

Columbia Records Paperwork Collection



**National Audio-Visual Conservation Center, Library of Congress
Washington, D.C.
2011**

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Prepared by Jennifer Lewis, Karen Fishman

Encoded by Marsha Maguire, 2011

Revised 2023-03

Collection Summary

Title: Columbia Records paperwork collection

Span Dates: 1923-1964

Bulk Dates: (bulk 1950-1964)

Creator: Columbia Records, Inc.

Extent: 52 linear feet (159 boxes, approximately 55,650 items)

Language: Collection materials are in English

Location: Recorded Sound Research Center, National Audio-Visual Conservation Center, Library of Congress, Washington, D.C.

LC Catalog record: <https://lccn.loc.gov/2002655160>

Summary: Record label orders, record label copy sheets, press release information, recording studio job sheets, and cut-out project information from Columbia Records.

Location: RPA 00001-00159

Selected Search Terms

The following terms have been used to index the description of this collection in the LC Catalog. They are grouped by name of person or organization, by subject or location, and by occupation and listed alphabetically.

Organizations

Columbia Graphophone Company (U.S.)--Archives.

Columbia Phonograph Company, inc.--Archives.

Columbia Recording Corporation--Archives.

Columbia Records, Inc.

Columbia Records, Inc.--Archives.

Subjects

Music trade--United States.

Record labels--United States.

Sound recording industry--United States.

Form/Genre

Advertisements.

Job lists.

Order forms.

Press releases.

Provenance

Dr. Alton F.R. Lawrence (1922-1972) and the Columbia Group Archive donated the Columbia Records Paperwork Collection to the Library of Congress in August of 1970.

Custodial History

Dr. Alton F.R. Lawrence created the Columbia Records archive in 1960.

Accruals

No further accruals are expected.

Processing History

The collection was processed by Jill Metcalf in 2001 and by Jennifer Lewis in 2005. Much gratitude goes to Michael Gray for his invaluable assistance with matrix prefix information. Jennifer Lewis worked on the collection and updated the finding aid in 2005 and Karen Fishman updated the finding aid in 2006.

The collection was originally housed in 286 two-ringed notebooks. For preservation purposes, the papers were removed from the notebooks, placed in folders, and housed in document storage boxes, but the arrangement of the material by original notebook number has been retained. Volume numbers were written on the spines of some (not all) of the original notebooks; known volume numbers are included in the inventory portion of this finding aid.

The first of the 38 boxes initially shipped to the Library of Congress is not described in this finding aid because its contents differ significantly from the rest of the collection. This box contained the Helen F. Chmura Matrix Number Lists and is housed in the Recorded Sound Reference Center.

More information on these files can be found in the A.F.R. Lawrence correspondence files, also located in the Recorded Sound Reference Center.

Copyright Status

Restrictions may exist on copying, quoting, or publishing materials included in the collection. For additional information, contact a reference librarian in the Recorded Sound Research Center, National Audio-Visual Conservation Center, Library of Congress, Washington, DC, 20540-4690; (202) 707-7833.

Access and Restrictions

The Columbia Records Paperwork Collection is open for research. Advance notice is required; please contact the Recorded Sound Research Center.

Preferred Citation

Researchers wishing to cite this collection should include the following information: [Container number, eg., Box 3], Columbia Records Paperwork Collection, National Audio-Visual Conservation Center, Library of Congress.

Administrative History

The story of Columbia Records extends back to the late 1880s and the founding of the Columbia Graphophone Company in Bridgeport, Connecticut. The company's most successful subsidiary, the Columbia Phonograph Company, was a distributor of cylinder recordings and Edison phonographs in the Maryland, Delaware, and Washington, D.C. area. In 1902 Columbia began issuing recorded discs as well as cylinders, and in 1904 it introduced the double-sided disc. Following the post-war boom of 1919, the company underwent a decline, and the American branch of Columbia went into receivership. The new owner of the British branch of the company, Louis Sterling, took control of American Columbia in 1923, and electrical recording replaced the old acoustic process.

Columbia was successful during the 1920s, but it was hit hard by various legal problems and the financial difficulties of the Depression. In 1934 Columbia was sold to the American Record Corporation (ARC), which was itself sold to William Paley's Columbia Broadcasting System (CBS) in 1938. A year later ARC became known as the Columbia Recording Corporation. The name of the company was changed to Columbia Records, Inc., in 1947, and one year later CBS introduced the 33 1/3 rpm microgroove long-playing record (LP). In 1988 Columbia was acquired by Sony and is currently a division of Sony BMG.

Scope and Content Note

The Columbia Records Paperwork Collection spans the years 1923 to 1964 and contains materials such as record label orders, record label copy sheets, press release information, recording studio job sheets, and cut-out project information (describing records to be cut out of the catalog). Many of the papers, if not the whole collection, appear to have come from the Columbia Records pressing plant in Bridgeport, Connecticut.

Matrix Numbers: The concept of the *matrix number* is important in understanding the arrangement and contents of the collection. A matrix number is assigned by the recording company to identify each side of a disc recording. Often but not always unique, it may consist of letters, numbers, or both and may include a prefix and/or one or more suffixes. It is usually etched or stamped on the inside margin of the disc between the playing surface and the label. The matrix number can be useful in dating a recording and may indicate the take of the performance featured on the recording. Additional information may be included as well.

Matrix Number Prefixes Found in the Columbia Records Paperwork Collection: The following list of matrix number prefixes identifies the majority of the discs referenced in this collection. The first letter of the prefix represents the diameter of the disc: *Z* is the 7-inch diameter indicator, and *X* is the 12-inch diameter indicator. The default size is always 10 inches, which is why there is no special 10-inch indicator.

Additional information on matrix numbers can be found in the Columbia Matrix Number file located in the Recorded Sound Research Center in the Library of Congress.

| | |
|------|--|
| XTNY | 12-inch experiments or commercials, New York |
| XTV | 12-inch mono (monophonic) LP master |
| ZLP | 7-inch stereo single master |
| ZSP | 7-inch mono single master |
| ZSV | 7-inch stereo master |
| ZTS | 7-inch mono single master |
| ZTSP | 7-inch mono single master |
| ZTV | 7-inch mono single master |

Collection Arrangement

The collection is arranged in 5 series:

- Series 1: Record Label Orders (Transcriptions), 1940-1964
- Series 2: Record Label Copy Sheets, 1923-1964
- Series 3: Press Release Information, 1951-1952
- Series 4: Recording Studio Job Sheets, 1945-1954
- Series 5: Cut-out Project Information, 1951-1952

Description of Series

Container

Series

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

This series primarily contains record label and pressing orders made by Columbia for the company itself, for various clients, and for the United States government. Names on the government order forms include Voice of America, U.S. Marine Band, Air Force Reserve, Civil Defense Department, Army Hour, and Library of Congress.

