

THE PHILLIPS --- COLLECTION

The Phillips Properties, Incorporated

Records

1919 - 1967

Finding Aid

**The Phillips Collection
Library and Archives
1600 21st Street NW
Washington D.C. 20009
www.phillipscollection.org**

THE PHILLIPS PROPERTIES, INCOPORATED RECORDS IN THE PHILLIPS COLLECTION ARCHIVES

INTRODUCTORY INFORMATION

Collection Title: *The Phillips Properties, Incorporated Records*

Author/Creator: *The Phillips Collection. The Phillips Properties, Incorporated.*

Size: 1.7 linear feet; 4 document boxes

Bulk Dates: 1919-1967

Inclusive Dates: 1919-1967

Repository: The Phillips Collection Archives

INFORMATION FOR USERS OF THE COLLECTION

Restrictions: The collection contains restricted materials. Please contact Karen Schneider, Librarian, with any questions regarding access.

Handling Requirements: none

Preferred Citation: The Phillips Collection Archives, Washington, D.C.

Publication and Reproduction Rights: See Karen Schneider, Librarian, for further information and to obtain required forms.

ABSTRACT

The Phillips Properties Incorporated Records (1919-1967) contain materials created and maintained by The Phillips Properties, Incorporated, a corporation that operated from 1919 to 1967, formed by Duncan Phillips and a small number of incorporators and stockholders to manage the company's stocks and bonds, to purchase or lease real estate and personal property of the corporation, and to construct or alter houses and buildings on land owned or leased by the corporation. Included are meeting minutes, articles of incorporation, by-laws, legal filings, and financial data.

HISTORICAL NOTE

Duncan Phillips (1886-1966) was thirty-three years old when the company he formed, The Phillips Properties, Incorporated, was officially incorporated on October 31, 1919. The certificate of incorporation was notarized and sealed in the presence of incorporators Eustace Seligman, Alfred Jaretzki, Jr., and Walter Chalaire (the original subscribers to the company's capital stock), and filed in the state of Delaware on November 4, 1919. The corporation's main office was in Wilmington, Delaware, located at No. 7 West Tenth Street, the name of its resident agent being the Corporation Trust Company of America. The general nature of the business was to manage all stocks, bonds, properties, and indebtedness of the company.

Phillips established the company two years after the death of his father Major Duncan Clinch Phillips (1838-1917) and a year after the death of his brother James Laughlin Phillips (1884-1918). A significant portion of the corporation's holdings and income originated from the family estate and included stocks of the Jones & Laughlin Steel Company. These resources facilitated Duncan Phillips's founding of the Phillips Memorial Art Gallery (now named The Phillips Collection) that was incorporated by the District of Columbia on July 23, 1920. The museum that began as a living memorial to his father and brother opened to the public in 1921 in the Main Gallery of the Phillips family residence in Washington, D.C. Duncan Phillips served as director of the museum until his death in 1966. After her husband's death, Marjorie Acker Phillips (1894-1985) became director of the museum, and was succeeded in 1972 by her son Laughlin Phillips (1924-2010). When the museum needed cash for a proposed new building in 1958, it retired stocks owned by the gallery of The Phillips Properties, Incorporated (see *also*: Board of Trustees Records, board meeting of December 22, 1958). The two corporations were financially entwined.

The first meeting of incorporators and subscribers to the stock of The Phillips Properties, Incorporated, was held at 49 Wall Street, New York City, on the 7th of November, 1919, attended by Eustace Seligman, Alfred Jaretzki, Jr., and Walter Chalaire. The by-laws were read and approved at the meeting, and a Board of Directors was formed. Incorporators Duncan Phillips, Bernard H. Fowle and Dwight Clark were elected by the stockholders to serve as directors to manage all property, business and affairs of the corporation.

