Collection Summary

Title: Ellis & Allan Company Records
Span Dates: 1783-1889
ID No.: MSS19711
Creator: Ellis & Allan Company (Richmond, Va.)
Extent: 80,000 items; 633 containers; 132 linear feet
Language: Collection material in English
Location: Manuscript Division, Library of Congress, Washington, D.C.
Summary: General merchants and tobacco traders. Business and personal correspondence, journals, ledgers, daybooks, cashbooks, tobacco books, and other mercantile records of the firms of Ellis & Allan, Thomas & Charles Ellis, Ellis & Sons, and Thomas and Charles Ellis & Company of Richmond, Va. Includes records of the counterpart firm in London, Allan & Ellis, as well as those of several subsidiary companies organized in Lynchburg and in Amherst County, Va., to buy and sell tobacco.

Selected Search Terms

The following terms have been used to index the description of this collection in the Library's online catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically therein.

People
Bolling, William, 1789-1849--Correspondence.
Cary, Archibald, 1721-1787--Correspondence.
Cocke, John Hartwell, 1780-1866--Correspondence.
Ellis, Charles, 1817-1900--Correspondence.
Ellis, Powhatan, 1790-1863--Correspondence.
Ellis, Thomas H. (Thomas Harding), 1814-1898--Correspondence.
Francisco, Peter, 1760-1831.
Gordon, Armistead--Correspondence.
Harrison, J. B. (Jesse Burton), 1805-1841--Correspondence.
Monroe, James, 1758-1831.
Page, Carter--Correspondence.
Randolph, John, 1773-1833--Correspondence.
Randolph, Thomas M. (Thomas Mann), 1768-1828--Correspondence.
Roane, Spencer, 1762-1822.
Tucker, St. George, 1752-1827--Correspondence.
Wickham, William.

Organizations
Allan & Ellis (London, England)
Ellis & Allan Company (Richmond, Va.)
Ellis & Sons.
James River and Kanawha Company (Richmond, Va.)
Thomas and Charles Ellis & Company.
United States Military Academy--Students--19th century.
University of Virginia--Students--19th century.

Subjects
Business records--Virginia.
Canals--Virginia--James River.
Merchants--Virginia--Richmond.
Tobacco industry--England--London.
Tobacco industry--Virginia--Amherst County.
Tobacco industry--Virginia--Lynchburg.
Tobacco industry--Virginia--Richmond.
Administrative Information

Provenance
The records of Ellis & Allan Company were purchased by the Library of Congress from the estate of Charles Ellis of Richmond, Va., in 1901.

Processing History
The records of Ellis & Allan Company were initially processed in 1982. The records were partially reprocessed and the register revised in 2000.

Additional Guides
Items in volume 438, some of which pertain to Edgar Allan Poe, were described in Handbook of Manuscripts in the Library of Congress (Washington: Government Printing Office, 1918, pp. 110-111) and elsewhere as a separate collection, but have since been incorporated into this collection.

Copyright Status
The status of copyright in the unpublished writings of Ellis & Allan Company is governed by the Copyright Law of the United States (Title 17, U.S.C.).

Access and Restrictions
The records of Ellis & Allan Company are open to research. Researchers are advised to contact the Manuscript Reading Room prior to visiting. Many collections are stored off-site and advance notice is needed to retrieve these items for research use.

Microfilm
A microfilm edition of items in volume 438 described above is available on one reel; a microfilm edition of the papers of James N. Ellis in Container 633 is also available on one reel. Consult reference staff in the Manuscript Division concerning availability for purchase or interlibrary loan. To promote preservation of the originals, researchers are required to consult the microfilm edition as available.

Preferred Citation
Researchers wishing to cite this collection should include the following information: Container or reel number, Ellis & Allan Company Records, Manuscript Division, Library of Congress, Washington, D.C.