The orders made for Columbia and for various clients were arranged within each original notebook by ascending matrix number. Within in each matrix number prefix, arrangement is generally chronological. Because of the different content of these prefix groupings, each has a slightly different organization system.

A Miscellaneous Transcriptions section, beginning with box 54, follows the papers that are grouped by prefix. The first part of the Miscellaneous Transcriptions section is arranged in general chronological order, but the second part is grouped by type of matrix prefix, record label, or client name. The orders made for the U.S. government are organized chronologically.

Record label and pressing orders for Columbia Records and clients, 1940-1964

Matrix numbers beginning with prefix ZTSP

Matrix numbers beginning with prefix ZTSP represented 7-inch mono single masters. Arranged by volume number.

Matrix numbers beginning with prefix XTV

Matrix numbers beginning with prefix XTV represented 12-inch mono LP masters. The original notebooks for the record label and pressing orders with XTV matrix numbers were never assigned volume numbers. The orders are therefore arranged in ascending matrix number order, with the exception of those in box 158, which was a 2004 addition to the collection.

Matrix numbers beginning with prefix YNTY

The original notebooks for the record label and pressing orders with YNTY matrix numbers are arranged in ascending matrix number order, with the numbers for Sesac, Inc. grouped near the end. The materials in box 159 were a 2004 addition to the collection.

Matrix numbers beginning with prefix TV

Record label and pressing orders with TV matrix numbers are arranged by original volume number.

Miscellaneous transcriptions

The matrix prefix, record label, or client name makes up the major part of each original notebook, but many notebooks may contain as many as twenty other sections, often made up of just a few pages each.

The first part of the Miscellaneous transcriptions grouping is arranged by volume number, and the second part is organized by type of matrix prefix or record label.

Record label and pressing orders for the U.S. government, 1960-1964

Consists of record label orders and pressing information for the records made by Columbia Records for the United States government. Names on the order forms include Voice of

America, U.S. Marine Band, Air Force Reserve, Civil Defense Department, Army Hour, and Library of Congress.
Organized chronologically.

Series 2. Record Label Copy Sheets for Columbia Records and Clients, 1923-1964

This series is divided into three main groupings: Spanish/Latin America (indicated by the suffix "x"), Columbia popular, and Miscellaneous transcriptions.

Spanish/Latin America, 1923-1951

Arranged by matrix number.

Columbia popular, 1939-1964

Arranged by matrix number, which, for this material, is basically chronological.

Miscellaneous transcriptions, 1934-1964

Some of the miscellaneous transcriptions contain one type of matrix number or catalog number, while others contain up to fifty different types of orders.

Grouped by type of matrix prefix or client name. Original notebooks (volumes) containing many different types of matrix prefixes or client names were organized by the predominant number or name.

Series 3. Press Release Information, 1951-1952

This series contains promotional information and advertisements for Columbia Record releases. The titles on the release information are mostly "Monthly Masterworks Releases" and "New Columbia Record Releases."

Arranged by date.

Series 4. Recording Studio Job Sheets, 1945-1954

Recording studio job sheets provide important information about studio sessions such as program title, master or safety number, date and time of recording, special instructions, and shipping instructions. They also show the studio engineer and recording engineer for each session.

Columbia, 1950-1952

The recording studio job sheets for Columbia alone are arranged by date.

Columbia and clients (mixed), 1945-1954

The recording studio job sheets for Columbia Records and its clients are similar to the studio job sheets for Columbia Records alone but are in a different format. The papers in box 156, approximately half of which are orders from Sears, Roebuck and Co., are in yet another format but include similar information.

The recording studio job sheets for Columbia Records and its clients are interfiled. Orders are arranged by date.

BOX-FOLDER 157/1-3

Series 5. Cut-out Project Information, 1951-1952

The papers in this series are lists of records to be cut out of the catalog as well as records to be scrapped. Each has a memo attached with specific directions.

Container List

Container

Contents

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

106 boxes

This series primarily contains record label and pressing orders made by Columbia for the company itself, for various clients, and for the United States government. Names on the government order forms include Voice of America, U.S. Marine Band, Air Force Reserve, Civil Defense Department, Army Hour, and Library of Congress.

The orders made for Columbia and for various clients were arranged within each original notebook by ascending matrix number. Within in each matrix number prefix, arrangement is generally chronological. Because of the different content of these prefix groupings, each has a slightly different organization system.

A Miscellaneous Transcriptions section, beginning with box 54, follows the papers that are grouped by prefix. The first part of the Miscellaneous Transcriptions section is arranged in general chronological order, but the second part is grouped by type of matrix prefix, record label, or client name. The orders made for the U.S. government are organized chronologically.

Record label and pressing orders for Columbia Records and clients, 1940-1964

Matrix numbers beginning with prefix ZTSP

Matrix numbers beginning with prefix ZTSP represented 7-inch mono single masters. Arranged by volume number.

| | |
|-------------------------|---|
| BOX-FOLDER 1/1-3 | ZTSP 16962 to ZTSP 24969, volume 1, 1953 January-1956 June |
| BOX 1-2 | ZTSP 27044 to ZTSP 28697, volume 2, 1957 December-1958 December |
| BOX 1 | (3 folders) |
| BOX 2 | (1 folder) |
| BOX-FOLDER 2/2-6 | ZTSP 24717 to ZTSP 29959, volume 3, 1956 January-1957 November |
| BOX-FOLDER 3/1-5 | ZTSP 28712 to ZTSP 29297, volume 3, 1958 August-1959 August |
| BOX 3-4 | ZTSP 29303 to ZTSP 60398, volume 4, 1959 March-June |
| BOX 3 | (2 folders) |
| BOX 4 | (2 folders) |
| BOX-FOLDER 4/3-6 | ZTSP 60400 to ZTSP 60998, volume 5, 1959 |
| BOX-FOLDER 5/1-4 | ZTSP 62001 to ZTSP 68770, volume 6, 1959 |
| BOX 5-6 | ZTSP 26443 to ZTSP 62980, volume 1, 1960 |
| BOX 5 | (2 folders) |
| BOX 6 | (3 folders) |
| BOX-FOLDER 6/4-7 | ZTSP 60497 to ZTSP 65541, volume 2, 1960 |
| BOX-FOLDER 7/1-3 | ZTSP 60523 to ZTSP 65977, volume 3, 1960 June-October |
| BOX 7-8 | ZTSP 62216 to ZTSP 66921, volume 4, |
| BOX 7 | (3 folders) |
| BOX 8 | (1 folder) |
| BOX-FOLDER 8/2-4 | ZTSP 60883 to ZTSP 67775, volume 1, 1961 January-March |
| BOX-FOLDER 9/1-4 | ZTSP 28786 to ZTSP 67998, volume 2, 1961 |

