

# M&S **ARCHIVE**

## Collection Guide



Explore the business archive of  
Marks & Spencer

Jan 2024

# Foreword

The M&S Archive is the official business archive of Marks & Spencer plc. The collection contains more than 72,000 items, dating from 1884 to the present day and comprises not only written, photographic and digital records of the Company's development, but also artefacts which represent key aspects of the Company's activities.

The M&S Archive is a vital business asset which exists to preserve, document and make available the history of Marks & Spencer to support the business needs of the Company and its shareholders; to inspire learning and inform research both internally and externally; and to support the needs of the wider community through the opening of the collection to the public.

The M&S Archive represents one of Britain's most important corporate archival collections, owing to the long history of Marks & Spencer as a key retailer on the British high street and the extensive and detailed nature of its rich holdings.

*'The M&S Archive constitutes perhaps the most important corporate archive of any UK retailer and ranks amongst the most academically valuable British corporate archives.'*

Professor Peter Scott, University of Reading



# Introduction and Contents

The purpose of this guide is to provide an **overview** of the M&S Archive collection, and to assist users in identifying material relevant to their research interests.

This guide should be used in conjunction with our Online Catalogue, which can be searched to explore the **items** we hold in the collection, and which are outlined in this guide. More information about the Online Catalogue can be found on page 21.

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# M&S

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# Background to the Collection

The M&S Archive was established in 1983, when M&S appointed a Company Archivist to bring together historic records which were scattered across numerous Head Office departments.

Originally located in the former M&S Head Office in Baker Street, the Archive soon outgrew its surroundings and was transferred to storage in a distribution centre. In the mid 1990s the collection was relocated again, to fallow footage above the former M&S store in Wood Green, North London. Far from ideal, these premises had no environmental controls, fire protection or public access.

In 2007, a unique partnership between M&S and the University of Leeds was announced. Following a temporary archive exhibition on the University campus as part of M&S' 125<sup>th</sup> anniversary celebrations in 2009, the Archive was relocated to a new purpose built facility at the University of Leeds, which opened in 2012. The M&S Archive is now housed in the Michael Marks Building which combines excellent collection care with a permanent public exhibition.

In 2018 the M&S Archive was awarded Accredited status by The National Archives (UK), meaning that the service is recognised for its excellent performance in all aspects of governance and management, collections management and provision of services to all users.



# The Collection

The M&S Archive collection is divided into 8 series of records. The 8 series are broad categories, such as **Company Records** and **Product and Packaging**. Each series has its own reference number, which takes the form of a letter:

