

# **Homestake Employee Collection 5011**

**Finding aid prepared by Hannah Marshall Bawden**

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This finding aid was produced using the Archivists' Toolkit

December 11, 2020

Describing Archives: A Content Standard

Homestake Adams Research and Cultural Center  
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## Summary Information

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<b>Repository</b>	Homestake Adams Research and Cultural Center
<b>Creator</b>	Homestake Mining Company
<b>Title</b>	Homestake Employee Collection
<b>Date [bulk]</b>	Bulk, 1938-1996
<b>Date [inclusive]</b>	1922-2006
<b>Extent</b>	19.5 Linear feet
<b>Language</b>	English
<b>Abstract</b>	<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

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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.

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## Scope and Contents Note

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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 and Training** 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 and training and handbooks for managers are also found in the series.

**Series III Employment Analysis** consists of employee count books, monthly reports, and a composite workforce summary. Books on running businesses are included in this series. 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.

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## Arrangement Note

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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.

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## Administrative Information

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## **Publication Information**

Homestake Adams Research and Cultural Center

## **Revision Description**

5/1/2020

## **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. Accretions to the collection were made May 2020 by Hannah Marshall Bawden.

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## **Related Materials**

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### **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. Related material is also found in 5022 Tom Regan Collection and several individual items in the Adams Museum Collection.

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## **Other Finding Aids note**

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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	
	<b>Box</b>	<b>Folder</b>
Blank Employee Cards and Absentee Reports,	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
Directory of Exploration Personnel, 1971	14	10
Record of Employees in Mills, Cyanide Plant, and Assay Office, 1940	14	11
Employee Telephone Directories, 1920-1989	14	12
Telephone Directory Lead, Deadwood, Spearfish, and Whitewood, 1930-1961	14	13
San Francisco Personnel Phone List, undated	14	14
Organization and Department Flow Charts, 1969-1997	14	15
Summer Student Laborers, 1990-1991	14	16

## Series I: Employee Records

Summer Student Laborers, 1983-1987	14	17
Application Processes and Separation Forms, 1970-1981	14	18
Notice of Job Openings, 1975-1980	14	19
Job Change Announcements, 1965-1980	14	20
Plane Accident of Harold "Bucky" Erikson, 1955	14	21
		<b>Box</b>
Social Security Quits, 1937-1945		15
Social Security Quits, 1946-1951		15
Social Security Quits, 1951-1963		15
Social Security Quits, 1963-1969		15
Social Security Quits, 1971-1973		15
Social Security Quits, 1973-1983		15
Social Security Quits, 1984-1987		15
	<b>Box</b>	<b>Folder</b>
Applications for Employment in Geology Department, 1964-1965	16	1

## Series II: Payroll, Benefits and Training

Applications for Geologist Position, 1980-1981	16	2-3
Applications for Employment, 1974-1983	16	4-5
<b>Series II: Payroll, Benefits and Training 1929-1990</b>		
		<b>Box</b>
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
	<b>Box</b>	<b>Folder</b>
Wage Scale, 1933-1947	5	1
Payroll , 1939-1960	5	2
Wage Data and Salary Report, 1929-1971	5	3
Record of Salary Changes, 1950-1983	5	4
Wage Procedures, 1950-1966	5	5
Payroll Procedures,	5	6

Series II: Payroll, Benefits and Training

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Salary Book, 1962	5	7
Student Laborer Wages, 1984-1989	5	8
Analysis of Payroll, 1954-1955	5	9
Analysis of Payroll, 1956	5	10
Life Insurance, 1955-1971	5	11
Accident Insurance, undated	5	12
Long Term Disability Insurance, undated	5	13
Employees Aid Fund, 1920-1947	5	14
Pension Plan, 1949	5	15
Employee Benefits Binder, 1974	5	16
Employee Benefits Binder, 1991	5	17
Employee Benefits Binder, 1997	5	18
Employee Benefit Slideshow,	5	19
Benefits Bulletin, 1994	5	20

## Series II: Payroll, Benefits and Training

Special Early Retirement Program, 1985	5	21
Retirement Plan, 1962-1967	5	22
Employee Benefits Summary, 1979-1992	5	23
Medical Plans, 1966-1995	5	24
Medical Plans Salaried Employees, 1993-1995	5	25
Maternity Leave Policy, 1970	5	26
Dental Plans , 1980-1981	5	27
Savings Plan, 1974-1998	5	28
Employee Stock Ownership Plan, 1984	5	29
Employee Handbooks, 1955-1961	5	30
The Story of Homestake: A South Dakota Enterprise, 1954-1966	6	1
Union Agreements- United Steelworkers of America, 1969-1998	6	2-3
Union Agreements- Black Hills Power and Light and WYODAK International Brotherhood of Electrical Workers, undated	6	4

## Series III: Employment Analysis

Grievances, 1979	6	5
Employee Offense Policies, 1983	6	6
Key Employment Policies, 1996	6	4
Supervisor Handbooks and Policies, 1982-1995	6	7
Supervisory Training Program, 1991	6	8
Litigation Avoidance, 1996	6	9
Managing By Consequences, 1990	6	10
<b>Series III: Employment Analysis 1938-2006</b>		
	<b>Box</b>	<b>Folder</b>
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

## Series IV: Contract Employee Records

Monthly Reports Book 5, 1993-1996	1	6
Employment Analysis, 1950-1980	1	7
Composite Workforce Summary, 1997-2006	1	9
Employee Count Book, 1979-1988	1	9
Management Organization Survey, F.R. Schwab & Associates, Inc., 1974	1	10
General Procedures, 1966	1	11
		<b>Box</b>
How to Successfully Conduct Labor Relations, 1980		1
Operations Research for Management Decisions, 1968		1
<b>Series IV: Contract Employee Records 1984-1996</b>		
		<b>Box</b>
Item Code Lists, 1984-1993		1
Cost Center Report, 1993		1
Active & Closed Contract Numbers, 1996		1
Contract Registers, 1994-1996		1

**Series IV: Contract Employee Records**

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Final Registers, 1993-1994

2

Final Contract Registers, 1995

3

Employee Contract Bonuses, 1995-1996

3