During the nearly fifty years that The Phillips Properties, Incorporated remained in business, only a handful of members served on the Board of Directors (composed of three directors elected by the stockholders), were officers, or stockholders. Duncan Phillips served in all capacities until his death on May 9, 1966. After his long-time friend Bernard H. Fowle retired from the board in 1922, Duncan's trusted colleague Minnie H. Byers was elected a director, and remained on the board for forty years until her retirement in 1962. Dwight Clark was the residing president of the corporation at the time of his death in 1936. And in 1930, Marjorie Phillips was first elected a director and an officer, and remained active on the board until 1967.

The last annual meeting of the stockholders was held in Washington on August 10, 1966. Present were Marjorie Acker Phillips, Laughlin Phillips and the Estate of Duncan Phillips (administered by Eustace Seligman), constituting all the stockholders of the corporation. By their unanimous consent, The Phillips Properties, Incorporated was officially dissolved on January 27, 1967, and an application for certificate of withdrawal filed with The Recorder of Deeds in Washington, D.C. on June 5, 1967.

SCOPE AND CONTENTS OF THE COLLECTION

Records of The Phillips Properties, Incorporated were created and maintained by the corporation, and document the governances and administrative activities of the business from the time of its incorporation in 1919 until its dissolution in 1967. There are ledgers containing official minutes from meetings of the Board of Directors and the Stockholders that were held

from 1919 until 1967, often in the company offices at 1218 Connecticut Avenue and 1150 Connecticut Avenue, N.W., Washington, D.C. (and on occasion at 2101 Foxhall Road, N.W.); the articles of incorporation; and the certificate of dissolution of the company. Additional materials include corporation filings for authority to operate in the District of Columbia, tax records, and financial data.

CUSTODIAL HISTORY AND ACQUISITION INFORMATION

This collection is owned by The Phillips Collection, and was accessioned from the director's office in accordance with the museum's records schedule.

PROCESSING AND DESCRIPTION INFORMATION

Date Processed: July - September 2012

Processed By: Colleen Hennessey, Archives Assistant, supervised by Karen Schneider, Librarian

Processing Notes: After an initial survey of the collection, the materials were arranged into series. Binders were disbound in order to facilitate access and preservation of the materials, and the contents retained in original order. Metal fasteners were removed and replaced with plastic clips when needed. All documents were re-folded into acid free folders.

Finding Aid Written By: Colleen Hennessey, Archives Assistant, supervised by Karen Schneider, Librarian

RELATED MATERIAL

The Phillips Collection Library houses archival manuscript material that includes Duncan Phillips's correspondence, manuscripts, and journals as well as the correspondence of Marjorie Phillips and other staff members associated with the early years of the museum. The Library also houses official records of the museum's Board of Trustees that document the governance and administrative activities of the trustees. Included are the Board's meeting minutes recorded for nearly a century from the time of the institution's incorporation in 1920 to 2010, with files that contain by-laws and governance documents, and a significant amount of financial data regarding the museum and its properties, including assets of The Phillips Properties, Incorporated.

Contact Karen Schneider, Librarian, regarding access.

The Phillips Collection Archives

1600 21st Street, N.W.

Washington, D.C. 20009

Phone: 202-387-2151

Email: <http://www.phillipscollection.org/research/archives/index.aspx>

In 1979, some of The Phillips Collection's original correspondence and gallery records were given to the Archives of American Art. The Phillips Collection Archives and the Archives of American Art have the microfilmed versions of these materials that are available to scholars.

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Washington, D.C. Research Center
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ARRANGEMENT OF THE COLLECTION

The collection is organized into 4 major series.

Series 1: Meetings and Minutes, 3v., 1919-1967

Series 2: Corporation filings with the District of Columbia, 1954-1955

Series 3: Income Tax Settlement for years 1936-1938

Series 4: Account book, 1v., 1936-1945

Box Inventory

Series I Meetings and Minutes of The Phillips Properties, Incorporated, 1919-1967

Series I files are comprised of minute books, three volumes that contain official minutes from annual and special meetings of the Board of Directors, and of the Stockholders, held from 1919 until the dissolution of the company in 1967. Interfiled with the minutes also are the Certificate of Incorporation of The Phillips Properties, Incorporated, dated October 31, 1919; the By-Laws; and the company's final Certificate of Dissolution. The minutes are signed typescripts that mostly document financial matters of the corporation; stock and bond sales, assignments, and transfers; securities; maturities of United States Treasury Certificates; and property assets and purchases.