Scope and Content Note
The records of Ellis & Allan Company of Richmond, Virginia, span the years 1795-1889 and consist of correspondence, letterbooks, cash books, tobacco books, journals, and ledgers of the firms of Ellis & Allan; Thomas & Charles Ellis; Ellis & Sons; Thomas and Charles Ellis & Company; and Wiatt, Ellis & Norvell, of Richmond, Virginia, general merchants and buyers and sellers of tobacco. Also included are records of Allan & Ellis, the counterpart firm in London, England, as well as those of several subsidiary companies organized in Lynchburg, Virginia, and in Amherst County, Virginia, for the buying and selling of tobacco. The collection is organized into the following series: General Correspondence; Journals; Ledgers; Letterbooks; Daybooks; Cashbooks; Cash, Letter, and Invoice Book; Invoice Books; Bill Books; Receipt Books; Checkbooks; and Miscellany.

The General Correspondence series comprises the most significant portion of the records and consists of business and personal correspondence reflecting the economic and social history of Virginia, especially the tobacco trade in the James River Valley. Prominent correspondents include many members of the Ellis family. Charles Ellis wrote during the 1830s descriptive letters from the University of Virginia in Charlottesville, Virginia; his brother Thomas H. Ellis wrote similar letters from the United States Military Academy, West Point, New York. Other correspondents include William Bolling, Archibald Cary, John Hartwell Cocke, Powhatan Ellis, Armistead Gordon, J. B. Harrison, James Maury, Carter Page, John Randolph, Thomas M. Randolph, and St. George Tucker.
Financial records of the company are contained in journals, ledgers, letterbooks, daybooks, cashbooks, invoice books, bill books, receipt books, and checkbooks. Among names found in the company's ledgers are those of Peter Francisco, James Monroe, Spencer Roane, and William Wickham. Also included are records dating principally between 1830 and 1850 of the James River and Kanawha Company, chartered by the state to build a canal from Richmond to West Virginia along the James River. Other business records are found in the General Correspondence and Miscellany series.

The Miscellany includes bound sales books, tobacco books, order books, and debt statements, as well as material on settlement of the estate of Charles Ellis. Also present are other records of Ellis & Allan Company; letters and circulars of Charles Simms, Charles Lee, and John Fitzgerald, collectors of customs for the port of Alexandria, Virginia; and material of James N. Ellis while a student at the United States Military Academy.

**Organization of the Papers**

The collection is arranged in twelve series:
- General Correspondence, 1783-1865
- Journals, 1799-1889
- Ledgers, 1797-1885
- Letterbooks, 1799-1856
- Daybooks, 1802-1862
- Cashbooks, 1805-1874
- Cash, Letter, and Invoice Book, 1804-1805
- Invoice Books, 1812-1851
- Bill Books, 1813-1852
- Receipt Books, 1844-1852
- Checkbooks, 1813-1853
- Miscellany, 1789-1845
Description of Series

**Container** | **Series**
--- | ---
BOX 1-438 | **General Correspondence, 1783-1865**
Business and personal correspondence received, bills of lading, receipts, financial statements, and other business records. At the end of the series is a volume of related matter that includes poems, letters, and other items pertaining to Edgar Allan Poe.
Arranged chronologically.
The Poe volume is available on microfilm. Shelf no. 19,274.

BOX 439-477 | **Journals, 1799-1889**
Daily entries from daybooks showing date of transaction, ledger folio number, name of customer, type of transaction, description of merchandise, quantities, and amounts credited or debited.
Arranged in loose chronological order.

BOX 478-517 | **Ledgers, 1797-1885**
Postings to accounts receivable and accounts payable showing account name, date of journal entry, journal folio number, description of transaction, description of merchandise, quantities, amounts credited and debited, and account balance. Some volumes contain alphabetical indexes of account, customer, and client names.
Arranged in loose alphabetical order by name of customer or client.

BOX 518-543 | **Letterbooks, 1799-1856**
Letterpress and lettercopies of business and personal correspondence sent.
Arranged chronologically.

BOX 544-569 | **Daybooks, 1802-1862**
Daily journals of business transactions in the order of their occurrence showing date of transaction, name of customer or client, description of transaction, description of merchandise, quantities, and amounts received and expended.
Arranged chronologically.

BOX 570-587 | **Cashbooks, 1805-1874**
Record of cash receipts and payments showing date of transaction, name of customer or client, type of transaction, type of merchandise, and amounts debited and credited.
Arranged chronologically.

