

CITY OF LONDON WWI CIVIC INSURANCE FUND RECORDS
1915 - 1920

In order to improve access to more of the existing holdings of Western Archives copies of a number of preliminary finding aids are being made available. These preliminary finding aids, some of which were prepared many years ago, vary in degrees of completeness, detail and accuracy. Some provide only basic box listings of the contents of a fonds or a collection, while others provide additional background material. All are intended to be the starting point for access to the records and they should not be considered a definitive source of information on the full nature and contents of the fonds or collection. Questions about the information provided in the preliminary finding aids should be directed to archives.services@uwo.ca

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This collection, records of the offices of the City Treasurer and the City Clerk of the City of London, Ontario, was generated by the program of the city to insure those of its citizens fighting in World War I. The city of London insured the lives of non-commissioned officers and enlisted men who had resided in the city for two years prior to enlisting. The insurance policies were underwritten by the Metropolitan Life, Aetna Life, and State Life insurance companies. The policies provided life insurance coverage for the amount of \$1000.⁰⁰ This was a costly undertaking because in addition to the standard premium, there was a "war risk" rating of \$25.⁰⁰ per policy. There is evidence to suggest that other cities implemented similar programs (Correspondence from City Treasurer of Toronto, J-1).

These records include information about individual soldiers who were citizens of the City of London, about the civic insurance program instituted by the city, and about a variety of related municipal and military subjects. The collection is arranged first by the type of document, i.e. lists, correspondence, etc, and within this by originating office. There are two boxes, containing two cubic feet of records.

City of London WWI Civic Insurance Fund Records

Box 1307

- A. Personal information sheets about soldiers
- B. Lists of men
 - 1. divided by ward
 - 2. divided by corps
 - 3. divided by insurance company
 - 4. misc. and unlabelled
 - 5. from the military

Box 1308

- C. Correspondence of City Clerk
- D. Correspondence of City Treasurer
- E. Correspondence of Military
- F. Correspondence of soldiers
- G. Correspondence of Metropolitan Life
- H. Correspondence of Aetna
- I. Correspondence of State Life
- J. Correspondence - misc.
- K. Case files (intact)
 - 1. Surnames A-B
 - 2. Surnames C-D
 - 3. Surnames E-H
 - 4. Surnames I-M
 - 5. Surnames N-P
 - 6. Surnames Q-T
 - 7. Surnames U-Z
- L. Soldiers' Aid Commission Case files
- M. Board of Control
- N. Official Military Lists (published)
- O. Newspaper clippings
- P. Bond information
- Q. Tobacco Fund pamphlets
- R. Refund of premium pamphlets
- S. Disability reports
- T. Blank forms for program
- U. Loose handwritten notes and envelopes

Box 1307

Series A - Personal Information Sheets

Files 1	1915 January-February.	The sheets contain such personal information about the soldiers as: family and dependents; address; former workplace (and trade, in some cases); length of residency in the City of London.
2	1915 May.	
3	1915 June.	
4	1915 July.	
5	1915 August.	
6	1915 October.	
7	c. 1918-1919.	
8	c. 1918-1919.	
9	c. 1918-1919.	

Series B - Lists of Men

Files 1	City Clerk's master list of enlistees 1914-1917.
	<u>Lists divided by ward</u>
2	Ward lists 1915 and (n.d.).
3	Ward lists (n.d.).
	<u>Lists divided by corps</u>
4	Lists of enlistees in 33rd Battalion (n.d.) and reinforcements, 1915. Lists of 34th Battalion (n.d.).
5	Lists of men in 33rd and 34th Battalions (n.d.).
6	Lists of 7th Field Engineers and 2nd Pioneers (field ambulance) 1915.
7	Lists of #3 Stationary Hospital Corps (n.d.), ASC men for remount depot (n.d.), 142nd Bandsmen (n.d.), 1st and 2nd Army Service Corps Contingents, 1915 and (n.d.).
	<u>Lists divided by insurance company</u>
8	List of enlistees insured by Metropolitan Life 1914.
9	List of enlistees insured by Metropolitan Life 1915 and related correspondence.
10	List of premiums due Metropolitan Life 1918.
11	List of policy holders- Metropolitan Life 1918.
12	Master List for Metropolitan Life (n.d.).
13	Metropolitan Life - lists of policies, lapsed, transferred, continued c. 1919.

- 14 Lists of soldiers insured by State Life 1915 and 1919.
- 15 Lists of soldiers insured by Aetna (n.d.).
- 16 Master list, Aetna (n.d.).
- 17 List of soldiers insured by Aetna who returned to Canada 1918.

Miscellaneous and unlabelled lists

- 18 Lists of wounded and discharged soldiers returning home 1915.
- 19 Lists of wounded and discharged men returning home 1917.
- 20 Lists of wounded and discharged soldiers returning home 1918.
- 21 Miscellaneous lists 1915.
- 22 Miscellaneous lists 1917.
- 23 Unlabelled and undated lists.

Lists from the Military

- 24 Lists from military and related correspondence 1914.
- 25 List entitled "men returned from Valcartier" (n.d.).

Series C - Correspondence of City Clerk

- Files 1 From City Clerk regarding information about soldiers insured by city 1914.
- 2 From City Clerk to City Treasurer 1915-1916.
- 3 Rough notes of City Clerk 1915.
- 4 Rough notes of City Clerk 1916-1917.

Series D - Correspondence of City Treasurer

- Files 1 From City Treasurer to beneficiaries of soldiers insured by the City re: renewals 1915-1916.
- 2 From City Treasurer to soldiers re renewal of Metropolitan Life policies 1917.
- 3 From City Treasurer to soldiers re: renewal of State Life policies 1918.
- 4 From City Treasurer to soldiers re: extended insurance and waivers 1918.
- 5 From City Treasurer to beneficiaries of soldiers to obtain present addresses of soldiers 1919, also with soldier who requested that the policy be sent to him.