		<i>The Phillips Properties, Incorporated, volume I, 1919-1930:</i>
Box I	Folder 1	Binder (empty) entitled <i>The Phillips Properties, Incorporated</i> , 1v. (disbound; contents rehoused into: Box 1, folders 1-68 and <i>cont'd.</i> Box 2, folders 1-33)
	Folder 2	Certificate of Incorporation (typescript), October 31, 1919 See <i>also</i> : Certificate, box 1, folder 5
	Folder 3	By-Laws of The Phillips Properties, Incorporated [1919]

	<i>The Phillips Properties, Incorporated, volume I</i>	<i>cont'd.</i>
Box I <i>cont'd.</i>	Folder 4	Incorporators and Subscribers first meeting, November 7, 1919
	Folder 5	Certificate of Incorporation – typescript (notarized before State of NY, October 31, 1919); and certified copy from State of Delaware (with seal, dated November 10, 1919)
	Folder 6	Transfers of share subscriptions (3 documents, signed & sealed), November 12, 1919
	Folder 7	Board of Directors first meeting, November 28, 1919 (includes stock certificate forms; list of property & stocks)
	Folder 8	Stockholders annual meeting (January 14, 1920); postponed to February 3, 1920
	Folder 9	Board of Directors meeting, February 3, 1920
	Folder 10	Board of Directors special meeting, June 14, 1920
	Folder 11	Typescript of Eliza L. Phillips regarding her stocks in The Phillips Properties, Inc., (signed & sealed), June 17, 1920
	Folder 12	Board of Directors meeting, September 23, 1920
	Folder 13	Board of Directors meeting, September 29, 1920 (Dwight Clark elected as Chairman of Board)
	Folder 14	Board of Directors meeting, December 20, 1920
	Folder 15	Stockholders annual meeting (January 12, 1921); postponed to January 26, 1921
	Folder 16	Board of Directors meeting, January 26, 1921
	Folder 17	Board of Directors meeting, March 4, 1921
	Folder 18	Board of Directors meeting, June 13, 1921
	Folder 19	Board of Directors meeting, September 13, 1921
	Folder 20	Board of Directors meeting, September 30, 1921
	Folder 21	Board of Directors meeting, October 10, 1921
	Folder 22	Board of Directors meeting, December 20, 1921
	Folder 23	Stockholders annual meeting (January 11, 1922); postponed to February 15, 1922
	Folder 24	Board of Directors meeting [February 15, 1922]
	Folder 25	Board of Directors meeting, March 30, 1922
	Folder 26	Board of Directors meeting, June 30, 1922
	Folder 27	Board of Directors meeting, September 11, 1922
	Folder 28	Board of Directors meeting, October 3, 1922 (includes Secretary Bernard H. Fowle's resignation letter)
	Folder 29	Stockholders special meeting, December 2, 1922 (includes amendment to By-Laws for Article VII)
	Folder 30	Board of Directors special meeting, December 2, 1922 (Jones & Laughlin Steel Corporation – recapitalization for listing on New York Stock Exchange)
	Folder 31	Stockholders annual meeting (January 10, 1923); adjourned to February 10, 1923

