: Tender to Masonic Hall Trustees | n.d. | B |
| 30 | 218 | Copies of Workers Compensation Bill | 1910 | B |
| 30 | 219 | Memorandum of Agreement with Goodyear Tyre Company | n.d. | B |
| 30 | 220 | Debenture Note from Berrigan Agricultural Society | 1907 | B |
| 30 | 221 | Agreement of Sale of Wheat to JT Close Share Farm Agreement | n.d. | B |
| 30 | 222 | Lists of Timber required for Building Jobs | n.d. | B |
| 30 | 223 | Advertisements for Agricultural Products | n.d. | B |

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|---|---------|---|-------------|-----|
| 30 | 224 | Christmas Card from Hon RT Ball | 1928 - 1929 | B |
| Photographs [held in Accession File] | | | | |
| 31 | 225 | JT and EN Close & Co, Woolania Street Finley | n.d. | |
| 31 | 226 | Workshop | n.d. | |
| 31 | 227 | Storage at back of Main Building | n.d. | |
| 31 | 228 | Original Furnace | n.d. | |
| 31 | 229 | Workshop Area at Front of Office | n.d. | |
| 31 | 230 | Records Stored in Office Roof | c.1980 | |
| 31 | 231 | Disused Boiler Showing Entrance to Engine Room [used as record store] | c.1980 | |
| 31 | 232 | Records in Old Engine Room | c.1980 | |
| 31 | 233 | Records to be unloaded at RCAE, Wagga Wagga | c.1980 | |
| 31 | 234 | John Winterbottom unloading records at RCAE, Wagga Wagga | c.1980 | |