BOX 588 | **Cash, Letter, and Invoice Book, 1804-1805**
Record of cash receipts and payments showing date of transaction, invoice number, name of customer or client, type of transaction, type of merchandise, and amounts debited and credited. Laid in are two pieces of correspondence.
Arranged chronologically.

BOX 589-594 | **Invoice Books, 1812-1851**
Log of merchandise shipped and received showing date of transaction, shipping container number, description of merchandise, identification marks, quantities, method of shipment, vessel’s name, captain, and itinerary, and amounts
Arranged chronologically.
Bill Books, 1813-1852
Record of bills of credit extended and collected showing date, bill number, by whom drawn, to
whom payable, by whom payable, where payable, length of credit, amount of credit, date
payment due, amount of bill, and remarks.
Arranged chronologically.

Receipt Books, 1844-1852
Entries contain copies of financial settlements showing name of customer, date
account opened, description of items purchased on account, amount of purchase, interest
charges, and remarks. Between 1851 and 1852 they record merchandise sold showing date
of sale, name and address of customer, method of shipment, description of merchandise,
amount of sale, and signature of customer.
Arranged chronologically.

Checkbooks, 1813-1853
Blank instruments of payment drawn on account of Ellis & Allan at Farmers’ Bank of Virginia,
Richmond, Va. Stubs show checks written and deposits made to account and include check
number, date, to whom paid, from whom received, amount of transaction, and notes.
Arranged chronologically.

Miscellany, 1789-1845

Bound, 1799-1845
Includes sales books, tobacco books, order books, and debt statements, as well as material
on settlement of the estate of Charles Ellis.
Grouped by topic or type of material.

Unbound, 1789-1842
Journals, ledgers, checks, receipts, circulars, broadsides, business cards, insurance records,
price lists, ships papers, duty bonds, and other records of Ellis & Allan Co. Also includes
letters and circulars of Charles Simms, Charles Lee, and John Fitzgerald, collectors of
customs for the port of Alexandria, Va., and material of James N. Ellis while a student at
the United States Military Academy, West Point, N.Y.
Grouped by topic or type of material.
Ellis’s papers from the United States Naval Academy are available on microfilm. Shelf no.
16,799.
## Container List

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Business and personal correspondence received, bills of lading, receipts, financial statements, and other business records. At the end of the series is a volume of related matter that includes poems, letters, and other items pertaining to Edgar Allan Poe.  
Arranged chronologically.  
The Poe volume is available on microfilm. Shelf no. 19,274. |
<p>| BOX 1     | Aug. 11, 1783-June 23, 1795 |
| BOX 2     | July 8, 1795-May 11, 1796 |
| BOX 3     | May 12, 1796-Dec. 15, 1797 |
| BOX 4     | Dec. 17, 1797-July 28, 1798 |
| BOX 5     | July 30, 1798-Mar. 20, 1799 |
| BOX 6     | Mar. 23, 1799-Sept. 28, 1799 |
| BOX 7     | Oct. 3, 1799-Dec. 13, 1799 |
| BOX 8     | Dec. 14, 1799-Feb. 28, 1800 |
| BOX 9     | Mar. 2, 1800-May 6, 1800 |
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| BOX 22    | May 29, 1802-July 8, 1802 |
| BOX 23    | July 9, 1802-Aug. 14, 1802 |
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| BOX 25    | Oct. 26, 1802-Dec. 5, 1802 |
| BOX 26    | Dec. 6, 1802-Jan. 7, 1803 |
| BOX 27    | Jan. 8, 1803-Feb. 28, 1803 |
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| BOX 29    | Apr. 14, 1803-May 21, 1803 |
| BOX 30    | May 22, 1803-June 25, 1803 |
| BOX 31    | June 26, 1803-July 27, 1803 |
| BOX 32    | July 28, 1803-Aug. 31, 1803 |
| BOX 33    | Sept., 1803-Oct. 16, 1803 |
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### General Correspondence, 1783-1865

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<td>BOX 434</td>
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<td>BOX 436</td>
<td>Aug. 8, 1856-Dec. 18, 1865</td>
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### Journals, 1799-1889

Daily entries from daybooks showing date of transaction, ledger folio number, name of customer, type of transaction, description of merchandise, quantities, and amounts credited or debited.