	<i>The Phillips Properties, Incorporated, volume I</i>	<i>cont'd.</i>
Box I <i>cont'd.</i>	Folder 32	Board of Directors meeting, February 10, 1923
	Folder 33	Board of Directors meeting, March 9, 1923
	Folder 34	Board of Directors meeting, May 12, 1923
	Folder 35	Board of Directors meeting, September 7, 1923
	Folder 36	Board of Directors meeting, December 10, 1923
	Folder 37	Stockholders annual meeting (January 9, 1924); postponed to March 1, 1924 Board of Directors Meeting, March 1, 1924
	Folder 38	Board of Directors meeting, March 12, 1924
	Folder 39	Board of Directors meeting, June 3, 1924
	Folder 40	Board of Directors meeting, September 25, 1924
	Folder 41	Board of Directors meeting, December 17, 1924 (includes statement of Eliza L. Phillips regarding her stocks in The Phillips Properties (signed & sealed), Jan. 13, 1925
	Folder 42	Stockholders annual meeting, (January 14, 1925); postponed to March 12, 1925
	Folder 43	Board of Directors meeting, March 12, 1925
	Folder 44	Board of Directors meeting, June 17, 1925
	Folder 45	Board of Directors meeting, July 21, 1925 (resolved to lease 1220 Connecticut Ave. to post office)
	Folder 46	Board of Directors meeting, September 11, 1925
	Folder 47	Board of Directors special meeting, November 18, 1925
	Folder 48	Board of Directors special meeting, December 14, 1925
	Folder 49	Board of Directors special meeting, January 20, 1926
	Folder 50	Stockholders annual meeting (January 13, 1926); adjourned to March 10, 1926
	Folder 51	Board of Directors meeting [March 10, 1926]
	Folder 52	Board of Directors special meeting, March 11, 1926
	Folder 53	Board of Directors special meeting, March 31, 1926
	Folder 54	Board of Directors special meeting, April 5, 1926
	Folder 55	Board of Directors special meeting, April 19, 1926
	Folder 56	Board of Directors special meeting, May 22, 1926
	Folder 57	Stockholders special meeting, June 3, 1926 (includes amendment to By-Laws for Articles V & VII)
	Folder 58	Board of Directors special meeting, June 3, 1926
	Folder 59	Board of Directors special meeting, September 10, 1926
	Folder 60	Board of Directors special meeting, December 6, 1926
	Folder 61	Board of Directors special meeting, March 10, 1927
	Folder 62	Stockholders annual meeting (January 12, 1927); adjourned to March 26, 1927
	Folder 63	Board of Directors meeting, March 26, 1927

		<i>The Phillips Properties, Incorporated, volume I cont'd.</i>
Box 1 cont'd.	Folder 64	Board of Directors special meeting, May 20, 1927 (resolution adopted to lease Walker-Johnson Building; see also: meeting of June 8, 1927)
	Folder 65	Board of Directors special meeting, June 8, 1927
	Folder 66	Board of Directors special meeting, September 9, 1927
	Folder 67	Board of Directors special meeting, November 12, 1927
	Folder 68	Board of Directors meeting, December 6, 1927
Box 2	Folder 1	Stockholders annual meeting, January 11, 1928
	Folder 2	Board of Directors meeting, March 15, 1928
	Folder 3	Board of Directors special meeting, May 2, 1928
	Folder 4	Board of Directors meeting, June 11, 1928
	Folder 5	Stockholders special meeting, June 18, 1928 (includes a <i>Certificate of Reduction of Capital of The Phillips Properties, Inc.</i> , signed & sealed; a press notice; a letter from Duncan to his mother Eliza I.L. Phillips; & stock list)
	Folder 6	Board of Directors meeting, September 14, 1928
	Folder 7	Board of Directors special meeting, December 4, 1928
	Folder 8	Board of Directors special meeting, January 25, 1929
	Folder 9	Board of Directors special meeting, February 26, 1929
	Folder 10	Board of Directors special meeting, March 7, 1929
	Folder 11	Board of Directors special meeting, March 26, 1929
	Folder 12	Board of Directors special meeting, May 9, 1929
	Folder 13	Stockholders annual meeting (January 9, 1929); adjourned to May 18, 1929; and Board of Directors meeting, May 18, 1929
	Folder 14	Board of Directors special meeting, May 28, 1929
	Folder 15	Board of Directors special meeting, July 25, 1929
	Folder 16	Board of Directors special meeting, September 19, 1929
	Folder 17	Board of Directors special meeting, October 1, 1929
	Folder 18	Board of Directors special meetings, October 18 and November 5, 1929
	Folder 19	Board of Directors special meeting, November 12, 1929
	Folder 20	Board of Directors special meetings, November 26 and November 29, 1929
	Folder 21	Board of Directors special meetings, December 5 and December 16, 1929
	Folder 22	Stockholders annual meeting, January 8, 1930 (postponed); and Board of Directors special meeting, February 21, 1930
	Folder 23	Board of Directors special meetings, March 6 and 10, 1930
	Folder 24	Board of Directors special meeting, April 7, 1930
	Folder 25	Board of Directors special meeting, May 14, 1930
	Folder 26	Stockholders postponed annual meeting, June 12, 1930