(Series D - Correspondence of the City Treasurer-continued)

- 6 From City Treasurer to Paymaster (Ottawa) re: soldiers not in nominal rolls 1915.
- 7 From City Treasurer to the life insurance companies 1916-1920.

Series E - Correspondence of the Military

- Files 1 From various military administrative personnel 1914.
- 2 From Major Ashplant 1915-1916.
- 3 From various military administrative personnel 1915-1916.
- 4 From various military administrative personnel 1917-1918 and (n.d.).

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Series F - Correspondence of Soldiers to City Clerk and City Treasurer

- Files 1 Surnames beginning with A, 1915-1920.
- 2 B
- 3 C
- 4 D
- 5 E
- 6 F
- 7 G
- 8 H
- 9 I
- 10 J
- 11 K
- 12 L
- 13 M
- 14 N
- 15 O
- 16 P
- 17 Q
- 18 R
- 19 S
- 20 T
- 21 U-Z

Series G - Correspondence of Metropolitan Life

- Files 1 To Superintendent, City of London, re: war risk policies 1917-1919.
- 2 To City Treasurer 1915-1918.
- 3 Notices re: insurance premiums due and continued insurance 1915-1918.

Series H - Correspondence of Aetna

Files 1 To City Treasurer 1915, includes lists of men insured.
2 To City Treasurer 1916-1918.
3 To City Treasurer 1919.
4 Forms re: continuation of insurance 1918.

Series I - Correspondence of State Life

Files 1 To City Treasurer 1916-1920.
2 Forms re: continuation of policies 1919.

Series J - Correspondence - Miscellaneous

Files 1 From various sources 1914-1918.

Series K - Case Files (intact)

Files 1 Soldiers with surnames beginning with A-B
2 C-D
3 E-H
4 I-M
5 N-P
6 Q-T
7 U-Z

Series L - Soldiers' Aid Commission Case Files

Files 1 Correspondence of City Clerk with Soldiers' Aid Commission 1915.
2 Typed notes by John W. McCallum, Relief and License Department, re: enlistees 1915.
3 Case files: Lily Matthews; Mrs. J.H. Dent. Correspondence re: case of Lily Matthews; case of Mrs. J.H. Dent. 1918 & 1919.

Series M - Board of Control

Files 1 Memo (form) from City Clerk to City Treasurer re: Board of Control 1914.
2 Memo (form) from City Clerk to City Treasurer re: Board of Control 1915.
3 Memo (form) from City Clerk to City Treasurer re: Board of Control 1916.
4 Report from City Treasurer to Board of Control 1916. Correspondence from City Treasurer to military re: above report 1916.
Rough notes re: above report 1916.
Municipal Statistics City of London 1916.

(Series M - Board of Control - continued)

- 5 Minutes of meeting of Board of Control re: various cases 1916.
- 6 Memo (form) from City Clerk to City Treasurer re: Report of Board of Control 1917.
- 7 Memo (form) from City Clerk to City Treasurer re: Report of Board of Control 1918.
- 8 City Treasurer's Statement of Fund for Soldiers' Dependents 1917-1918.
- 9 Correspondence from City Treasurer to Board of Control re: policies with Metropolitan Life; first page of above; draft of above 1918.
- 10 Memo (form) from City Clerk to City Treasurer re: Board of Control 1920.
- 11 Eighteenth Report of the Board of Control City of London (n.d.).

Series N - Official Military Lists (published)

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| Files | 1 | Regimental After Order 1914. |
| | 2 | Militia Orders and index, and nominal rolls issued therewith, Canadian Expeditionary Force 1915. |
| | 3 | Official List of Casualties issued with Militia Orders 1915. 3rd Official List of Casualties issued with Militia Orders 1915. |
| | 4 | Nominal Roll Canadian Expeditionary Force 1916. |
| | 5 | Discharge sheets 1915. |
| | 6 | Discharge sheets 1915. |
| | 7 | Discharge sheets January 1916. |
| | 8 | February 1916. |
| | 9 | March 1916. |
| | 10 | April 1916. |
| | 11 | March and April 1916. |
| | 12 | May 1916. |
| | 13 | June 1916; correspondence from Paymaster attached. |
| | 14 | July 1916. |
| | 15 | August 1916. |
| | 16 | December 1918. |
| | 17 | January 1919. |

(Series N - Official Military Lists - continued)

18	Discharge sheets February 1919.
19	March 1919.
20	April 1919.
21	May 1919.
22	June 1919.
23	"Canadian Militia Promotions and Retirements" Booklets # 3 & 4 1916.
24	District Orders and Mobilization Camp Orders 1916.
25	Militia Orders 1916.

Series O - Newspaper Clippings

Files 1 Newspaper clippings from London "Free Press" (reports of men from the district wounded and killed) 1916-1917. Newspaper clipping "Machine Gun Fund" 1915.

Series P - Bond Information

Files 1 Savings Bond information (n.d.).

Series Q - Tobacco Fund Pamphlets

Files 1 Correspondence re: particulars of Tobacco Fund 1915. Contribution booklets: 3 filled out, 1915; 2 blank of which one has no cover.

Series R - Refund of Premium Pamphlets

Files 1 Notices of refund of premium (2) } removal note
1918-1924.

Series S - Disability Reports

Files 1 Disability reports (2) 1916.

Series T - Blank Forms

Files 1 Blank forms (City Clerk and City Treasurer) for Civic Insurance Fund program.

Series U - Loose Handwritten Notes and Envelopes.

Files 1 Miscellaneous loose notes - origin unknown.
Miscellaneous envelopes.