*Company Records CR*

*Photographs P*

*Personal Papers R*

*Product and Packaging T*

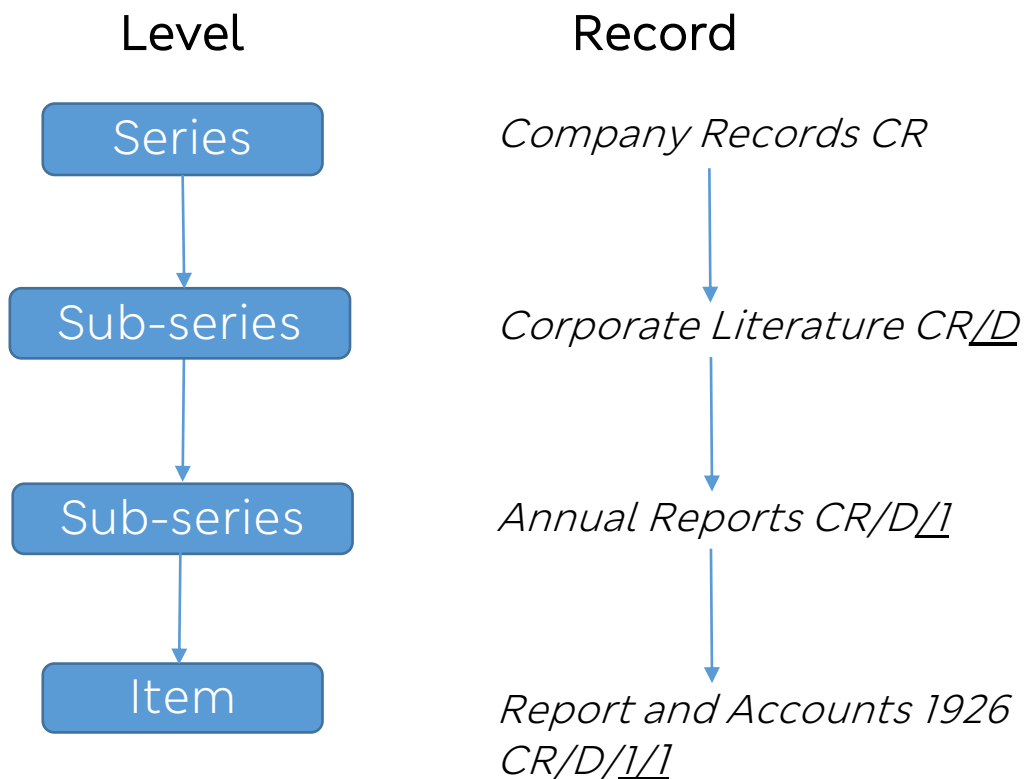
*Head Office Departments HO*

*Employee Papers Q*

*Stores S*

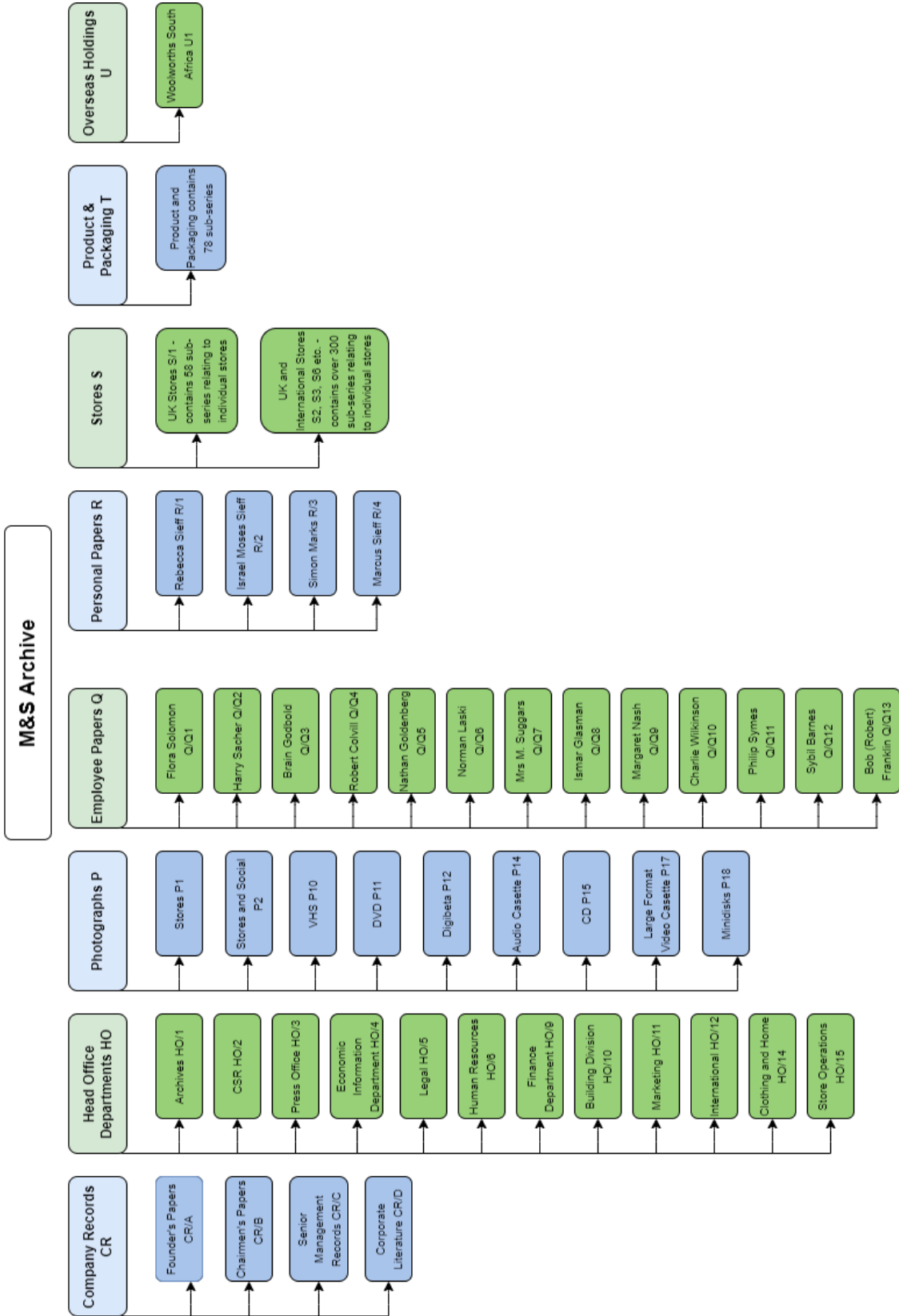
*Overseas Holdings U*

The collection is organised into a hierarchical structure containing different levels of records, which are broad at the top and become progressively more specific further down:



The diagram on the next page shows the 8 series, and the main sub-series below them, that are currently catalogued. The following pages of this guide explain the series and sub-series in more detail. This guide will be updated periodically, as more material is catalogued.

