Preliminary finding aid for old funeral home files donated by Evergreen-Washelli
3/18/08

Funeral homes whose data was included in the accession:
- Acacia (aka Adams Morrison Mortuary) (absorbed by Evergreen-Washelli in 1999)
- University Funeral Parlor (aka University Undertaking) (dates of operation - not there in 1960)
- Forkner-Acacia (opened as Forkner in 1939 - our records are not close to complete)
- Home Undertaking (opened in 1913, absorbed in 1977 - our records cover almost the whole period)
- Clark-Rafferty-Putnam (dates of operation - opened as Rafferty Undertaking in 1920, moved in 1930 as Rafferty-Putnam, absorbed in 1978 - we may have entire period as 'Clark-Rafferty-Putnam')
- Seattle Mortuary (opened in 1976, closed in 1981 - we may have complete records)
- Bothell Funeral Home (dates of operation)

Definitions:
- Data sheets: records containing full information regarding specific funerals
- Index: primarily an access system for a collection of data sheets, usually alphabetical, but sometimes these cards contain significant (if less complete) information as well

Acacia (aka Adams Mortuary):
Records:
- letter-size file boxes #1-43: data sheets
- index-card boxes #22-26: index

Organization:
Data sheets:
- boxes #1-43: data sheets in chronological order, files numbered 001-16092 and dated 1964-1999

Index:
- boxes #22-26: alphabetical index for boxes #1-43

University Funeral Parlor (aka University Undertaking):
Records:
- letter-size file boxes #43 (cont.)-54: data sheets and index

Organization:
Data sheets and index:
- boxes #43 (cont.)-54: data sheets with alphabetical self-indexing

Forkner-Acacia:
Records:
- letter-size file box #54 (cont.): data sheets

Organization:
Data sheets:
- box #54 (cont.): data sheets in chronological order dated 1972-1974 with case numbers – no alphabetical index located

Home Undertaking:
Records:
- 57 unnumbered index card boxes: data sheets
- index card boxes #4, 5-17, 18, 19-21: indexes

Organization:
Data sheets:
- 57 unnumbered index card boxes: data sheets in chronological order, files numbered sequentially and dated January 1918-March 1977

Indexes:
- index card boxes #5-17: Main index, A-Z, indexes unnumbered boxes alphabetically
- index card box #18: Secondary index, A-Z, dated January 1956-May 1969 (but actually contains records up into the 70s), indexes unnumbered boxes alphabetically
- index card boxes #19-21: Special index, A-Z, cremated remains records, indexes unnumbered boxes alphabetically
- index card box #4: Special index, uncollected accounts, indexes unnumbered boxes alphabetically

Clark-Rafferty-Putnam:
Records:
- letter size file box #55: data sheets
- letter size file boxes #58-59: data sheets
- index card boxes #1-3: data sheets
- bound ledgers #17-23: data sheets and index
- index card box #17 (cont.): index

Organization:
Data sheets:
- letter size file box #55: data sheets in chronological order dated January 1972-October 1978 and numbered C173-C603
- letter size file boxes #58-59: data sheets in chronological order with case numbers, contained in three ring binders and dated 1960-1977
- index card boxes #1-3: data sheets in chronological order (+/-) dated 1939-1959, with no alphabetical index. Some records can be cross-referenced from the bound ledgers for the period 1953-1959
- bound ledgers #17-23: data sheets in chronological order dated 1953-1969, each ledger also contains an alphabetic listing for the records in that volume. They seem to precede the records in boxes #17 and #55. These can provide an alphabetic index for certain overlapping dates contained in index card boxes #1-3 if a general date of the funeral is known.

ledgers are labelled:
- #12/17: 3/20/53-8/18/55
- #13/18: 8/20/55-11/16/57
- #14/19: 11/18/57-3/15/60
- #15/20: 3/18/60-6/23/62

- #16/21: 7/2/62-11/2/64
- #17/22: 11/3/64-4/27/67
- #18/23: 4/27/67-9/2/69

Index:

- index card box #17 (cont.): A-Z, alphabetical index for box #55

Seattle Mortuary:
Records:
- file size boxes #55 (cont.)-57: data sheets
- index card boxes #26 (cont.)-27: index

Organization:
Data sheets:

- file size boxes #55 (cont.)-57: data sheets in chronological order dated 10/1/1976-7/31/1981 and numbered 0001-4749

Index:

- index card boxes #26 (cont.)-27: A-Z, alphabetical index for boxes #55 (cont.)-57

Bothell Funeral Home:
Records:
- bound ledgers #I-V: data sheets

Organization:
Data sheets:

- bound ledgers #I-V: data sheets in chronological order, dated 1936-1963

ledgers are labeled:

- I: 10/5/36-8/3/45
- II: 8/14/45-10/13/51
- III: 10/25/51-6/8/56
- IV: 6/8/56-12/3/59
- V: 12/17/59-2/18/63