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

| Container | Contents |
|-------------------|---|
| BOX 9-10 | ZTSP 66310 to ZTSP 69186, volume 3, 1961 April-July |
| BOX 9 | (2 folders) |
| BOX 10 | (2 folders) |
| BOX-FOLDER 10/3-5 | ZTSP 66027 to ZTSP 69799, volume 4, 1961 |
| BOX-FOLDER 11/1-4 | ZTSP 66017 to ZTSP 84940, volume 5, 1961 |
| BOX 11-12 | ZTSP 66507 to ZTSP 81302, volume 6, 1961 |
| BOX 11 | (1 folder) |
| BOX 12 | (2 folders) |
| BOX-FOLDER 12/3-5 | ZTSP 66029 to ZTSP 81802, volume 1, 1962 |
| BOX-FOLDER 13/1-4 | ZTSP 29092 to ZTSP 81824, volume 2, 1962 |
| BOX 13-14 | ZTSP 66040 to ZTSP 85152, volume 3, 1962 |
| BOX 13 | (2 folders) |
| BOX 14 | (1 folder) |
| BOX-FOLDER 14/2-5 | ZTSP 64546 to ZTSP 85291, volume 4, 1962 |
| BOX-FOLDER 15/1-3 | ZTSP 66043 to ZTSP 85559, volume 5, 1962 |
| BOX 15-16 | ZTSP 81726 to ZTSP 85782, volume 6, 1962 |
| BOX 15 | (2 folders) |
| BOX 16 | (2 folders) |
| BOX-FOLDER 16/3-5 | ZTSP 24713 to ZTSP 86114, volume 7, 1962 |
| BOX-FOLDER 17/1-3 | ZTSP 66049 to ZTSP 86962, volume 8, 1962 |
| BOX 17-18 | ZTSP 101 to ZTSP 66053, volume 1, 1963 |
| BOX 17 | (2 folders) |
| BOX 18 | (1 folder) |
| BOX-FOLDER 18/2-5 | ZTSP 85831 to ZTSP 89446, volume 2, 1963 |
| BOX-FOLDER 19/1-4 | ZTSP 25776 to ZTSP 89675, volume 3, 1963 |
| BOX-FOLDER 20/1-3 | ZTSP 17780 to ZTSP 91244, volume 4, 1963 |
| BOX 20-21 | ZTSP 66067 to ZTSP 91540, volume 5, 1963 |
| BOX 20 | (2 folders) |
| BOX 21 | (2 folders) |
| BOX 21-22 | ZTSP 66701 to ZTSP 92501, volume 6, 1963 |
| BOX 21 | (2 folders) |
| BOX 22 | (2 folders) |
| BOX-FOLDER 22/3-5 | ZTSP 66073 to ZTSP 92720, volume 7, 1963-1964 |
| BOX-FOLDER 23/1-2 | ZTSP 88812 to ZTSP 92969, volume 8, 1964 |

Matrix numbers beginning with prefix XTV

Matrix numbers beginning with prefix XTV represented 12-inch mono LP masters.

The original notebooks for the record label and pressing orders with XTV matrix numbers were never assigned volume numbers. The orders are therefore arranged in ascending matrix number order, with the exception of those in box 158, which was a 2004 addition to the collection.

| | |
|--------------------|---|
| BOX-FOLDER 158/1-9 | XTV 11452 to XTV 14442, 1949-1958 |
| BOX-FOLDER 24/1-4 | XTV 14411 to XTV 16500, 1952 March-1953 November |
| BOX-FOLDER 25/1-4 | XTV 14173 to XTV 16545, 1950 December-1951 February |
| BOX 25-26 | XTV 16549 to XTV 17960, 1957 July-1958 February |
| BOX 25 | (1 folder) |
| BOX 26 | (3 folders) |

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

| Container | Contents |
|-------------------|--|
| BOX 26-27 | XTV 17679 to XTV 18736, 1952 November-1955 March |
| BOX 26 | (2 folders) |
| BOX 27 | (2 folders) |
| BOX 27-28 | XTV 18739 to XTV 19569, 1953 January-June |
| BOX 27 | (3 folders) |
| BOX 28 | (1 folder) |
| BOX-FOLDER 28/2-3 | XTV 19579 to XTV 19988, 1953 May-1954 March |
| BOX 28-29 | XTV 20006 to XTV 20665, 1954 January-August |
| BOX 28 | (2 folders) |
| BOX 29 | (2 folders) |
| BOX-FOLDER 29/3-6 | XTV 20667 to XTV 21492, 1954 January-August |
| BOX-FOLDER 30/1-3 | XTV 21503 to XTV 21995, 1954 June- November |
| BOX-FOLDER 30/4-6 | XTV 21760 to XTV 22487, 1955 February-1957 October |
| BOX-FOLDER 31/1-4 | XTV 22507 to XTV 22999, 1955 January-1957 March |
| BOX 31-32 | XTV 22515 to XTV 23577, 1955 June-August |
| BOX 31 | (2 folders) |
| BOX 32 | (2 folders) |
| BOX-FOLDER 32/3-6 | XTV 23579 to XTV 23993, 1955 September-1956 January |
| BOX-FOLDER 33/1-5 | XTV 24002 to XTV 24763, 1955 October-1957 April |
| BOX-FOLDER 34/1-4 | XTV 24410 to XTV 24899, 1956 March-November |
| BOX 34-35 | XTV 24900 to XTV 25091, 1956 October-1958 July |
| BOX 34 | (2 folders) |
| BOX 35 | (4 folders) |
| BOX-FOLDER 35/5-7 | XTV 25546 to XTV 25973, 1956 October-1957 April |
| BOX-FOLDER 36/1-4 | XTV 26600 to XTV 27435, 1957 July-1958 August |
| BOX 36-37 | XTV 26001 to XTV 28562, 1957 April-October |
| BOX 36 | (2 folders) |
| BOX 37 | (2 folders) |
| BOX-FOLDER 37/3-6 | XTV 27458 to XTV 28279, 1958 April-November |
| BOX-FOLDER 38/1-2 | XTV 28298 to XTV 28499, 1958 September-1959 January |
| BOX-FOLDER 38/3-5 | XTV 28500 to XTV 29497, 1958 September-1959 April |
| BOX-FOLDER 39/1-4 | XTV 60000 to XTV 62587, 1959 May-December |
| BOX 39-40 | XTV 62202 to XTV 64582, volume 1, 1960 January-April |
| BOX 39 | (2 folders) |
| BOX 40 | (1 folder) |
| BOX-FOLDER 40/2-5 | XTV 62666 to XTV 66864, volume 2, 1960 April-December |
| BOX-FOLDER 41/1-4 | XTV 62454 to XTV 67833, volume 1, 1960 September-1961 March |
| BOX-FOLDER 41/5-6 | XTV 68698 to XTV 81683, volume 6, 1961 January-1962 February |
| BOX-FOLDER 42/1-5 | XTV 15995 to XTV 85023, XTV 81020 to XTV 81682, volume 1, 1961 October-1962 August |
| BOX-FOLDER 43/1-3 | XTV 20237 to XTV 81060, volume 4, 1961 February-July |
| BOX-FOLDER 43/4-6 | XTV 24578 to XTV 85052, volume 5, 1961 July-November |
| BOX-FOLDER 43/7 | XTV 92901, XTV 92950, XTV 94507, 1964 March |

