

J. N. RICHARD AND FAMILY PAPERS

Mss. 2563

Inventory

Louisiana and Lower Mississippi Valley Collections
Special Collections, Hill Memorial Library
Louisiana State University Libraries
Baton Rouge, Louisiana State University

Reformatted 2020

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Proper acknowledgement of LLMVC materials must be made in any resulting writing or publications. The correct form of citation for this manuscript group is given on the summary page. Copies of scholarly publications based on research in the Louisiana and Lower Mississippi Valley Collections are welcomed.

SUMMARY

Size	295 items, 126 volumes
Geographic Locations	Bayou Goula, Louisiana
Inclusive Dates	1890-1932
Languages	English
Summary	These papers consist of correspondence, daybooks, cashbooks, account books, and other record books documenting the management of the Bayou Goula Post Office and J. N. Richard and Company, the family drugstore.
Access Restrictions	No restrictions on access.
Copyright	For those materials not in the public domain, copyright is retained by the descendants of the creators in accordance with U.S. Copyright law.
Citation	J. N. Richard and Family Papers, Mss. 2563, Louisiana and Lower Mississippi Valley Collections, LSU Libraries Special Collections, Baton Rouge, La.
Stack Location(s)	C:55, 36:1-3

BIOGRAPHICAL/HISTORICAL NOTE

J. N. Richard was the postmaster and a druggist in Bayou Goula, Louisiana. He owned J. N. Richard & Company, a pharmacy that operated in Bayou Goula from at least 1890 through 1933. The building also contained the Bayou Goula Post Office which was also operated by Richard.

SCOPE AND CONTENT NOTE

The J. N. Richard and Family Papers consist of correspondence, daybooks, cashbooks, account books, trial balance books, registers of money orders issued, window registration books, and other record books documenting the management of the Bayou Goula Post Office and J. N. Richard and Company, the family drugstore.

LIST OF SERIES

Series I. Postal Papers, 1894-1930, undated

Series II. Manuscript Volumes, 1890-1932, undated

SERIES DESCRIPTIONS

Series I. Postal Papers, 1894-1930, undated

Contains postal correspondence, receipts, envelopes, and both completed and blank postal forms.

Series II. Manuscript Volumes, 1890-1932, undated

Volumes include a series of ledgers spanning over forty years, with accompanying day books and journals for the operation of the pharmacy. Ledgers list names of customers, dates, charges, and credits. Volumes also include postal ledgers and records including daybooks, registers of money orders issued and received, check stubs, cashbooks, window registration books, receipts for insured mail, and post office box rent records.

INDEX TERMS

Materials relating to these people, places, and things can be found in the series indicated, as represented by their numbers.

Account books.	I, II
Accounting--Forms	I, II
Bayou Goula (La.)	I, II
Bookkeeping.	I, II
Cashbooks.	II
Daybooks.	II
Drugstores--Louisiana--Bayou Goula.	II
Invoices.	I, II
J. N. Richard and Company (Bayou Goula, La.)	II
Letters (correspondence)	I, II
Merchants--Louisiana--Iberville Parish.	II
Pharmacy--Louisiana--Iberville Parish.	II
Pharmacists--Louisiana--Bayou Goula.	II
Postmasters--Louisiana--Bayou Goula.	I
Post office stations and branches--Louisiana--Iberville Parish.	I, II
Postal money orders--Louisiana--Bayou Goula.	II
Postal service--Louisiana--Bayou Goula.	I, II
Richard, J. N.	I, II

