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### Minnis, Edna, collection, 1938-1957

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## INTRODUCTION

Approximately 685 pages of inter-office correspondence from the Missouri-Kansas- Texas Railroad office located in Parsons, Kansas, from 1938 to 1957, collected by Edna Minnis during her employment.

## DONOR INFORMATION

The records were purchased at the Edna Minnis estate sale by John Chambers and donated to Special Collections, Pittsburg State University on 30 January 1985.

## AGENCY HISTORY

The Missouri-Kansas-Texas Railroad, otherwise known as the MKT or “Katy,” operated from northernmost terminals of Junction City, Kansas City, and Saint Louis, south to its termini at San Antonio and Galveston, Texas. The MKT was merged into the Union Pacific System in 1988. Edna Minnis worked in the MKT office in Parsons, Kansas and compiled the records in this collection.

## SCOPE AND CONTENT NOTE

The Edna Minnis collection contains approximately 685 documents, including memos, employee rosters, pay agreements, and locomotive dispositions. The documents range in date from 1938 to 1957. The documents are arranged into seven series: **Employee Rosters/Files; Rate of Pay/Labor Agreements; Hospital/Health Benefits; Miscellaneous Blank Forms; Numeric File Indices; Miscellaneous Locomotive Records; and Miscellaneous Instructions for Employee Records.**

The **Employee Rosters/Files** series includes seniority rosters, force reports, list of employees in military service during World War II, and mailing addresses for employees between 1935 and 1957. Some employee rosters include date and cause of death, names and addresses of survivors, and date of first employment.

The **Rate of Pay/Labor Agreements** series includes Parsons Locomotive Shop Union Agreements, Wage and Rate of Pay agreements, and Wage Adjustment memos between 1937 and 1951.

The **Hospital/Health Benefits** series includes an MKT Employee’s Hospital Association memo, a change in the MKT Employee’s Hospital Association by-laws, and a memo describing hospitalization insurance benefits. This series dates from 1941 to 1953.

The **Miscellaneous Locomotive Records** series includes Engine 847 Monthly Inspection Report, Steam Locomotive Renumbering list, a Steam Locomotive Dismantling Order, and Diesel Locomotive Inspection Specifications.

The **Miscellaneous Blank Forms** series includes blank copies of freight waybills, employee safety notices, Railroad Retirement Board Benefit Change Forms, and Notice of Employee/Family Member Death forms.

The **Numeric File Indices** series contains the master list for properly numbering official files for the following dates: 7/23/1948 and 7/1/1953, as well as a list of closed files.

The **Miscellaneous Instructions for Employee Records** series includes memos from 1937 to 1953 that provide instructions on how to properly process, file, and modify employee records.

## FOLDER LIST

**Employee Rosters/Files Series**

f. 1	Changes in Force Records	Dec. 1952-Dec.1954
f. 2	Deceased Employees – North Lines	Oct. 1934-Mar. 1955
f. 3	Employee Mailing Lists – North Lines	Dec. 15, 1954
f. 4	Employee PR Numbers	1942-1954
f. 5	Employees in Military Service/Selective Service	1940-1944
f. 6	Employee Transcripts	1943-1953
f. 7	Employee Work Time Changes	1942-1944
f. 8	Force Report, Mechanical Department	May 1, 1951
f. 9	Furloughed Mechanics/Helpers – North Lines	Apr. 12, 1941
f. 10	List of Employees	undated
f. 11	List of Diesel Locomotive Maintainers	Jul. 3, 1947
f. 12	List of Firemen for Promotion to Engineer	May 25, 1945
f. 13	Miscellaneous Employee Records	1944, 1953
f. 14	New Employees/Employees transferred out of svc	Oct. 1952-Feb. 1955
f. 15	Personal Injuries – North Lines	Jan. 1, 1952-Nov. 22, 1954
f. 16	Seniority Roster – North Lines	Jan. 1, 1935
f. 17	Seniority Roster – Mechanical Dept. – North Lines	Jan. 1, 1955
f. 18	Seniority Roster – Parsons Locomotive Shop	1957

**Rate of Pay/Labor Agreements Series**

f. 19	Assigned Working Hours	Jul. 21, 1944
f. 20	Labor Agreements	1937-1946
f. 21	Rate of Pay Agreements/Adjustment notices	1941-1953

**Miscellaneous Locomotive Records Series**

f. 22	Locomotive inspection/maintenance/numbering	1946-1950
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**Miscellaneous Blank Forms Series**

f. 23	Miscellaneous blank forms	undated
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**Hospital/Health Benefits Series**

f. 24	Health Benefit Memo, Employee Hospital By-Law	1941
f. 25	Employee Hospital Appointment of Surgeon memo	4 Dec. 1953

**Numeric File Indices Series**

f. 26	Files	23 July 1948
f. 27	Files – F. R. Hoppe, Enginehouse Clerk	23 July 1948
f. 28	Files – C. H. Hill	1 July 1953
f. 29	Index of closed/destroyed files	1928 - 1952

## FOLDER LIST (continued)

**Miscellaneous Instructions for Employee Records Series**

f. 30	Memos for handling employee records	15 Oct. 1937-24 Mar. 1942
f. 31	Memos for handling employee records	29 Apr. 1942-6 Sept. 1944
f. 32	Memos for handling employee records	30 Nov. 1944-6 Nov. 1946
f. 33	Memos for handling employee records	15 Jan. 1947-6 Oct. 1953

## INDEX ENTRIES

Minnis, Edna

Missouri-Kansas-Texas – Railroad – Labor Agreements

Missouri-Kansas-Texas – Railroad – Employees

Missouri-Kansas-Texas – Railroad – Locomotives – Steam

Missouri-Kansas-Texas – Railroad – Locomotives – Diesel

Railroads – Missouri-Kansas-Texas – Labor Agreements

Railroads – Missouri-Kansas-Texas – Employees

Railroads – Missouri-Kansas-Texas – Locomotives – Steam

Railroads – Missouri-Kansas-Texas – Locomotives – Diesel