		<i>The Phillips Properties, Incorporated, volume 1</i> <i>cont'd.</i>
Box 2 <i>cont'd.</i>	Folder 27	Board of Directors special meeting, June 12, 1930
	Folder 28	Board of Directors special meeting, June 19, 1930
	Folder 29	Board of Directors special meeting, September 10, 1930
	Folder 30	Board of Directors special meeting, October 3, 1930
	Folder 31	Board of Directors special meeting, December 12, 1930 (Marjorie Phillips elected Director and Vice-President)
	Folder 32	Stockholders special meeting, December 12, 1930
	Folder 33	Board of directors special meeting, December 16, 1930
		<i>The Phillips Properties, Incorporated, volume 2, 1931-1957:</i>
Box 2 <i>cont'd.</i>	Folder 34	Binder (empty) entitled <i>The Phillips Properties, Incorporated</i> , Iv. (disbound; contents rehoused into: Box 2, folders 34- 64 and <i>cont'd.</i> Box 3, folders 1-83)
	Folder 35	Frontpiece – printed corporate calendar & guide for business corporations organized under the laws of New York, New Jersey or Delaware, 1929
	Folder 36	Stockholders regular annual meeting, January 14, 1931 (postponed – to December 11, 1931)
	Folder 37	Board of Directors special meeting, March 12, 1931
	Folder 38	Board of Directors special meeting, May 26, 1931
	Folder 39	Board of Directors special meeting, September 12, 1931
	Folder 40	Stockholders annual meeting, December 11, 1931
	Folder 41	Board of Directors special meeting, December 11, 1931
	Folder 42	Stockholders regular annual meeting, January 13, 1932 (postponed)
	Folder 43	Board of Directors special meeting, March 9, 1932
	Folder 44	Board of Directors special meeting, June 8, 1932
	Folder 45	Board of Directors special meeting, September 17, 1932
	Folder 46	Board of Directors special meeting, November 8, 1932
	Folder 47	Board of Directors special meeting, December 5, 1932
	Folder 48	Stockholders regular annual meeting, January 11, 1933 (postponed)
	Folder 49	Board of Directors special meeting, March 7, 1933
	Folder 50	Board of Directors special meeting, March 10, 1933
	Folder 51	Board of Directors special meeting, September 11, 1933
	Folder 52	Stockholders regular annual meeting, January 10, 1934 (postponed – due to....Mr. Phillips' heavy responsibilities with the Public Works of Art Project)
	Folder 53	Board of Directors special meeting, January 30, 1934
	Folder 54	Board of Directors special meeting, October 2, 1934
	Folder 55	Stockholders (postponed) annual meeting, June 13, 1935
	Folder 56	Board of Directors meeting, June 13, 1935

The Phillips Properties, Incorporated, volume 2 cont'd.