CONTAINER LIST

<u>Stack Location</u>	<u>Box</u>	<u>Folder/ Volume</u>	<u>Contents (with dates)</u>
			Series I. Postal Papers, 1894-1930, undated
C:55	1	1A	Bayou Goula Post Office, Correspondence, 1894 September-1904 October
		1B	Bayou Goula Post Office, Correspondence, 1902 January-1911 November
		1C	Bayou Goula Post Office, Correspondence, 1911 November-1913 December
		2A	Bayou Goula Post Office, Correspondence, 1914 February-1919 June
		2B	Bayou Goula Post Office, Correspondence, 1919 July-1930 April
		3	Bayou Goula Post Office, Postal Form Letters, 1894-1929
		4	Bayou Goula Post Office, Postal Receipts, 1896-1902
		5	Bayou Goula Post Office, Drug Labels, undated
		6	Bayou Goula Post Office, Printed Items, 1914
		7	Bayou Goula Post Office, Empty Postal Envelopes, undated
			Series II. Manuscript Volumes, 1890-1932, undated
36:1-3	--	1	J. N. Richard and Company, Stock Book, 1896-1902
	--	2	J. N. Richard and Company, Stock Book, 1902-1903
	--	3	J. N. Richard and Company, Daybook, 1895 January-1896 April
	--	4	J. N. Richard and Company, Daybook, 1895 August-1896 February
	--	5	J. N. Richard and Company, Daybook, 1898 March-December
	--	6	J. N. Richard and Company, Daybook, 1900-1901
	--	7	J. N. Richard and Company, Daybook, 1901-1902
	--	8	J. N. Richard and Company, Daybook, 1903
	--	9	J. N. Richard and Company, Daybook, 1903 August-October
	--	10	J. N. Richard and Company, Daybook, 1903 November-1904 January
	--	11	J. N. Richard and Company, Daybook, 1904 January-May
	--	12	J. N. Richard and Company, Daybook, 1904 July-October 6
	--	13	J. N. Richard and Company, Daybook, 1904 October 7-1905 January 6
	--	14	J. N. Richard and Company, Daybook, 1905 January 7-April 27

<u>Stack</u>	<u>Location</u>	<u>Box</u>	<u>Folder/ Volume</u>	<u>Contents (with dates)</u>
	36:1-3	--	15	J. N. Richard and Company, Daybook, 1905 April 28-August 1
		--	16	J. N. Richard and Company, Daybook, 1905 August 2-November 1
		--	17	J. N. Richard and Company, Daybook, 1905 November 2-1906 February 12
		--	18	J. N. Richard and Company, Daybook, 1906 February 13-May 26
		--	19	J. N. Richard and Company, Daybook, 1906 May 26-September 29
		--	20	J. N. Richard and Company, Daybook, 1906 September 26-1907 March 23
		--	21	J. N. Richard and Company, Daybook, 1907 March 23-September 5
		--	22	J. N. Richard and Company, Daybook, 1907 September 6-1908 February 13
		--	23	J. N. Richard and Company, Daybook, 1908 February 14-October 6
		--	24	J. N. Richard and Company, Daybook, 1908 October 7-1909 April 20
		--	25	J. N. Richard and Company, Daybook, 1909 April 21-October 9
		--	26	J. N. Richard and Company, Daybook, 1909 October 9-1910 April 20
		--	27	J. N. Richard and Company, Daybook, 1910 November 6-1911 July 20
		--	28	J. N. Richard and Company, Daybook, 1911 July 20-1912 March 2
		--	29	J. N. Richard and Company, Daybook, 1912 March 3-December 12
		--	30	J. N. Richard and Company, Daybook, 1915 July 6-1917 February 9
		--	31	J. N. Richard and Company, Daybook, 1917 February 11-1918 August 18
		--	32	J. N. Richard and Company, Daybook, 1918 August 3-1919 December 24
		--	33	J. N. Richard and Company, Cashbook, 1890-1893
		--	34	J. N. Richard and Company, Cashbook, 1897-1902
		--	35	J. N. Richard and Company, Cashbook, 1903-1906
		--	36	J. N. Richard and Company, Cashbook, 1903-1915
		--	37	J. N. Richard and Company, Cashbook, 1915-1917
		--	38	J. N. Richard and Company, Cashbook, 1923-1925
		--	39	J. N. Richard and Company, Trial Balance Book, 1900-1903