Matrix numbers beginning with prefix YNTY

The original notebooks for the record label and pressing orders with YNTY matrix numbers are arranged in ascending matrix number order, with the numbers for Sesac,

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

Container

Contents

Inc. grouped near the end. The materials in box 159 were a 2004 addition to the collection.

| | |
|---------------------------|--|
| BOX-FOLDER 44/1-3 | YTTY 243 to YTTY 2425, 1940 December-1943 December |
| BOX-FOLDER 44/4-6 | YTTY 2426 to YTTY 4547, 1943 December-1945 May |
| BOX-FOLDER 45/1-3 | YTTY 4577 to YTTY 6493, 1945 June-1946 October |
| BOX-FOLDER 45/4-6 | YTTY 6514 to YTTY 7949, 1946 October-1947 October |
| BOX-FOLDER 46/1-3 | YTTY 7958 to YTTY 9700, 1947 October-1948 July |
| BOX-FOLDER 46/4-6 | YTTY 9701 to YTTY 12943, 1948 July-1950 April |
| BOX-FOLDER 47/1-3 | YTTY 12901 to YTTY 15972, 1950 April-1951 November |
| BOX-FOLDER 47/4-7 | Sesac, Inc., YTTY 4000 to YTTY 10915, 1950 May-1954 February |
| BOX-FOLDER 48/1-4 | Sesac Inc., YTTY 4019 to YTTY 20355, 1955 May-1956 April |
| BOX-FOLDER 48/5-6 | Sesac Inc., 1956 May-September |
| BOX-FOLDER 49/1-2 | YTTY 4125 to YTTY 25179, 1956 June 22-September 4 |
| BOX-FOLDER 49/3-5 | Sesac, Inc. (chiefly), YTTY 5730 to YTTY 26869, volume 4, 1956 August-1958 January |
| BOX-FOLDER 50/1-3 | Sesac Inc. (chiefly), YTTY 4001 to YTTY 68857, 1957 November-1961 July |
| BOX-FOLDER 159/1-8 | YTTY 4215-YTTY 23274, 1949-1956 |

Matrix numbers beginning with prefix TV

Record label and pressing orders with TV matrix numbers are arranged by original volume number.

| | |
|--------------------------|--|
| BOX-FOLDER 51/1-4 | TV 12102 to TV 20477, volume 1, 1949 November-1953 November |
| BOX-FOLDER 51/5-6 | TV 20490 to TV 23840, volume 2, 1953 November-1955 January |
| BOX-FOLDER 52/1-4 | TV 22183 to TV 25251, volume 3, 1941 March-1957 December |
| BOX 52-53 | TV 21769 to TV 28944, volume 4, 1956 September-1959 February |
| BOX 52 | (2 folders) |
| BOX 53 | (2 folders) |
| BOX-FOLDER 53/3-4 | TV 29136 to TV 86046, volume 5, 1959 February-1962 May |

Miscellaneous transcriptions

The matrix prefix, record label, or client name makes up the major part of each original notebook, but many notebooks may contain as many as twenty other sections, often made up of just a few pages each.

The first part of the Miscellaneous transcriptions grouping is arranged by volume number, and the second part is organized by type of matrix prefix or record label.

| | |
|--------------------------|--|
| BOX-FOLDER 54/1-3 | Miscellaneous transcriptions, volume 4, 1958 |
| BOX 54-55 | XSV 27491 to XSV 60040, volume 5, 1958 May-September |
| BOX 54 | (2 folders) |
| BOX 55 | (2 folders) |
| BOX-FOLDER 55/3-4 | Miscellaneous transcriptions, volume 7, 1958 February-1959 November |
| BOX-FOLDER 56/1 | Miscellaneous transcriptions, 1958-1959 |
| BOX-FOLDER 56/2-5 | XTAV, ZTV, YTAC, volume 8, 1958 December-1961 December |
| BOX-FOLDER 57/1-3 | XSV, XSM, XP, volume 9, 1949 September-1960 June |
| BOX 57-58 | Miscellaneous transcriptions and Kapp, volume 10, 1959 March-October |
| BOX 57 | (2 folders) |
| BOX 58 | (1 folder) |

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

| Container | Contents |
|--------------------------|--|
| BOX-FOLDER 58/2-6 | Miscellaneous transcriptions, volume 11, 1959 June-1960 March |
| BOX-FOLDER 59/1-3 | Miscellaneous transcriptions, volume 1, 1959 December-1960 April |
| BOX-FOLDER 60/1-3 | Miscellaneous transcriptions, volume 2, 1960 April-August |
| BOX 60-61 | CTV, ZTEC, ZPA, volume 2, 1956 October-1960 October |
| BOX 60 | (2 folders) |
| BOX 61 | (2 folders) |
| BOX-FOLDER 61/3-5 | Miscellaneous transcriptions, volume 3, 1960 August-November |
| BOX-FOLDER 62/1-4 | Miscellaneous transcriptions, volume 4, 1960 November-1961 May |
| BOX-FOLDER 62/5 | Warner Bros., volume 6, 1960 |
| BOX-FOLDER 63/1-3 | Ford, Lincoln-Mercury, XTAC 67130 to XTAC 84983, volume 5, 1960 January-1961 December |
| BOX 63-64 | Miscellaneous transcriptions, volume 5, 1961 January-April |
| BOX 63 | (2 folders) |
| BOX 64 | (1 folder) |
| BOX-FOLDER 64/2-5 | Miscellaneous transcriptions, volume 6, 1961 April-July |
| BOX-FOLDER 65/1-4 | Miscellaneous transcriptions, volume 7, 1961 July-December |
| BOX-FOLDER 66/1-5 | Miscellaneous transcriptions, Panorama, United Artists, volume 8, 1961 August-1962 March |
| BOX 66-67 | Miscellaneous transcriptions, volume 9, 1961 October-1962 January |
| BOX 66 | (1 folder) |
| BOX 67 | (2 folders) |
| BOX-FOLDER 67/3-5 | Miscellaneous transcriptions, 1962 January-April |
| BOX-FOLDER 68/1 | ZTV, ZTEC, ZTSC, ZSV..., volume 1, 1962 |
| BOX 68-69 | Miscellaneous transcriptions, volume 2, 1962 February-June |
| BOX 68 | (4 folders) |
| BOX 69 | (3 folders) |
| BOX 69-70 | Miscellaneous transcriptions, volume 3, 1962 January-May |
| BOX 69 | (1 folder) |
| BOX 70 | (2 folders) |
| BOX 70-71 | Miscellaneous transcriptions, volume 4, 1962 February-June |
| BOX 70 | (2 folders) |
| BOX 71 | (1 folder) |
| BOX-FOLDER 71/2-5 | Miscellaneous transcriptions, volume 6, 1962 April- September |
| BOX 71-72 | Miscellaneous transcriptions, volume 7, 1962 September-December |
| BOX 71 | (1 folder) |
| BOX 72 | (3 folders) |
| BOX 72-73 | Miscellaneous transcriptions, volume 7, 1962 July-September |
| BOX 72 | (2 folders) |
| BOX 73 | (2 folders) |
| BOX-FOLDER 73/3-6 | Miscellaneous transcriptions, volume 8, 1962 |
| BOX-FOLDER 74/1-3 | Miscellaneous transcriptions, volume 9, 1962 |
| BOX 74-75 | Miscellaneous transcriptions, volume 10, 1962 |
| BOX 74 | (2 folders) |
| BOX 75 | (2 folders) |
| BOX-FOLDER 75/3-5 | ZTC, YTC, XTV, TV, XSV, volume 1, 1963 |
| BOX-FOLDER 76/1-3 | Miscellaneous transcriptions, volume 1, 1963 |
| BOX-FOLDER 76/4 | Miscellaneous transcriptions, volume 2, 1963 |
| BOX-FOLDER 77/1-2 | Miscellaneous transcriptions, volume 2, 1963 |