Box 2 cont'd.	Folder 57	Board of Directors special meeting, July 6, 1935
	Folder 58	Stockholders meeting, January 8, 1936
	Folder 59	Board of Directors meeting, April 29, 1936
	Folder 60	Board of Directors meeting, May 6, 1936
	Folder 61	Stockholders meeting, May 9, 1936
	Folder 62	Board of Directors meeting, May 9, 1936 (death of Dwight Clark – residing President)
	Folder 63	Board of Directors meeting, May 13, 1936
	Folder 64	Board of Directors meeting, May 29, 1936
Box 3	Folder 1	Board of Directors meeting, June 4, 1936
	Folder 2	Board of Directors meeting, September 1, 1936
	Folder 3	Board of Directors meeting, October 16, 1936
	Folder 4	Board of Directors meeting, December 7, 1936
	Folder 5	Board of Directors meeting, December 15, 1936
	Folder 6	Stockholders annual meeting, January 13, 1937
	Folder 7	Board of Directors annual meeting, January 13, 1937
	Folder 8	Board of Directors meeting, January 15, 1937
	Folder 9	Board of Directors meeting, February 25, 1937
	Folder 10	Board of Directors meeting, March 12, 1937
	Folder 11	Board of Directors meeting, May 26, 1937
	Folder 12	Board of Directors meeting, June 3, 1937
	Folder 13	Board of Directors meeting, June 30, 1937
	Folder 14	Board of Directors meeting, September 10, 1937
	Folder 15	Board of Directors meeting, October 15, 1937
	Folder 16	Board of Directors meeting, December 10, 1937
	Folder 17	Board of Directors meeting, December 21, 1937
	Folder 18	Board of Directors meeting, December 28, 1937
	Folder 19	Board of Directors meeting, December 29, 1937
	Folder 20	Stockholders annual meeting, January 12, 1938
	Folder 21	Board of Directors annual meeting, January 12, 1938
	Folder 22	Board of Directors meeting, March 28, 1938
	Folder 23	Board of Directors meeting, May 6, 1938
	Folder 24	Board of Directors meeting, July 12, 1938
	Folder 25	Board of Directors meeting, September 23, 1938
	Folder 26	Board of Directors meeting, December 13, 1938
	Folder 27	Stockholders annual meeting, January 11, 1939
	Folder 28	Board of Directors annual meeting, January 11, 1939
	Folder 29	Board of Directors meeting, July 7, 1939
	Folder 30	Board of Directors meeting, September 6, 1939
	Folder 31	Board of Directors meeting, October 25, 1939
	Folder 32	Board of Directors meeting, October 26, 1939
	Folder 33	Board of Directors meeting, December 12, 1939
	Folder 34	Stockholders annual meeting, January 10, 1940

	<i>The Phillips Properties, Incorporated, volume 2</i> <i>cont'd.</i>
Box 3 <i>cont'd.</i> Folder 35	Board of Directors annual meeting, January 10, 1940
Folder 36	Board of Directors meeting, April 15, 1940
Folder 37	Board of Directors meeting, July 1, 1940
Folder 38	Board of Directors meeting, August 19, 1940
Folder 39	Board of Directors meeting, October 1, 1940
Folder 40	Board of Directors meeting, October 25, 1940
Folder 41	Board of Directors meeting, December 23, 1940
Folder 42	Stockholders annual meeting, January 8, 1941
Folder 43	Board of Directors annual meeting, January 8, 1941
Folder 44	Board of Directors meeting, May 12, 1941
Folder 45	Board of Directors meeting, June 5, 1941
Folder 46	Board of Directors meeting, June 13, 1941
Folder 47	Board of Directors meeting, June 16, 1941
Folder 48	Board of Directors meeting, June 27, 1941
Folder 49	Stockholders annual meeting, January 14, 1942
Folder 50	Board of Directors annual meeting, January 14, 1943
Folder 51	Stockholders postponed annual meeting, January 15, 1943
Folder 52	Board of Directors postponed annual meeting, January 15, 1943
Folder 53	Board of Directors meeting, April 8, 1943
Folder 54	Stockholders annual meeting, January 12, 1944
Folder 55	Board of Directors annual meeting, January 12, 1944
Folder 56	Stockholders annual meeting, January 10, 1945
Folder 57	Board of Directors annual meeting, January 10, 1945
Folder 58	Board of Directors meeting, July 15, 1945
Folder 59	Board of Directors meeting, October 23, 1945 (purchase of Kedrick Apartments, 18 th & K Streets; account with Merrill Lynch, Pierce, Fenner & Beane)
Folder 60	Stockholders postponed annual meeting, January 14, 1946 (purchase of Lot 58 in Wardman & Bones' subdivision)
Folder 61	Board of Directors postponed annual meeting, January 14, 1946 (Lot 58 in Square 107 purchase)
Folder 62	Stockholders postponed annual meeting, April 9, 1947
Folder 63	Board of Directors postponed annual meeting, April 9, 1947
Folder 64	Stockholders postponed annual meeting, February 11, 1948
Folder 65	Board of Directors postponed annual meeting, February 11, 1948
Folder 66	Board of Directors special meeting, May 20, 1948
Folder 67	Board of Directors special meeting, November 22, 1948
Folder 68	Stockholders annual meeting, January 12, 1949 (lot 58)

