

Homestake Employee Collection 5011

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Describing Archives: A Content Standard

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Summary Information

Repository	Homestake Adams Research and Cultural Center
Creator	Homestake Mining Company
Title	Homestake Employee Collection
Date [bulk]	Bulk, 1938-1996
Date [inclusive]	1922-2006
Extent	18.0 Linear feet
Language	English
Abstract	<p>The Homestake Employee Collection is an artificial collection which consists primarily of individual employee records from the 1920s through the early 1990s. The collection also includes information on insurance and other benefits available to Homestake employees and reports on employee numbers.</p>

Biographical/Historical Note

The Homestake Mining Company was founded in 1877 in Lead, South Dakota, and operated until 2001. During those 124 years the company employed thousands of individuals at a number of sites around the western United States.

During the company's first years, Homestake hired experienced miners from England, Cornwall, Ireland, Scotland, Wales, and English speaking Canada. During the 1890s a second wave of immigration to the Black Hills led to Homestake hiring men from Sweden, Norway, Finland, Italy, Austria, Serbia, Croatia, Lithuania, and Montenegro.

Between 1880 and 1903 workers were hired by a shift boss (underground) or a foreman (shops and mills). These men had a great deal of authority and could hire or fire a subordinate for any reason. This system changed in 1904 when a formal employment department was created and requests for additional hires were sent to the office. Although no longer having direct say in who was hired, foremen and shift bosses still could fire an employee at will, after a probationary period. After 1904 hiring preference was given to American-born citizens who were married, owned a home, had family in the area, and were affiliated with some religion.

During the 1910s, World War I, unionization, and the influenza epidemic resulted in an employee shortage that extended into the 1920s. Wages were increased to help retain current employees and entice new ones. In the decades that followed, Homestake adjusted wages and work hours to adhere to changing laws.

Also beginning during the 1920s and continuing into the 1980s, Homestake expanded operations to include sites in other states including Wyoming, Montana, Colorado, New Mexico, and Idaho. Employee records for Wyodak Coal Mine in Wyoming and benefit pamphlets for employees working at sites in New Mexico are found in this collection.

Scope and Contents Note

This artificial collection includes employee records, payroll information, employment analysis, and records of contractors that worked for Homestake.

Series I Employee Records consists of records documenting the hiring and/or termination of employees and their individual work records. The bulk of the series consists of employee cards which include information such as date of birth, year of hire, the location of work, and employee number. Also found in this series are hiring registers, "Social Security Quits" books, and telephone directories for the company. Telephone directories for the towns of Lead, Deadwood, Spearfish, and Whitwood from 1930-1961 were

also kept by various Homestake Departments and are found in this series. This series contains some restricted materials due to the presence of Social Security numbers.

Series II Payroll & Benefits consists of records regarding wages and pensions as well as benefits available to employees including life insurance, medical and dental insurance, and stock ownership. Also found in this series are employee handbooks and “The Story of Homestake,” a booklet handed out to every employee after its publication in 1954. United Steelworkers of America documents are also found in this series.

Series III Employment Analysis consists of employee count books, monthly reports, and a composite workforce summary. This series contains documents that focus on employees as a group rather than as individuals.

Series IV Contract Employee Records consists almost entirely of contract registers with item code lists to facilitate reading the registers. Individual employees are identified only by their employee number in this series.

Arrangement Note

The collection has been arranged into four series. Documents that were originally housed in file boxes with labels created by Homestake have been rehoused for preservation purposes but retain their original labels. Whenever possible original order was maintained. Oversize items and some volumes have been housed separately from the collection and are described by separation notes.

Series I Employee Records: Employee cards are arranged alphabetically by surname. Hiring registers are arranged chronologically. See box list for more information.

Series II Payroll & Benefits: Payroll changes and pension records are arranged alphabetically by surname. Other documents are arranged by type and thereunder chronologically. See box list for more information.

Series III Employment Analysis: Summaries and reports are arranged chronologically. See box list for more information.

Series IV Contract Employee Records: Records are arranged chronologically. See box list for more information.

Administrative Information

Publication Information

Homestake Adams Research and Cultural Center

Conditions Governing Access

This collection is housed at the Homestake Adams Research and Cultural Center with restriction of access to some materials due to personally identifiable information. The collection may be utilized during normal operating hours or by appointment.

Processing Information

This collection was processed by several different people. Final processing was completed by Hannah Marshall Bawden from August 2018 to January 2019. Assistance provided by Claudia Howell.

Related Materials

Related Materials

Additional archival materials related to the Homestake Employee Collection can be found in the Homestake Mining Company Collection including the following: 5007 Homestake Public Affairs and Publication Collection, 5008 Homestake Veteran's Association Records, and 5010 Lead Miners' Union Collection. Homestake's general accounting ledgers also contain payroll information.

Other Finding Aids note

An index of employee cards, arranged alphabetically by surname, is available in Excel Spreadsheet format at the Homestake Adams Research Center.