Arranged in loose chronological order.

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<th>Contents</th>
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<td>BOX 440</td>
<td>1801-1802</td>
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<td>BOX 441</td>
<td>1802-1803</td>
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<tr>
<td>BOX 442</td>
<td>1803-1804</td>
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Ellis & Allan Company Records 16
Ledgers, 1797-1885

Postings to accounts receivable and accounts payable showing account name, date of journal entry, journal folio number, description of transaction, description of merchandise, quantities, amounts credited and debited, and account balance. Some volumes contain alphabetical indexes of account, customer, and client names.

Arranged in loose alphabetical order by name of customer or client.

BOX 478 1797-1800
BOX 479 1799-1802
BOX 480 1801-1802
BOX 481 1801-1804
### Ledgers, 1797-1885

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<td>1803-1804</td>
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<td>1804-1805</td>
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<td>1804-1805</td>
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<td>1805-1806</td>
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<td>Letterpress and lettercopies of business and personal correspondence sent.</td>
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<td>Arranged chronologically.</td>
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### Letterbooks, 1799-1856

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<td>1815-1817</td>
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### Container | Contents
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BOX 524 | 1815-1818
BOX 525 | 1817-1818
BOX 526 | 1817-1823
BOX 527 | 1818-1819
BOX 528 | 1819-1820
BOX 529 | 1823-1841
BOX 530 | 1828-1834
BOX 531 | 1834-1837
BOX 532 | 1837-1840
BOX 533 | 1838-1840
BOX 534 | 1838-1849
BOX 535 | 1840-1842
BOX 536 | 1841-1844
BOX 537 | 1844-1845
BOX 538 | 1844-1845
BOX 539 | 1846-1848
BOX 540 | 1851
BOX 541 | 1851-1852
BOX 542 | 1851-1853
BOX 543 | 1853-1856

**BOX 544-569**  
**Daybooks, 1802-1862**

Daily journals of business transactions in the order of their occurrence showing date of transaction, name of customer or client, description of transaction, description of merchandise, quantities, and amounts received and expended. Arranged chronologically.

BOX 544 | 1802-1803
BOX 545 | 1803-1804
BOX 546 | 1804-1805
BOX 547 | 1805-1806
BOX 548 | 1806-1807
BOX 549 | 1807-1808
BOX 550 | 1808-1809
BOX 551 | 1809-1810
BOX 552 | 1810-1811
BOX 553 | 1812-1816
BOX 554 | 1813-1815
BOX 555 | 1815-1817
BOX 556 | 1817-1819
BOX 557 | 1819-1824
BOX 558 | 1824-1840
BOX 559 | 1829-1832
BOX 560 | 1833-1837
BOX 561 | 1837-1850
BOX 562 | 1838-1841
BOX 563 | 1841-1844
Daybooks, 1802-1862

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<td>BOX 566</td>
<td>1844-1847</td>
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<td>BOX 567</td>
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<td>1847-1850</td>
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<td>BOX 569</td>
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<th>Cashbooks, 1805-1874</th>
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**BOX 595-603**  
**Bill Books, 1813-1852**  
Record of bills of credit extended and collected showing date, bill number, by whom drawn, to whom payable, by whom payable, where payable, length of credit, amount of credit, date payment due, amount of bill, and remarks.  
Arranged chronologically.

| BOX 595   | 1813-1817 |
| BOX 596   | 1815-1818 |
| BOX 597   | 1815-1820 |
| BOX 598   | 1817-1829 |
| BOX 599   | 1837-1841 |
| BOX 600   | 1839-1840 |
| BOX 601   | 1841-1851 |
| BOX 602   | 1844-1845 |
| BOX 603   | 1846-1852 |

**BOX 604-606**  
**Receipt Books, 1844-1852**  
Entries for 1844-1852 contain copies of financial settlements showing name of customer, date account opened, description of items purchased on account, amount of purchase, interest charges, and remarks. Between 1851 and 1852 they record merchandise sold showing date of sale, name and address of customer, method of shipment, description of merchandise, amount of sale, and signature of customer.  
Arranged chronologically.