Box 3 <i>cont'd.</i>	Folder 69	<i>The Phillips Properties, Incorporated, volume 2</i> <i>cont'd.</i> Board of Directors annual meeting, January 12, 1949 (deed of trust issued for Lot 58)
	Folder 70	Board of Directors special meeting, February 11, 1949
	Folder 71	Board of Directors special meeting, May 5, 1949
	Folder 72	Board of Directors special meeting, July 15, 1949
	Folder 73	Board of Directors special meeting, November 15, 1949
	Folder 74	Stockholders annual meeting, January 11, 1950
	Folder 75	Board of Directors annual meeting, January 11, 1950
	Folder 76	Board of Directors special meeting, December 18, 1951
	Folder 77	Board of Directors special meeting, December 24, 1951 (listed are properties, stocks, & bonds of the corporation)
	Folder 78	Stockholders annual meeting, January 8, 1953; Board of Directors annual meeting, January 8, 1953 (concern about hazards of war to downtown properties)
	Folder 79	Board of Directors special meeting, March 3, 1954
	Folder 80	Board of Directors special meeting, September 1, 1954 (Deed of Trust for Lot 31 of Walker-Johnson Square 171)
	Folder 81	Board of Directors annual meeting, January 11, 1956; Stockholders annual meeting, January 11, 1956
	Folder 82	Board of Directors annual meeting, January 9, 1957
	Folder 83	Stockholders annual meeting, January 9, 1957
	Folder 84	Board of Directors meeting, May 15, 1957 (resolution to sell Kedrick Medical Building, 1801 K Street)

The Phillips Properties, Incorporated, volume 3, 1958-1967:

Box 4	Folder 1	Binder (empty) entitled <i>The Phillips Properties, Incorporated, Iv.</i> (disbound; contents rehoused into: Box 4, folders 1-??)
	Folder 2	Printed source material (photocopies), 1958 – selected sections of law regarding federal taxation of properties
	Folder 3	Board of Directors special meeting, December 22, 1958 (Certificate of Incorporation amended; corporation recapitalized; new stock certificate adopted; planned retirement of Phillips Properties stock held by Phillips Gallery – pending gallery construction)
	Folder 4	Board of Directors special meeting, December 31, 1958
	Folder 5	Board of Directors special meeting, June 14, 1961 (retirement pension approved for Minnie H. Byers)
	Folder 6	Board of Directors special meeting, October 11, 1961
	Folder 7	Board of Directors meeting, December 14, 1961 (Howard M. Putnam elected as Assistant Secretary & Assistant Treasurer of corporation)
	Folder 8	Board of Directors meeting, March 26, 1962