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

| Container | Contents |
|-------------------|--|
| BOX-FOLDER 77/3-5 | Miscellaneous transcriptions, volume 3, 1963 |
| BOX-FOLDER 78/1-3 | Miscellaneous transcriptions, volume 4, 1963 |
| BOX 78-79 | Miscellaneous transcriptions, volume 5, 1963 |
| BOX 78 | (2 folders) |
| BOX 79 | (2 folders) |
| BOX-FOLDER 79/3-5 | Miscellaneous transcriptions, volume 6, 1963 |
| BOX-FOLDER 80/1-4 | Miscellaneous transcriptions, volume 7, 1963 |
| BOX 80-81 | Miscellaneous transcriptions, volume 8, 1963 |
| BOX 80 | (2 folders) |
| BOX 81 | (1 folder) |
| BOX-FOLDER 81/2-5 | Miscellaneous transcriptions, volume 9, 1963 |
| BOX-FOLDER 82/1-3 | Miscellaneous transcriptions, volume 10, 1963 |
| BOX 82-83 | Miscellaneous transcriptions, volume 11, 1963 |
| BOX 82 | (2 folders) |
| BOX 83 | (2 folders) |
| BOX-FOLDER 83/3-6 | Miscellaneous transcriptions, volume 12, 1963 October |
| BOX-FOLDER 84/1-3 | Miscellaneous transcriptions, volume 13, 1963 |
| BOX 84-85 | Miscellaneous transcriptions, 1964 |
| BOX 84 | (2 folders) |
| BOX 85 | (2 folders) |
| BOX-FOLDER 85/3-5 | Roulette, Kapp, volume 1, 1963 January |
| BOX-FOLDER 86/1-3 | Miscellaneous transcriptions, volume 2, 1964 |
| BOX-FOLDER 86/4 | Miscellaneous transcriptions, volume 3, 1964 |
| BOX-FOLDER 87/1-4 | XCTV 6680 to XCTV 8812, XTAC 7409 to XTAC 23970, miscellaneous transcriptions, volume 1, 1952 March-1957 April |
| BOX-FOLDER 87/5-6 | XCTV 8840 to XCTV 84247, volume 2, 1956 May-1961 May |
| BOX-FOLDER 88/1-2 | XTAC 7921 to XTAC 9482, 1956-1960 |
| BOX-FOLDER 88/3-4 | XCTV 9905 to XCTV 10588, volume 3, 1958 June-1959 June |
| BOX 88-89 | XTAC 10350 to XTAC 67120, volume 4, 1959 June-1960 December |
| BOX 88 | (1 folder) |
| BOX 89 | (3 folders) |
| BOX-FOLDER 89/4-6 | XTAC 9504 to XTAC 10333, 1957 September-1959 March |
| BOX-FOLDER 90/1-4 | TAC 8458 to TAC 63573, CO, ZTC, volume 3, 1956 January-1958 November |
| BOX-FOLDER 90/5-7 | ZTSC 7658 to ZTSC 9991, 1954 March-1961 March |
| BOX-FOLDER 91/1 | ZTEP 24592 to ZTEP 67821, volume 1, 1956, 1958 |
| BOX-FOLDER 91/2-5 | ZTEP 64330, ZTEP 64440 to ZTEP 68975, volume 2, 1960-1961 |
| BOX-FOLDER 92/1-4 | TNY 228 to TNY 1453, P 30456 to P 50984, volume 1, 1942 December-1954 July |
| BOX-FOLDER 92/5-7 | P 49190 to P 55297, 1954 September-1957 October |
| BOX-FOLDER 93/1-4 | XTNY 248 to XTNY 15242, 1942 January-1951 June |
| BOX-FOLDER 93/5-7 | XTNY 15471 to XTNY 22899, 1952 December-1959 May |
| BOX-FOLDER 94/1 | XTNY 5602, XTNY 13796, XTNY 15470 to XTNY 20727, 1951-1953 |
| BOX-FOLDER 94/2-4 | YTC 3053 to YTC 4898, 1945 September-1948 January |
| BOX 94-95 | YTC 4926 to YTC 7047, volume 1, 1948 February-1952 August |
| BOX 94 | (2 folders) |
| BOX 95 | (2 folders) |
| BOX-FOLDER 95/3-6 | YTC 8199 to YTC 84987, 1956 August-1961 December |
| BOX-FOLDER 96/1-4 | XTC 7362 to XTC 9784, YTC 2348 to YTC 8901, 1952 September-1957 May |