| BOX 604   | 1844-1845 |
| BOX 605   | 1850-1851 |
| BOX 606   | 1851-1852 |

**BOX 607-608**  
**Checkbooks, 1813-1853**  
Blank instruments of payment drawn on account of Ellis & Allan at Farmers' Bank of Virginia, Richmond, Va. Stubs show checks written and deposits made to account and include check number, date, to whom paid, from whom received, amount of transaction, and notes.  
Arranged chronologically.

| BOX 607   | 1813-1817 |
| BOX 608   | 1851-1853 |

**BOX 609-633**  
**Miscellany, 1789-1845**

**BOX 609-619**  
**Bound, 1799-1845**  
Includes sales books, tobacco books, order books, and debt statements, as well as material on settlement of the estate of Charles Ellis.  
Grouped by topic or type of material.

| BOX 609   | Commission and sales book |

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Ellis & Allan Company Records
<table>
<thead>
<tr>
<th>Container</th>
<th>Contents</th>
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<td>BOX 611</td>
<td>Sales book, 1816</td>
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<tr>
<td>BOX 612</td>
<td>Tobacco sales book, 1816-1820</td>
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<td>BOX 613</td>
<td>Tobacco book, 1845</td>
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<td>BOX 614</td>
<td>Order book, 1818-1819</td>
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<td>BOX 615</td>
<td>Debt and statement, 1812-1817</td>
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<td>BOX 616</td>
<td>Condition of firm, 1817</td>
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<td>BOX 617</td>
<td>Inventory of the stock of Charles Ellis and Sons, 1841</td>
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<td>BOX 618</td>
<td>Charles Ellis estate, 1842</td>
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<tr>
<td>BOX 619</td>
<td>Charles Ellis administration, 1840-1843</td>
</tr>
</tbody>
</table>

**BOX 620-633 Unbound, 1789-1842**

Journals, ledgers, checks, receipts, circulars, broadsides, business cards, insurance records, price lists, ships papers, duty bonds, and other records of Ellis & Allan Co. Also includes letters and circulars of Charles Simms, Charles Lee, and John Fitzgerald, collectors of customs for the port of Alexandria, Va., and material of James N. Ellis while a student at the United States Military Academy, West Point, N.Y. Grouped by topic or type of material.

Ellis's papers from the United States Naval Academy are available on microfilm. Shelf no. 16,799.

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<thead>
<tr>
<th>BOX 620</th>
<th>Account books, journals, and ledgers, 1827-1842</th>
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<tr>
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<tr>
<td>BOX 621</td>
<td>Checks and receipts, undated</td>
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<td>BOX 622</td>
<td>Circulars, undated</td>
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<tr>
<td>BOX 623</td>
<td>Circulars, bills of lading, notes, etc., undated</td>
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<td>BOX 624</td>
<td>Business and calling cards, undated</td>
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<td>BOX 625</td>
<td>Marine insurance records, undated</td>
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<td>BOX 626</td>
<td>Market advice from European commercial agents, 1816-1817</td>
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<td>BOX 627</td>
<td>List of current prices, undated</td>
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<td>BOX 628</td>
<td>Ships papers, duty bonds, and samples, undated</td>
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<td>BOX 629</td>
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<td>BOX 630</td>
<td>Collector of customs records, Alexandria, Va.,</td>
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<td>Lee, Charles, 1789-1792</td>
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<td>Fitzgerald, John, 1793-1799</td>
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<td>Ellis, James N., papers from United States Military Academy, West Point, N.Y.</td>
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<td><em>Elementary Treatise on the Forms of Cannon and Various Systems of Artillery</em>, 1832</td>
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<td>Notes supplementary to the course of permanent fortification</td>
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<td>Outline of a course in &quot;Bayard's Constitutional Law,&quot; undated</td>
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<td>&quot;Outlines of the Course of Civil Engineering,&quot; undated (2 folders)</td>
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<td>Outline of a course in electricity, 1834</td>
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