		<i>The Phillips Properties, Incorporated, volume 3 cont'd.</i>
Box 4 cont'd.	Folder 9	Board of Directors meeting, June 19, 1962
	Folder 10	Board of Trustees [Directors?] meeting, December 27, 1962 (resignation of Minnie H. Byers)
	Folder 11	Board of Directors special meeting, August 13, 1964 (contract with GSA for sale of Square 171)
	Folder 12	Board of Directors special meeting, September 14, 1964 (sale of Square 161)
	Folder 13	Board of Directors special meeting, January 29, 1965 (Corporation treated as small business corporation)
	Folder 14	Board of Directors special meeting, April 29, 1965 (sale of Walker-Johnson property, Square 171)
	Folder 15	Board of Directors special meeting, May 27, 1965 (sale of Lots 23 and 827 in Square 161)
	Folder 16	Board of Directors special meeting, January 27, 1966 (death of Minnie H. Byers; resignation of Howard Putnam; Laughlin Phillips elected as Secretary and Treasurer)
	Folder 17	Stockholders annual meeting, August 10, 1966 (Estate of Duncan Phillips present; Marjorie Phillips, Laughlin Phillips, & Charles C. Glover III elected Directors)
	Folder 18	Board of Directors annual meeting, August 10, 1966 (Board noted death of the President, Duncan Phillips, on May 9, 1966; elected offices: Laughlin Phillips, President; Marjorie Phillips, Vice President; Charles C. Glover III, Secretary; Edward A. Dent, Jr., Treasurer & Assistant Secretary)
	Folder 19	"Certificate of Dissolution of The Phillips Properties, Incorporated by Unanimous Consent of Stockholders," state of Delaware, January 27, 1967 (signed & notarized); distribution of corporation assets and annuities, May 1967; certificate of withdrawal in the District of Columbia, June 5, 1967 (signed & sealed)

Series 2 Corporation filings with the District of Columbia, 1954-1955

Series 2 pertains to a certificate of authority issued in 1954 by the District of Columbia to The Phillips Properties, Incorporated, to transact business in the District of Columbia. There is also a copy of the corporation's annual report filed with the District in 1955, pursuant to provisions of the District of Columbia Business Corporation Act.

Box 4 cont'd.	Folder 20	Application for Certificate of Authority, filed with the District of Columbia (2 items, signed, sealed & notarized), December 17, 1954
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| Box 4 cont'd. | Folder 21 | Certificate of Authority, issued by the District of Columbia (signed & sealed), December 28, 1954 |
| | Folder 22 | Annual report of The Phillips Properties, Incorporated, filed with the District of Columbia (signed, sealed & notarized), April 21, 1955 |

Series 3 Income Tax Settlement for years 1936-1938

Series 3 files document a tax protest filed with the Bureau of Internal Revenue of the Treasury Department by The Phillips Properties, Incorporated, pertaining to federal income tax assessments for the years 1936-1938. Corporation president Duncan Phillips was represented by the accounting firm of William Gordon Buchanan & Company of Washington, D.C., on the matter. In part, the protest was made against proposed adjustments to the taxpayer on share values of Jones & Laughlin Steel Company stocks that had been transferred to The Phillips Properties, Incorporated, in 1919, at the time of the firm's incorporation.

Files contain a typescript of the protest filed against additional income taxes for 1936 and 1937, signed and sealed, housed with a supplemental protest letter; correspondence that includes consent forms and claim receipts related to the protest and a succeeding assessment; lists of various securities held by The Phillips Properties, Incorporated; and accounting notes. Within the documentation there are references to Jones & Laughlin Steel Company stock earnings that date from 1908; and to the estates of Major Phillips, Eliza L. Phillips, and James Laughlin Phillips. Accompanying a letter dated April 4, 1939, sent by The Phillips Properties, Incorporated, to William A. Seifert of Reed, Smith, Shaw & McClay in Pittsburgh, is an important letter dated October 6, 1921, from the Treasury Department, which includes a 1918 summary of the properties and stocks (with valuations) that comprised the estate of James Laughlin Phillips.

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| Box 4 cont'd. | Folder 23 | Typescript of the protest, signed and sealed, 1939 |
| | Folder 24 | Correspondence, 1939 |
| | Folder 25 | Correspondence, 1940-1941 |
| | Folder 26 | Lists (typescripts) of securities, 1938 and undated |
| | Folder 27 | Accounting notes (handwritten), 1939 |

Series 4 Account Book, I v., 1936-1945

Series 4 contains an account book of The Phillips Properties, Incorporated, a bound ledger, I v., 149 pages, with mostly handwritten recorded entries that date from January 23, 1936 to December 31, 1945. Volume entries are balance sheets that list property rents received; bonds; stock dividends, profits, and losses; and salaries. Text at the end of the volume reads "Continued in new journal" (a subsequent account book is not present within these records).

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| Box 4 cont'd. | Folder 28 | Account ledger, I v., 1936-1945 |
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