

Products of Asia records

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English

Describing Archives: A Content Standard

Rockefeller Archive Center

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Summary Information

Repository:	Rockefeller Archive Center
Title:	Products of Asia records
ID:	FA268
Date [inclusive]:	undated
Physical Description:	33.6 Cubic Feet 28 standard record storage boxes
Language of the Material:	English

Preferred Citation

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <http://www.rockarch.org/research/citations.php>

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Biographical / Historical

John D. Rockefeller 3rd founded Products of Asia, Inc. in 1955. The company was dissolved in 1967.

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Scope and Contents

This collection constitutes the corporate records of Products of Asia, Inc. from its inception in 1955 until its dissolution in 1967. Documentation of its various subsidiaries are also represented including: Mandarin Textiles, Products of India, Tai Ping Carpets and the Boat Division.

Although John D. Rockefeller 3rd was the majority stockholder in Products of Asia, he appears only rarely in the record. The vast majority of the papers relate to the day-to-day operations of the company including invoices, general correspondence, accounts payable, accounts receivable, cash disbursements,

insurance on shipments of merchandise and other financial and accounting information such as ledgers, bank statements, and daily journal vouchers.

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Arrangement

The Products of Asia records remain as received by the Rockefeller Archive Center.

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File Plan

Former Classification: III 19

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Administrative Information

Publication Statement

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Processing Information

Preliminary archival processing of the Products of Asia records was conducted by the Rockefeller Archive Center to establish intellectual and physical control of the material and assess its immediate preservation and conservation needs. The collection remains in storage boxes and in original folders. Further archival processing, primarily to facilitate the long-term preservation of the records will be conducted at a later date, as necessary.

The finding aid was initially prepared by Joseph W. Ernst and the staff of the Rockefeller Family Archives during the appraisal process, prior to the physical shipment of the material to the Rockefeller

Archive Center in 1982. Front matter was compiled in 2011, and the records were inventoried and entered into the RAC collection management system by Diane April, May 2012.

Appraisal

Rockefeller Family Archives (Rockefeller Family & Associates) received the Products of Asia, Inc. records in 1972, and the files were preliminarily appraised on February 10, 1972.

Immediate Source of Acquisition

The files were received by the Rockefeller Archive Center, from Rockefeller Family and Associates, in 1982 and were accessioned on January 22, 1982 (Accession 1982:008).

Conditions Governing Use

Rockefeller Archive Center holds title, copyright and literary rights in the collection, in so far as it holds them, and has authority to grant permission to cite and publish archival material from the collection.

Conditions Governing Access

The collection is open for scholarly research.

Select financial and personnel/employee records may be closed to scholarly access at the discretion of the RAC Head of Reference.

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Physical Characteristics and Technical Requirements

Materials requiring specialized equipment for access (film, audio, video, slides) may be closed to research dependent on availability of the applicable equipment

Brittle or damaged items, or materials otherwise in need of preservation care, may be closed to researchers at the discretion of the RAC Head of Archival Services/Head of Reference.

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Collection Inventory

Products of Asia records, undated

Physical Description: 33.6 Cubic Feet 28 standard record storage boxes

Title/Description	Instances
Minutes of Meetings	
Title/Description	Instances
Board of Directors, 1955-1960	box 1
Executive Committee, 1962-1964	box 1
Books of Account, Regular	box 2
Regular	box 2
Journal Vouchers	box 2
Cash Disbursements	box 2A
Correspondence	
Title/Description	Instances
India	box 3
Insurance	box 3
Tokyo Branch	box 3
One Thousand One	box 3
Boats	box 3
Imperial House	box 4
Sweaters	box 4
Agreement	box 4
Board of Directors	box 4
Financial Statements	box 4
Personnel	box 5
Products of Asia	box 5
Dynasty of Hong Kong	box 5
Tai Pai	box 5
Tokyo Office	box 5

Applications	box 5
Ex-Employees, A-E	box 5
Ex-Employees, F-Z	box 6
Marsh & McLennon, Insurance	box 7
Equitable	box 7
Trustee Files - Bank Accounts	box 7
Taxes	box 7

Taxes

Title/Description	Instances
Federal, State & Local	box 8
Federal, State & Local	box 8A
Federal, State & Local	box 9

Products of Asia (Canada)

Title/Description	Instances
Correspondence	box 10
Correspondence	box 11

Products of Asia - Books of Account

Title/Description	Instances
Mandarin Textile Statements	box 12

Products of Asia

Title/Description	Instances
Insurance Reports	box 13
Journal Entry Memos	box 13
Cancelled Checks	box 13
Pending - Hong Kong Carpets	box 13

Dynasty Division

Title/Description	Instances
Statements	box 14
Statements	box 15

Boat Division

Title/Description	Instances
Correspondence, A-D	box 16
Correspondence, E-L	box 17
Correspondence, M-Z	box 18
Orders by Buyer	box 19
Orders by Order	box 19
Orders & Statements	box 20
Books of Account	box 21
Statements - Pending Matters, 1967-1970	box 22
Cancelled Checks	box 23
Cancelled Checks	box 24
Cancelled Checks	box 25
Cancelled Checks	box 26
Cancelled Checks	box 27