<u>Stack</u>	<u>Location</u>	<u>Box</u>	<u>Folder/ Volume</u>	<u>Contents (with dates)</u>
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		--	41	J. N. Richard and Company, Trial Balance Book, 1905-1907
		--	42	J. N. Richard and Company, Trial Balance Book, 1907-1908
		--	43	J. N. Richard and Company, Trial Balance Book, 1909-1911
		--	44	J. N. Richard and Company, Trial Balance Book, 1911-1914
		--	45	Bayou Goula Post Office Records, Postal Daybook, 1903-1908
		--	46	Bayou Goula Post Office Records, Postal Daybook, 1913-1914
		--	47	Bayou Goula Post Office Records, Domestic Register of Money Orders Issued, 1897-1899
		--	48	Bayou Goula Post Office Records, Domestic Register of Money Orders Issued, 1907 May-1909 March
		--	49	Bayou Goula Post Office Records, Domestic Register of Money Orders Issued, 1911-1912 July
		--	50	Bayou Goula Post Office Records, Domestic Register of Money Orders Issued, 1914 April-1916 February
		--	51	Bayou Goula Post Office Records, Domestic Register of Money Orders Issued, 1917 September-1919 July
		--	52	Bayou Goula Post Office Records, Domestic Register of Money Orders Issued, 1919 May-1920 August
		--	53	Bayou Goula Post Office Records, Combined Register of Money Orders Issued, 1923 October-1926 June
		--	54	Bayou Goula Post Office Records, Domestic Register of Money Orders Issued, 1926 July-1930 May
		--	55	Bayou Goula Post Office Records, Register of Money Order Advices Received, 1897-1915
		--	56	Bayou Goula Post Office Records, Register of Money Order Advices Received, 1914-1921 February
		--	57	Bayou Goula Post Office Records, Register of Money Order Advices Received, 1921 April-1929
		--	58	Bayou Goula Post Office Records, Register of Money Order Advices Received and Orders Paid, 1926-1930
		--	59	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1894 February-1897 January
		--	60	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1900-1902
		--	61	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1903-1905
		--	62	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1909 February-1912 March
		--	63	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1912

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	36:1-3	--	64	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1912 April-1915 May
		--	65	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1918 March-1921 January
		--	66	Bayou Goula Post Office Records, Domestic Money Order Cashbook, 1921 January-April
		--	67	Bayou Goula Post Office Records, International Money Order Cashbook, 1921 April-1922 May
		--	68	Bayou Goula Post Office Records, International Money Order Cashbook, 1922 June-1931
		--	69	Bayou Goula Post Office Records, Official Postmaster's Account and Record Book, 1900-1902
		--	70	Bayou Goula Post Office Records, Official Postmaster's Account and Record Book, 1903-1905
		--	71	Bayou Goula Post Office Records, Official Postmaster's Account and Record Book, 1905-1908
		--	72	Bayou Goula Post Office Records, Official Postmaster's Account and Record Book, 1908-1911
		--	73	Bayou Goula Post Office Records, Cash Record Book, 1913
		--	74	Bayou Goula Post Office Records, Check Stub Book, 1904-1906
		--	75	Bayou Goula Post Office Records, Check Stub Book, 1906-1908
		--	76	Bayou Goula Post Office Records, Check Stub Book, 1915-1918
		--	77	Bayou Goula Post Office Records, Third Class Postmaster's Postal Account Book, 1921-1922
		--	78	Bayou Goula Post Office Records, Third Class Postmaster's Postal Account Book, 1922-1923
		--	79	Bayou Goula Post Office Records, Third Class Postmaster's Postal Account Book, 1923-1924
		--	80	Bayou Goula Post Office Records, Fourth Class Postmaster's Postal Account Book, 1919-1920
		--	81	Bayou Goula Post Office Records, Fourth Class Postmaster's Postal Account Book, circa 1919-1923
		--	82	Bayou Goula Post Office Records, Fourth Class Postmaster's Postal Account Book, 1920-1921
		--	83	Bayou Goula Post Office Records, Fourth Class Postmaster's Postal Account Book, 1926-1927
		--	84	Bayou Goula Post Office Records, District Post Office Cashbook, 1923-1924
		--	85	Bayou Goula Post Office Records, District Post Office Cashbook, 1924-1925

