

Inventory of the

**Jordan Hardware Company**  
Ottawa, Illinois

Records

In the

Regional History Center

**RC 166**

## INTRODUCTION

Robert Jordan donated the records for the Jordan Hardware Company in Ottawa, Illinois to the Northern Illinois Regional History Center on March 15, 1984. An addendum was added by Mr. Jordan in March 1995 with records to be added in the future.

Property rights in the collection belong to the Regional History Center; literary rights are dedicated to the public. There are no restrictions on access to the collection.

Linear feet of shelf space: 12.50  
Number of containers: 21 + 1 volume  
Northern Illinois Regional History Center  
Collection 166

## SCOPE AND CONTENT

Records in the Jordan Hardware Company collection date from 1852 to 1981. The collection is organized into three series: Centennial Records; Financial Records; and Supply Records.

Centennial Records document the hardware company's 100th anniversary in 1940. They include letters of congratulation and information on a commemorative plaque. Also in this series is a written history of the company, a set of receipts and invoices that trace the name and ownership of the company, and articles written about Jordan Hardware.

Financial Records date from 1852 to 1981 and are the largest part of the collection. Included in this series are inventories for the years 1856-1865, 1899, 1926, 1930, 1936, 1941, 1948, and 1981. Three ledgers document the company's activities from 1913 to 1960. However, each ledger actually concentrates on just a few years. A bound, one volume ledger dates 1913-1918, though it does include a recapitulation of sales from 1898 to 1920. The ledger which dates 1923-1935 also has a sales summary dating 1898-1929, while some of its accounts date up to 1935, most of them covers the years 1923-1929. The third ledger dates 1929-1960. Its accounts vary in time span, some covering only 1957-1960 and others covering just the 1930-1949. This series also contains sheets from daily record books for the following years: 1929, 1931, 1939, 1941, 1946, 1950, 1960.

Supply Records include correspondence to distributors and a True-Value Hardware catalog. The majority of the records in this series are schedules of hardware from Sargent's Lock Company. Jordan Hardware would contract with Sargent's to provide the locks for construction projects. The schedules are arranged chronologically.

The Addendum dates from 1923 to 1983 and contains tax information, employee payroll information, daily receipts, work records, accounts receivable, and inventory records.

Some material has been separated and added to the Center's reference collection in the reading room. The separated material consists of Ottawa City Directories, and Ottawa City Map and a LaSalle County plat book. For additional information on the hardware business in Illinois, researchers should consult the Piper Business Collection (RC 78).

### HISTORICAL SKETCH

In 1840, John Manley bought the L. Woodruff and Company tin shop thus founding the Manley and Company hardware store. The hardware store occupied the same wooden building which had housed the tin shop on the public square in Ottawa. In 1851, Manley contracted for the erection of a brick building to replace the wooden one. It was completed in 1857 and still stands today.

Richard Cook (R.C.) Jordan, a native of Hudson, New York and Kendall County, Illinois, worked for Manley as a clerk in 1861. At the outbreak of the Civil War, Jordan joined the army and did not return to Ottawa until the end of the war. Upon his return, Jordan became a cashier in the National City Bank of Ottawa, a position he held for eight years. In 1874, Jordan married Manley's daughter, Susan, and by 1879 was a partner in the hardware company.

The partnership of Manley and Jordan lasted until Manley's death in 1889. Jordan took over the business and acquired a new partner, C.H. Hamilton. Hamilton was Jordan's brother-in-law and remained in the hardware business until 1899, at which time he retired. Jordan then became sole proprietor of the store which came to be known as the Jordan Hardware Company.

Upon R.C.'s death in 1924, his son John Jordan took over the business. A commemorative plaque was dedicated to Manley and R.C. Jordan at the hardware company's Centennial celebration on November 14, 1940. The Jordan Hardware Company continued to function and expanded in 1957 when it bought Refior Hardware, an Ottawa competitor. John's son, Robert, eventually took over, making him the third generation of Jordan's to own and operate the business. It was sold in May of 1983 but still retains the Jordan name.

### SUBJECT TRACINGS

Hardware Industry  
Jordan Hardware Company  
Ottawa, Illinois  
Retail Trade

COLLECTION INVENTORY

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
Series I. Centennial Records		
1	1	<u>A Short History of the Jordan Hardware Company</u> and Ottawa City Centennial, 1953
	2	Receipts and Invoices, 1852-1911
	3	Plan of Store Front, 1854
	4	Jordan Hay Carrier Catalog, n.d.
	5	Illinois Retail Hardware Association Year Books, 1935, 1936
	6	Centennial Plaque, November 14, 1940
	7-8	Centennial Correspondence, May 1940-January 1941
	9	Articles, 1941-1957
Series II. Financial Records		
	10	Inventory, 1856-1865
	11	Inventory, 1899
	12-15	Inventory, 1926, Sections A-J
	16-19	Inventory, 1930, Sections A-G
	20-22	Inventory, 1936, Sections A-J
2	1-4	Inventory, 1941, Sections A-J
	5-8	Inventory, 1948, Sections A-O
3	1-3	Inventory, 1981
4	1	Yearly Sales Record of John Manley, 1852-1871
	2	Sales Recapitulation, 1898-1930
Oversize	1 volume	Ledger, 1913-1918 (located in unnumbered oversize box)
		Ledger, 1923-1935:
	3	Advertising and Auto Accounts
	4	Accounts Payable
	5	Accounts Received
	6-10	Bank Account
	11	Donation and Expense Accounts
	12	Discount and Commission Accounts
	13	Insurance and Interest Accounts
	14-18	Jordan Family Accounts
	19-20	Merchandise Account