Series 1. Record Label and Pressing Orders (Transcriptions), 1940-1964

| Container | Contents |
|--------------------|--|
| BOX 96-97 | XTC 166 to XTC 7869, 1941 July-1954 August |
| BOX 96 | (2 folders) |
| BOX 97 | (1 folder) |
| BOX-FOLDER 97/2-4 | XTC 6133 to XTC 65133, 1951 December-1960 October |
| BOX 97-98 | AS 1 to AS 781 (ASCAP), 1942 July-1951 April |
| BOX 97 | (2 folders) |
| BOX 98 | (2 folders) |
| BOX-FOLDER 98/3-4 | PC, YNE, XPC..., miscellaneous transcriptions, 1947 March-1956 August |
| BOX-FOLDER 98/5-6 | Zodiac, ZLP, TLP, XLP, 1952 February-1956 August |
| BOX-FOLDER 99/1-3 | ZTEP 19797 to ZTEP 25466, ZP 48494 to ZP 55310, 1952 December-1956 September |
| BOX-FOLDER 99/4-5 | ZCTV, ZPC, PB, ALP, PA, 1955 September-1959 October |
| BOX-FOLDER 100/1 | PC 6624 to PC 9396, PRLP 160 to PRLP 214, PRLP 7001 to PRLP 7037, 1955 October-1957 June |
| BOX-FOLDER 100/2-4 | Rainbow Records, 1957 July-1959 March |
| BOX 100-101 | Miscellaneous transcriptions, 1962 February-August |
| BOX 100 | (1 folder) |
| BOX 101 | (3 folders) |
| BOX-FOLDER 101/4-5 | Miscellaneous transcriptions, 1962 March-1963 August |
| BOX-FOLDER 101/6 | XTV 65931 to XTV 87276, 1963 January- March |
| BOX-FOLDER 102/1-3 | Miscellaneous transcriptions, 1962 November-1963 March |
| BOX-FOLDER 102/4-6 | Miscellaneous transcriptions, 1963 June-October |
| BOX-FOLDER 103/1 | XTV 11677 to XTV 89784, 1963 June-September |
| BOX-FOLDER 103/2-4 | XTV 11679 to XTV 92382, miscellaneous transcriptions, 1963 September-1964 January |
| BOX 103-104 | Miscellaneous transcriptions, 1963 July-October |
| BOX 103 | (2 folders) |
| BOX 104 | (2 folders) |
| BOX-FOLDER 104/3-5 | Miscellaneous transcriptions, 1963 November-1964 January |

Record label and pressing orders for the U.S. government, 1960-1964

Consists of record label orders and pressing information for the records made by Columbia Records for the United States government. Names on the order forms include Voice of America, U.S. Marine Band, Air Force Reserve, Civil Defense Department, Army Hour, and Library of Congress.

Organized chronologically.

| | |
|--------------------|--|
| BOX-FOLDER 105/1-4 | Miscellaneous government transcriptions, volume 1, 1960 November-December/1961 January-May |
| BOX-FOLDER 105/5-6 | Miscellaneous government transcriptions, volume 2, 1961 September-December |
| BOX 105-106 | Miscellaneous government transcriptions, 1963-1964 |
| BOX 105 | (1 folder) |
| BOX 106 | (2 folders) |

Series 2. Record Label Copy Sheets for Columbia Records and Clients, 1923-1964

43 boxes

This series is divided into three main groupings: Spanish/Latin America (indicated by the suffix "x"), Columbia popular, and Miscellaneous transcriptions.

Spanish/Latin America, 1923-1951

Arranged by matrix number.

Series 2. Record Label Copy Sheets for Columbia Records and Clients, 1923-1964

| Container | Contents |
|--------------------|---|
| BOX-FOLDER 107/1-3 | Matrix numbers 1-x to 1157-x, 1159-x to 1179-x, 2000-x to 2399-x, 1927 May-1939 June, 1940 August-1951 January, 1923 November-1926 June |
| BOX-FOLDER 107/4-6 | Matrix numbers 2400-x to 099-x, 1926 June-1928 May |
| BOX 107-108 | Matrix numbers 3100-x to 3999-x, 1928 May-1930 March |
| BOX 107 | (1 folder) |
| BOX 108 | (2 folders) |
| BOX-FOLDER 108/3-5 | Matrix numbers 4000-x to 4999-x, 1930 March-1934 November |
| BOX 108-109 | Matrix numbers 5000-x to 5999-x, 1934 November-1940 April |
| BOX 108 | (2 folders) |
| BOX 109 | (1 folder) |
| BOX-FOLDER 109/2-4 | Matrix numbers 6000-x to 6705-x, 1940 May-1950 June |
| BOX-FOLDER 109/5-6 | Matrix numbers 6500-x to 6705-x, 1950 June-1951 December |
| BOX-FOLDER 109/7 | Matrix numbers 7000-x to 7009-x, G-9001-x, 50000-x to 50011-x, 51000-x, 52000-x to 52088-x, 1926 July-1932 January |

Columbia popular, 1939-1964

Arranged by matrix number, which, for this material, is basically chronological.

| | |
|--------------------|--|
| BOX-FOLDER 110/1-4 | Matrix numbers 35201 to 35820, 1939 August-1940 November |
| BOX-FOLDER 110/5-8 | Matrix numbers 35821 to 36334, 1940 November-1941 August |
| BOX-FOLDER 111/1-4 | Matrix numbers 36336 to 36770, 1941 August-1945 January |
| BOX-FOLDER 111/5-7 | Matrix numbers 36776 to 37144, 1945 January-1946 September |
| BOX-FOLDER 112/1-3 | Matrix numbers 37145 to 37558, 1946 September-1947 June |
| BOX-FOLDER 112/4-6 | Matrix numbers 37561 to 38075, 1947 June-December |
| BOX 112-113 | Matrix numbers 38079 to 38500, 1948 January-1949 May |
| BOX 112 | (1 folder) |
| BOX 113 | (2 folders) |
| BOX-FOLDER 113/3-5 | Matrix numbers 39637 to 39997, 1951 February-1953 April |
| BOX-FOLDER 114/1-3 | Matrix numbers 42700 to 43022, 1962 October-1964 March |

Miscellaneous transcriptions, 1934-1964

Some of the miscellaneous transcriptions contain one type of matrix number or catalog number, while others contain up to fifty different types of orders.

Grouped by type of matrix prefix or client name. Original notebooks (volumes) containing many different types of matrix prefixes or client names were organized by the predominant number or name.

| | |
|--------------------|---|
| BOX-FOLDER 114/4-5 | Lang-Worth programs, 1942 June-1949 January |
| BOX-FOLDER 114/6-7 | Lang-Worth programs, 1940 May-1948 April |
| BOX-FOLDER 115/1-3 | Playtime/Playcolor, J-168 to J-299, J 4-701 to J 4-753, 231 to 417, 901 PV to 329 PV, 1948 January-1957 October |
| BOX-FOLDER 115/4-5 | Playtime/Playcolor, 50001 to 50160, 139 to 270, 301 PV to 329 PV, 1939 October-1948 January |
| BOX-FOLDER 116/1 | Hall of Fame, 3-33001 to 3-33031, 1961 January |
| BOX-FOLDER 116/2-3 | Hall of Fame, 4-50001 to 4-54036, 80001 to 80009, 1954 March-1954 September |
| BOX-FOLDER 116/4-7 | Hall of Fame, 4-33001 to 4-33059, 3-42301 to 3-42818, 1962 January-1964 February |
| BOX-FOLDER 117/1-5 | 45 extended play (2 or more records to an album) 5/6/7-1001 to 5/6/7-1723, volume 1, 1952 August-1953 August |