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<u>Location</u>	<u>Box</u>	<u>Folder/ Volume</u>	<u>Contents (with dates)</u>
36:1-3	--	86	Bayou Goula Post Office Records, Window Registration Book, 1904 March 8-1905 May 8
	--	87	Bayou Goula Post Office Records, Window Registration Book, 1905 May 12-1906 September 12
	--	88	Bayou Goula Post Office Records, Window Registration Book, 1913
	--	89	Bayou Goula Post Office Records, Window Registration Book, 1913-1916
	--	90	Bayou Goula Post Office Records, Window Registration Book, 1917
	--	91	Bayou Goula Post Office Records, Window Registration Book, 1917-1918
	--	92	Bayou Goula Post Office Records, Window Registration Book, 1918
	--	93	Bayou Goula Post Office Records, Window Registration Book, 1918 November-1919 May 4
	--	94	Bayou Goula Post Office Records, Window Registration Book, 1919 May 5-October 27
	--	95	Bayou Goula Post Office Records, Window Registration Book, 1919 October 27-1920 April 10
	--	96	Bayou Goula Post Office Records, Window Registration Book, 1928 August 7-1929 July 27
	--	97	Bayou Goula Post Office Records, Window Registration Book, 1929 July 27-1930 May 26
	--	98	Bayou Goula Post Office Records, Window Registration Book, 1930 May 26-1931 November 15
	--	99	Bayou Goula Post Office Records, Sender's Receipt for Insured Mail, 1921-1928
	--	100	Bayou Goula Post Office Records, Record of Transit and Delivered Registered Mail, 1926-1932
	--	101	Bayou Goula Post Office Records, Record of Box Rent Collection, 1924-1928
	--	102	Bayou Goula Post Office Records, Record of Box Rent Collection, 1930
	--	103	Bayou Goula Post Office Records, Newspaper and Periodical Postage, 1902-1905
	--	104	Bayou Goula Post Office Records, Newspaper Accounts Book, 1918
	--	105	Bayou Goula Post Office Records, Record of COD Parcels Received for Delivery, 1925 March 7
	--	106	Bayou Goula Post Office Records, Record of COD Parcels Received for Delivery, 1930 March 20-December 20

<u>Stack</u>			
<u>Location</u>	<u>Box</u>	<u>Folder/ Volume</u>	<u>Contents (with dates)</u>
36:1-3	--	107	Bayou Goula Post Office Records, Record of COD Parcels Received for Delivery, 1930 December 21-1931 November 19
	--	108	Store Ledger, 1891
	--	109	Store Day Book, 1902 July-1902 November
	--	110	Store Day Book, 1902 November-1903 April
	--	111	Store Day Book, 1904 May-1904 July
	--	112	Store Day Book, 1910 April-1910 November
	--	113	Store Day Book, 1912 December-1913 December
	--	114	Store Day Book, 1913 December-1915 July
	--	115	Store Day Book, 1915 May-1918 March
	--	116	Store Day Book, 1920 January-1922 October
	--	117	Post Office Cash Book for Bayou Goula, 1906 January-1909 January
	--	118	Post Office Cash Book for Bayou Goula, 1909 March-1910 December
	--	119	Post Office Cash Book for Bayou Goula, 1915-1916
	--	120	Post Office Cash Book for Bayou Goula, 1915 May-1918 March
	--	121	Post Office Cash Book for Bayou Goula, 1921
	--	122	Post Office Window Registration for Bayou Goula, Louisiana, 1908 August-1909 November
	--	123	Post Office Window Registration for Bayou Goula, Louisiana, 1927 June-1928 August
	--	124	Postmaster's Postal Record, undated
	--	125	Postmaster's Postal Record, 1924-1926
	--	126	Book of Check Stubs, 1910-1915