

THE NEW YORK PUBLIC LIBRARY  
RARE BOOKS AND MANUSCRIPTS DIVISION  
ACCESSION SHEET

Accession # \*82 M 16

Location

*Harvard* 2-a - 1/11  
2-b - 1/11

Title LIFE MAGAZINE INC. Records.

Approximate inclusive dates 1892-1936 Bulk dates: 1920-36

Date of receipt Received from

Volume on arrival 10 transfiles, 58 vols., 8 pkgs.

Number of boxes (after reboxing) 24 AB, 5 RC, 1 pkg., 67 vols.

Condition Good (however, papers in contracts/agreements file are folded and placed in packets and should be flattened out)

Restrictions

Description Life Magazine, Inc. was founded in New York City in 1883 by John Ames Mitchell (1845-1918) an architect turned artist, illustrator and writer. Published until October 1936, it was a popular magazine of satire, criticism, reviews and humour which relied heavily upon cartoons, sketches, illustrations and anecdotal material. In November of 1936 a new magazine under the same title was published by Time, Inc.

The records of the magazine document all aspects of its operation and include correspondence, Circulation and Literary Department records, minutes and financial records and printed material. There are several series of correspondence.

The correspondence of the secretary-treasurer (name/subject file in period 1924-36) is that of Henry A. Ritcher with advertisers, publishers, distributors, printers, illustrators, and cartoonists. Included is correspondence with American News Co., Conde Nast Publications, Charles E. Burchfield, Percy Crosby, and Edward William Bok. The permissions correspondence series is arranged alphabetically in period 1932-36. It consists of Ritcher's correspondence with organizations and persons requesting permission to reprint copyrighted materials. The contracts and agreements series is arranged in serial order in period 1896-1936 and is provided with an alphabetical index. This series reflects the purchase and sale of artistic and literary properties, copyright matters, and foreign reproduction rights. This series includes collateral correspondence mainly of William Krone and Henry A. Ritcher with Charles D. Gibson, the Century Co., Crowell Publishing Co., Coward-McCann, George H. Doran, Carey Printing Co., and P.V. Volland. The circulation department series consists of audit reports of circulation statistics, and records of issues returned by American News Co.. The literary department series (continued on page two)

Special Formats  Photographs  Maps  Audio Tapes  Films  Graphics  
 Artifacts  Machine-readable records  
 Other (list) \_\_\_\_\_

Temporary catalog card added entries Bok, Edward William; Burchfield, Charles Ephraim (1893-1967); Crosby, Percy; Doran, George H.; Gibson, Charles Dana (1867-1944); Krone, William; Mitchell, John Ames (1845-1918); Ritcher, Henry A.; Volland, P.V.; American News Company; Carey Printing Company; Century Company; Conde Nast Publications Inc.; Coward-McCann, Inc.; Crowell Publishing Company; Journalism; Magazine illustration; Periodicals; Publishers and publishing; 1876-1900; 1901-1925; 1926-1950.

Accessioned by John Stinson

Date April 30, 1982

LIFE MAGAZINE, INC.

Container List

Box

Correspondence of the Secretary-Treasurer, 1924-36

|   |     |
|---|-----|
| 1 | A-C |
| 2 | C-E |
| 3 | F-H |
| 4 | H-N |
| 5 | N-R |
| 6 | S-Y |

Permissions Correspondence, 1932-36

|   |     |
|---|-----|
| 7 | A-L |
|   | M-Y |

Contracts and Agreements, 1896-1936

|   |                    |
|---|--------------------|
| 8 | Alphabetical Index |
|   | #1-32              |

|    |         |
|----|---------|
| 9  | 33-62   |
| 10 | 63-100  |
| 11 | 101-115 |
| 12 | 116-154 |
| 13 | 155-189 |
| 14 | 190-230 |
| 15 | 231-276 |
| 16 | 277-324 |
| 17 | 325-392 |

LIFE MAGAZINE INC. Records

Container List (continued)

Box

Circulation Department

- 18 Audit reports, 1924-36 (circulation statistics)  
Publishers' Statements, 1927-36
- 19 Audit reports, 1924-36 (magazines other than Life)  
Publishers' Statements, 1928-36 (magazines other than Life)  
Issues returned to Life by American News Co. - audit rpts,  
Feb 1934-Mar 1935
- 20 Issues returned to Life by American News Co. - audit rpts,  
Apr-Dec 1935
- 21 Issues returned to Life by American News Co. - audit rpts,  
Jan-Aug 1936
- 22-23 Issues returned to Life by American News Co. - audit rpts,  
Sep 1936-1937

Literary Department

MSS, typescripts, printer's copy of poems, articles, humorous anecdotal  
submitted/accepted by the editors of Life

Minutes

- 23-24 Minutes of meetings of the board of directors and of the stockholders,  
1892-1936  
Minutes of meetings of the stockholders of Sherwood-Wadsworth Pictures,  
Inc., 1926-30

Financial Records

- 25 Journal Vouchers, 1929-36 (unsorted)
- 26 Credit Memoranda, 1933-36
- 27 Invoices, 1933-35 (unsorted)  
Cancelled checks (unsorted)
- 28 Balance sheets of assets, 1924, 1927, 1931-36  
Trial balance, 1932-33  
Unsorted records

Art Department

- 29 Process records (control) form indicating disposition of art work rec'd  
Scrapbooks of cartoons (some original pen and ink sketches)

LIFE MAGAZINE INC. Records.

Container List (continued)

Box

29

Printed Matter

Issues of Life Magazine for the years 1910, 1916, 1923, 1927-29 - 10 issues  
Books containing art work published in Life Magazine  
pkg. Books of published sketches by Charles Dana Gibson

Vol.

Accounting Department

1-2 Accounts payable ledgers, 1921-36 (40x30cm)  
3-4 Accounts receivable, Advertising, 1928-36 (28x23cm)  
5-6 Accounts receivable, Miscellaneous, 1927-36 (28x23cm)  
7-9 General journals, 1925-36 (29x40cm)  
10-14 General ledgers, 1912-36 (30x33cm)  
15-16 Summary of revenue and expenses, 1921-36 (45x36cm)  
17-19 Trial balance books, 1927-36 (27x40cm)  
20-25 Cash payment books, 1925-36 (25x36cm)  
26-30 Cash receipt books, 1926-36 (24x36cm)  
31-33 Payroll books, 1908-36 (29x42cm)  
34-35 Petty cash books, 1928-36 (30x42cm)  
36-47 Stock transfer and stock certificate books, 1892-1934 (52x21cm w/ variations)

Circulation Department

48 Summary of returns and allowances, 1923-36 (24x34cm)

Literary Department

49-57 Records of MSS. submitted to Life Magazine, 1911-36 (12x12cm)

Sales Department

58-59 Sales record books, 1926-36 (27x38cm)

Art Department

60-67 Process books (records of plate manufacture and design), 1908-36

LIFE MAGAZINE INC. Records.

Consists of manuscripts, typescripts of poems, articles and humorous materials accepted by Life, and 9 volumes of records of manuscripts submitted to Life in period of 1911-36. The minutes series includes minutes of the board of directors and stockholders in period of 1892-1936. The financial records series includes vouchers, credit memoranda, balance sheets, and 47 volumes of ledgers, journals, and other accounts in period 1892-1936. The printed matter series consists of the sales department.