Series 2. Record Label Copy Sheets for Columbia Records and Clients, 1923-1964

| Container | Contents |
|---------------------------|---|
| BOX-FOLDER 117/6-9 | 45 extended play (2 or more records to an album), 7-1724 to 7-2079, volume 2, 1953 August-1954 December |
| BOX-FOLDER 118/1-4 | 45 extended play (2 or more records to an album), 5/196/197-2080 to 5/196/197-2519, 1954 December-1960 January |
| BOX-FOLDER 118/5-8 | 45 extended play (singles), B-6721 to B-8953, B-1900 to B-2837, volume 1, 1952 August-1954 September |
| BOX-FOLDER 119/1-5 | 45 extended play (singles), B-1501 to B-1899, 1954 June-1956 April |
| BOX-FOLDER 119/6-8 | HL 7001 to HL 7099, 1956 July-1960 October |
| BOX-FOLDER 120/1-2 | Harmony series, 45 extended play, catalog numbers B-9001 to B-11481, 1956 May-1958 May |
| BOX-FOLDER 120/3-5 | ML 2001 to ML 2615, 1948 March-1953 May |
| BOX 120-121 | ML 4001 to ML 4169, 1948 March-1949 April |
| BOX 120 | (2 folders) |
| BOX 121 | (1 folder) |
| BOX-FOLDER 121/2-4 | ML 4170 to ML 4471, 1949 June-1951 October |
| BOX 121-122 | ML 4472 to ML 4879, 1951 October-1956 January |
| BOX 121 | (2 folders) |
| BOX 122 | (2 folders) |
| BOX-FOLDER 122/3-5 | ML 4880 to ML 5089, 1954 March-1956 June |
| BOX-FOLDER 122/6-7 | ML 5100 to ML 5498, 1956 March-1960 June |
| BOX-FOLDER 123/1 | ML 5100 to ML 5498, 1956 March-1960 June |
| BOX-FOLDER 123/2-5 | ML/OL/KOL 5500 to 5899, 1960 March-1963 September |
| BOX-FOLDER 123/6 | ML/DL/OL/KOL 5901 to 6070, 1962 November-1964 March |
| BOX-FOLDER 123/7 | 4691-M to 4821, 1951 August-1954 September |
| BOX-FOLDER 124/1 | 7699-M to 7784, 1951 May-1953 May |
| BOX-FOLDER 124/2-5 | 4-20891 to 4-21348, 1951 December-1954 December |
| BOX-FOLDER 124/6-7 | 4-21350 to 4-21571, 1954 December-1956 October |
| BOX-FOLDER 125/1-4 | 40000 to 40399, 1953 April-1954 November |
| BOX-FOLDER 125/5-7 | 40400 to 40699, 1954 November-1956 June |
| BOX-FOLDER 126/1-3 | 4-40700 to 40899, 1956 April-1957 March |
| BOX-FOLDER 126/4-7 | 4-40900 to 4-41199, 1957 March-1958 June |
| BOX-FOLDER 127/1-3 | 4-41200 to 4-41400, 1959 May-1959 August |
| BOX-FOLDER 127/4-6 | 4-41401 to 4-41699, 1959 May-1960 May |
| BOX 127-128 | 4-41700 to 4-42225, 1960 May-1961 October |
| BOX 127 | (2 folders) |
| BOX 128 | (2 folders) |
| BOX-FOLDER 128/3-6 | 4-42226 to 4-42699, 1961 October-1963 February |
| BOX-FOLDER 129/1-3 | 3-41724 to 3-42512, 1960 June-1962 July |
| BOX-FOLDER 129/4-6 | Epic, 5-9001 to 5-9099, LC 3001 to LC 3098, LG 1001 to LG 1023, EG 7001 to EG 7100, 1953 June-1955 February |
| BOX-FOLDER 130/1-3 | Epic, 5-9200 to 5-9299, LN & LC 3300 to 3325, LN & LC 3327 to 3549, 1956 November-1958 November |
| BOX-FOLDER 130/4-6 | Epic, S 70372 to S 70465, 5-9300 to 5-9399, LC & LN 3550 to 3799, 1959 January-1961 August |
| BOX-FOLDER 131/1-3 | Epic, BF 19002 to BF 19030, LF 18000 to LF 18030, BA 17007 to BA 17039, LA 16000 to LA 16039, 5-9400 to 5-95191, 1959 May-1963 December |
| BOX-FOLDER 131/4-7 | Epic, LC & LN 3100 to 3299, 5-9100 to 5-9198, EG 7101 to EG 7214, 1955 March-1957 January |