Series I: Employee Records

Collection Inventory

Series I: Employee Records 1920-1991	
	Volume
Hiring Register	1927-1944
Hiring Register	1945-1955
Hiring Register	1955-1975
Hiring Register	1976-1983
Hiring Register	1984-1986
Hiring Register- Summer Students	1980-1982
Hiring Register By Department	1951-1981
	Box
Employee Cards Aalseth- Carlson	1
Employee Cards Carlson-Fischer	2
Employee Cards Fischer-Holm	3

Series I: Employee Records

Employee Cards Holm-Lee	4	
Employee Cards Lee-Nordin	5	
Employee Cards Noren-Savage	6	
Employee Cards Savey-Vereide	7	
Employee Cards Veronda-Zweber	8	
Large Employee Cards 1950-1982	9	
Inactive Employee Cards A-M 1965-1986	10	
Inactive Employee Cards N-Z 1965-1986	11	
Old Personnel Cards 1922-1965	12	
Employees Requiring Respirators & Wyodak Employee Cards 1946-1982	13	
	Box	Folder
Blank Employee Cards	14	1
Binder 2 1940-1991	14	2
Binder 3 1940-1991	14	3

Series I: Employee Records

Inactive Employee Binder 1941-1951	14	4
Metallurgical Department Terminations A-L 1958-1974	14	5
Metallurgical Department Terminations M-Z 1958-1979	14	6
Lists of Metallurgical Department Employees 1935-1938	14	7
Lists of Metallurgical Department Employees 1940-1941	14	8
Metallurgical Department Employee Correspondence 1934-1954	14	9
Record of Employees in Mills, Cyanide Plant, and Assay Office 1940	14	10
Employee Telephone Directories 1920-1989	14	11
Telephone Directory Lead, Deadwood, Spearfish, and Whitewood 1930-1961	14	12
		Box
Social Security Quits 1937-1945		15
Social Security Quits 1946-1951		15
Social Security Quits 1951-1963		15
Social Security Quits 1963-1969		15

Series II: Payroll and Benefits

Social Security Quits 1971-1973	15	
Social Security Quits 1973-1983	15	
Social Security Quits 1984-1987	15	
Series II: Payroll and Benefits 1929-1990		
		Box
Payroll Changes A-D 1950-1978	1	
Payroll Changes E-L 1950-1978	2	
Payroll Changes M-Z 1950-1978	3	
Pension Records 1922-1980	4	
	Box	Folder
Wage Scale 1933-1947	5	1
Payroll 1939-1960	5	2
Wage Data and Salary Report 1929-1971	5	3
Record of Salary Changes 1950-1952	5	4
Salary Book 1962	5	5

Series II: Payroll and Benefits

Analysis of Payroll 1954-1955	5	6
Analysis of Payroll 1956	5	7
Life Insurance 1955-1971	5	8
Accident Insurance undated	5	9
Long Term Disability Insurance undated	5	10
Employees Aid Fund 1920-1947	5	12
Pension Plan 1949	5	13
Employee Benefits Binder	5	14
Employee Benefits Binder 1991	5	15
Benefits Bulletin 1994	5	16
Special Early Retirement Program 1985	5	17
Retirement Plan 1962-1967	5	18
Employee Benefits Summary 1979-1992	5	19
Medical Plans 1966-1995	5	20

Series IV: Contract Employee Records

Medical Plans Salaried Employees 1993-1995	5	21
Dental Plans 1980-1981	5	22
Savings Plan 1974-1990	5	23
Employee Stock Ownership Plan 1984	5	24
Employee Stock Ownership Plan 1983	5	24
Employee Handbooks 1955-1961	5	25
The Story of Homestake: A South Dakota Enterprise 1954	5	26
Supervisor Handbooks undated	5	27
Union Agreements- United Steelworkers of America 1969-1998	5	28
Union Agreements- Black Hills Power and Light and WYODAK International Brotherhood of Electrical Workers undated	5	29
Series IV: Contract Employee Records 1984-1996		
		Box
Item Code Lists 1984-1993		1
Cost Center Report 1993		1

Series III: Employment Analysis

Active & Closed Contract Numbers 1996		1
Contract Registers 1994-1996		1
Final Registers 1993-1994		2
Final Contract Registers 1995		3
Employee Contract Bonuses 1995-1996		3
Series III: Employment Analysis 1938-2006		
	Box	Folder
Hiring Report Summary 1938-1939	1	1
Employees by Department 1948-1953	1	2
Monthly Reports Book 2 1965-1979	1	3
Monthly Reports Book 3 1979-1983	1	4
Monthly Reports Book 4 1990-1992	1	5
Monthly Reports Book 5 1993-1996	1	6
Employment Analysis 1950-1964	1	7

Series III: Employment Analysis

Composite Workforce Summary 1997-2006

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Employee Count Book 1979-1988

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