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>
4	21	Notes Payable and Notes Receivable Accounts
	22	Profits and Losses and Postage Accounts
	23	Rebate Account
	24	Sales and Repairs Accounts
	25	Store Account
	26	Suspense Account
	27	Tax Account
	28	Transportation Account
	29-30	Trial Balance
	31	Utilities and Subscription and Dues Accounts
	32	Wear and Tear Account
	33-47	General Ledger, 1929-1960
	5	1-29
6	1	Daily Record, 1960
	2	Trial Balance and Expense Control, 1929-1931
	3-11	Invoice and Margin Register, 1930-1938
	12	Customer Accounts, 1933-1934
7	1 volume	Customer Account Monthly Transaction Listing, January 1978- July 1978
8	1 volume	Customer Account Monthly Transaction Listing, July 1978- January 1979
9	1	Financial Papers, 1951, 1959
Series III. Supply Records		
	2-4	Business Correspondence, (1920-1945)
	5-11	Schedule of Hardware, Sargent's Lock Company, 1919-1953
	12	Sargent's Lock Company Correspondence, 1923-1942
	13	Barrett's Hardware Distributors, 1950, 1953
	14-16	Refior Hardware Inventory, 1956-1957
	17	Record on Sale of Firearms, 1958-1968
Oversize	1 vol.	True-Value Hardware Catalog, 1958

ADDENDUM

	18-19	Income Tax Returns, 1923-1951
10	1-2	Income Tax Returns, 1956-1982
	3-4	Personal Property and Real Estate Tax Receipts, 1937-1982

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>	5
10	5	Tax Payments, 1983	
	6	Personal Property Tax Returns and Correspondence, (1958-1980)	
	7	Income Tax Return, John M. Jordan, Jr. 1959	
	8-9	UC-3, 941, W-2, and Other Tax Forms, 1949, 1952-1953, 1960-1964	
	10	Mortgage Papers, 1972-1987	
11	11	Year End Reports, 1928, 1930-1932	
	1-3	Year End Reports, (1933-1961)	
12	4-9	Quarterly Reports, 1968-1973	
	1-10	Quarterly Reports, 1974-1983	
	11-12	Cotter Year End Reports and Correspondence, 1955-1983	
13	1-2	All Sales Tax Monthly Reports, January 1974-April 1983	
	3-4	Monthly Business and Insurance Audit Reports, 1978-1983	
	5-9	Appraisal Report--Buildings, Building Appurtenances and Equipment, 1959-1963, 1965, 1967, 1979, 1983	
	10-12	Employee Payroll Books, 1943-1946, 1949-1950	
14	1	Employee Payroll Book, 1951	
	2-15	Employee Payroll Sheets, 1952-1966	
15	1-7	Employee Payroll Sheets, 1967-1983	
	8	Employee Payroll Sheets, 1937-1939, 1943	
16	1-2	Yellow Payroll Sheets, (1948-1961)	
	3	Workmen's and Unemployment Compensation, 1944, 1969-1970	
	4	Employee's Social Security Receipts, 1942-1945	
	5	Random Time Cards, 1979-1981	
	6-10	Work Sheets and Records Submitted and Returned by Illinois Retail Hardware Association, January 1981-May 1981	
17	1-7	Work Sheets and Records Submitted and Returned by Illinois Retail Hardware Association, June 1981-December 1981	
18	1-27	Daily Charge Slips, Cash Register Tabs, December 8, 1982-January 7, 1983	
	28	Bank Deposits and Slips for Last Month of Business, April, 1983	
	29	Cash Register Readings, April 1, 1983-April 30, 1983	
	30	Gift Certificate Redeemed to the Kains Following Sale of Business to Them on May 2, 1983	

<u>BOX</u>	<u>FOLDER</u>	<u>DESCRIPTION</u>	6
18	31	Charge Slips, April 8, 1983-April 30, 1983	
	32	Savings Accounts, April 29, 1943-September 6, 1983	
	33	Loan Accounts Record Books, April 1, 1947-April 5, 1954	
19	1-4	Non-itemized Inventory Records (each record counted), December 31, 1982	
	5	Accounts Receivable and Collection Records After Sale of the Business on May 2, 1983, 1983-1984	
	6	Accounts Receivable Owed Jordan Hardware as of April 30, 1983	
	7	Accounts Receivable Turned in for Collection Efforts, 1975-1981	
	8	Bad Checks Written Off	
20	1-2	Accounts Receivable Charged Off to Profit and Loss, 1947-1977	
	3	Remittance Book, March and April 1983	
	1 volume	<u>John Cotter: 70 Years of Hardware</u> by Edward R. Kantowicz, 1986	