Series 2. Record Label Copy Sheets for Columbia Records and Clients, 1923-1964

| Container | Contents |
|---------------------------|--|
| BOX-FOLDER 132/1-3 | Okeh, 2271 to 3420, 1934 July-1937 October |
| BOX-FOLDER 132/4-5 | Epic, Okeh, Ascot, Imperial..., 1962 May-1964 March |
| BOX-FOLDER 132/6 | Okeh, 2271 to 3420, 1951 May-1959 August |
| BOX-FOLDER 133/1-3 | 4-18001 to 4-18059, 10000 to 10108 (International), 6800 to 7023, 4-7024 to 4-7149, 1951 May-1959 August |
| BOX-FOLDER 133/4-5 | Mercury, SR 60001 to SR 69015, 1960 June-1963 November |
| BOX-FOLDER 133/6 | Mercury, 1960 December-1963 January |
| BOX-FOLDER 134/1 | MG 20156 to MG 20841, 1960 June-1962 October |
| BOX-FOLDER 134/2 | Mercury, MG 50031 to MG 50355, SR 90003 to SR 90355, 1960 September-1964 January |
| BOX-FOLDER 134/3-6 | Masterworks, 11000-D to 11650-D, 1936 July-1946 November |
| BOX-FOLDER 135/1-4 | Masterworks, 11651-D to 12238-D, 1941 September-1945 August |
| BOX 135-136 | Masterworks, 12241-D to 12815-D, 1945 September-1948 March |
| BOX 135 | (3 folders) |
| BOX 136 | (1 folder) |
| BOX-FOLDER 136/2-4 | Masterworks, 4-13170-D to 4-13169-D, 1948 March-1952 July |
| BOX-FOLDER 136/5 | Masterworks, 17525 D to 17633 D, 1948 April-1957 March |
| BOX-FOLDER 136/6-7 | CL 525 to CL 899, 1958 May-1961 January |
| BOX-FOLDER 137/1-2 | CL 526 to CL 713, 1951 May-1956 December |
| BOX-FOLDER 137/3-5 | CL 901 to CL 1259, 1956 September-1958 October |
| BOX-FOLDER 138/1-4 | CL 1501 to CL 1799, 1960 May-1962 July |
| BOX-FOLDER 138/5-7 | CL 1800 to CL 2099, Harmony, HL 9001 to HL 9027, 1962 March-1963 September |
| BOX-FOLDER 139/1 | CL 2100 to CL 2176, 1963 October-1964 February |
| BOX-FOLDER 139/2 | CL 6001 to CL 6299, 1948 June-1954 May |
| BOX-FOLDER 139/3-7 | CL 6300 to CL 6341, CL 2501 to CL 2600, 1953 May-1956 September |
| BOX-FOLDER 140/1-3 | WS 301 to WS 380, WL 111 to WL 180, CL 1260 to CL 1499, 1958 October-1960 May |
| BOX-FOLDER 140/4-6 | HS 11001 to HS 11079, Harmony, HL 9501 to HL 9546, HL 7100 to HL 7314, 1959 January-1964 January |
| BOX-FOLDER 141/1-4 | CS 8001 to CS 8398, 1958 May-1961 January |
| BOX 141-142 | CS 8400 to CS 8799, 1961 January-1963 March |
| BOX 141 | (3 folders) |
| BOX 142 | (1 folder) |
| BOX-FOLDER 142/2 | CS 8800 to CS 8976, 1963 January-1964 February |
| BOX-FOLDER 142/3 | SP 1001 to SP 1032, 1962 October |
| BOX-FOLDER 142/4-7 | MS 6001 to MS 6398, 1958 May-1963 March |
| BOX-FOLDER 143/1-2 | MS 6401 to MS 6581, 1963 January-1964 December |
| BOX-FOLDER 143/3-5 | 7-2472 to 7-2499, BC 1 to BC 1160, BN 1 to BN 630, 1958 July-1962 April |
| BOX-FOLDER 143/6 | 4-101-E (ZSP 12319) to 4-105-E (ZSP 13699), 105-E, RL 3001 to RL 6642, 1952 October-1956 October |
| BOX-FOLDER 144/1 | AL 1 to AL 57, G-1-1 to G-18-10, GL 100 to GL 105, 1951 March-1954 November |
| BOX-FOLDER 144/2 | OGN 5041 to OGN 5251, OBS 80011 to OBS 81221, 1958 January-1959 January |
| BOX-FOLDER 144/3-4 | AE 50 to AE 68, PL 12001 to PL 13018, PS 14001 to PS 15018, 1959 July-1960 August |
| BOX-FOLDER 144/5-7 | LN/19LC 24001 to 3882, BN 26000 to BN 26090, BC 1241 to BC 1281, 1962 May-1964 March |
| BOX-FOLDER 145/1-2 | OS 2001 to OS 2450, EX/19ES 5003 to 5121, EX/19ES 1712 to 1819, 1959 March-1961 November |
| BOX-FOLDER 145/3 | JS 301 to JS 360, MR, JR, CR, CB, CZ, 1955 July-1956 September |
| BOX-FOLDER 145/4-6 | 90001-V to 90199-V, 1940 November-1952 October |

Series 2. Record Label Copy Sheets for Columbia Records and Clients, 1923-1964

| Container | Contents |
|--------------------|---|
| BOX-FOLDER 146/1-3 | Decca, DL 5000 to DL 5188, 1949 August-1950 January |
| BOX-FOLDER 146/4-6 | Kapp, KL 1059 to KL 1345, KS 1082 to KS 3345, 1961 May-1964 January |
| BOX-FOLDER 147/1 | Rainbow Records, miscellaneous, 1962 August-1964 January |
| BOX-FOLDER 147/2-4 | Rainbow Records, S7 30339 to S7 31909, 1959 July-1963 October |
| BOX-FOLDER 147/5-6 | Varsity, Harmony, Regal..., 1949 June-1950 August |
| BOX-FOLDER 148/1 | Legacy, LS, LL, 1960 May-1963 June |
| BOX-FOLDER 148/2-3 | Cameo, Smash, Phillips..., 1962 June-1963 November |
| BOX-FOLDER 148/4-5 | Liberty, Dolton, Roulette..., 1962 October-1963 November |
| BOX-FOLDER 149/1-3 | United Artists, Vanguard..., 1961 June-1964 January |

Series 3. Press Release Information, 1951-1952

2 boxes

This series contains promotional information and advertisements for Columbia Record releases. The titles on the release information are mostly "Monthly Masterworks Releases" and "New Columbia Record Releases."

Arranged by date.

| | |
|--------------------|-------------------------|
| BOX-FOLDER 150/1-3 | 1951 December-1952 June |
| BOX-FOLDER 150/4-5 | 1952 February-December |
| BOX-FOLDER 151/1-3 | 1952 June-October |
| BOX-FOLDER 151/4-5 | 1952 November-December |

Series 4. Recording Studio Job Sheets, 1945-1954

5 boxes

Recording studio job sheets provide important information about studio sessions such as program title, master or safety number, date and time of recording, special instructions, and shipping instructions. They also show the studio engineer and recording engineer for each session.

Columbia, 1950-1952

The recording studio job sheets for Columbia alone are arranged by date.

| | |
|------------------|----------------------------|
| BOX-FOLDER 152/1 | 1950 January 1-December 30 |
| BOX-FOLDER 152/2 | 1951 January 5-December 27 |
| BOX-FOLDER 152/3 | 1952 January 7-December 30 |

Columbia and clients (mixed), 1945-1954

The recording studio job sheets for Columbia Records and its clients are similar to the studio job sheets for Columbia Records alone but are in a different format. The papers in box 156, approximately half of which are orders from Sears, Roebuck and Co., are in yet another format but include similar information.

The recording studio job sheets for Columbia Records and its clients are interfiled. Orders are arranged by date.

| | |
|--------------------|----------------------------|
| BOX-FOLDER 153/1-3 | 1945 January 3-December 28 |
| BOX-FOLDER 153/4-7 | 1946 January 3-December 20 |
| BOX-FOLDER 154/1-4 | 1947 January 1-December 31 |
| BOX-FOLDER 154/5-8 | 1947 August 27-December 31 |
| BOX-FOLDER 155/1-4 | 1948 January 5-August 31 |

Series 4. Recording Studio Job Sheets, 1945-1954

| Container | Contents |
|--------------------|---|
| BOX-FOLDER 155/5 | 1948 September 1-December 31 |
| BOX-FOLDER 155/6-7 | 1949 February 14-December 30 |
| BOX-FOLDER 156/1-2 | 1954 April 22-December 17 |
| BOX-FOLDER 157/1-3 | Series 5. Cut-out Project Information, 1951-1952 3 folders The papers in this series are lists of records to be cut out of the catalog as well as records to be scrapped. Each has a memo attached with specific directions. |