# The Collection



This diagram shows currently catalogued material.



# Company Records

Reference: CR

From the cash books of Michael Marks and Tom Spencer to the most recent Annual Report, **CR Company Records** contains papers and reports which document company strategies, objectives and results.

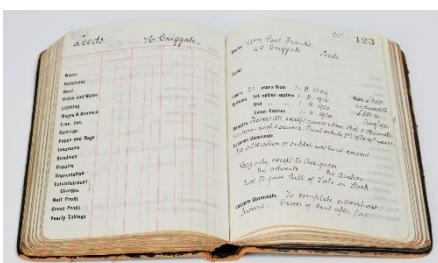
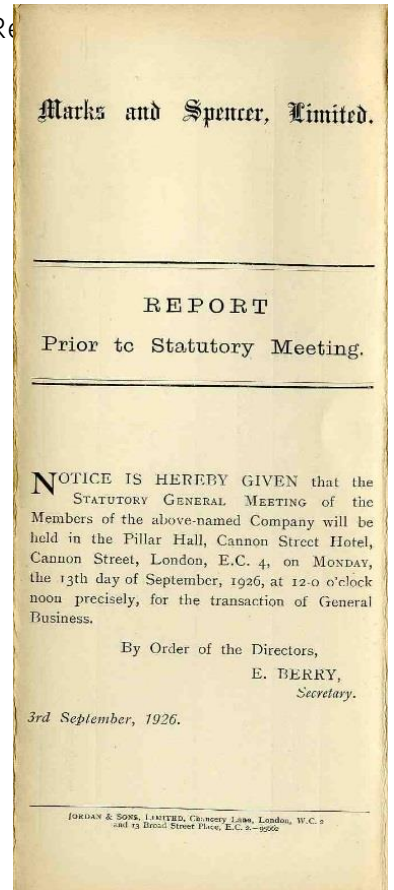
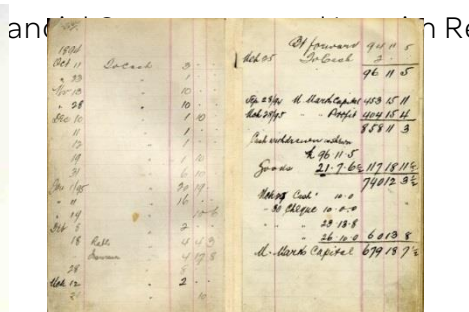
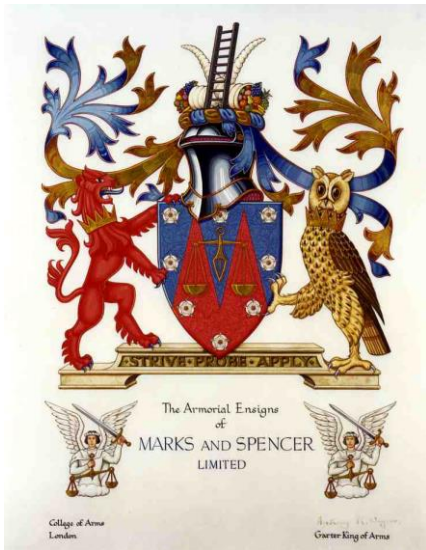
**CR Corporate Records** comprises the following sub-series:

**CR/A Founders' Papers** – Includes the cash books of Michael Marks and Tom Spencer.

**CR/B Chairmen's Papers** – Includes the papers of Michael Marks, Israel Sieff, Simon Marks and Marcus Sieff.

**CR/C Senior Management Records** – Includes Board Minutes, Chairman's Scrutiny Reports and Director's Reports.

**CR/D Corporate Literature** – Includes Annual Reports,



# Head Office Departments

Reference: HO

HO Head Office Departments contains papers relating to the workings of the business. From marketing material and staff communications to property ledgers and legal papers, use this series to explore the history of M&S from behind the scenes.

HO Head Office Departments comprises the following sub-series:

**HO/1 Archives** – Includes oral histories, staff and customer memories and archive research files.

**HO/2 Corporate Social Responsibility** – Includes records of social and community initiatives, ethical trading and Plan A.

**HO/3 Press Office** – Includes internal and external communications, from press releases and look books, to staff magazines and newsletters.

**HO/4 Economic Information Department** – Includes statistical and financial reports and records relating to suppliers and sourcing.

**HO/5 Legal Department Files** – Includes files relating to suppliers, Annual General Meetings (AGMs), Board Meetings and business records of the company dating back to 1903.

**HO/6 Human Resources** – Includes records relating to recruitment, training material, employee recognition and employee social activities.

*HO/7-8 Not currently in use*



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# Head Office Departments

**HO/9** Finance Department – Includes reports and accounts, ledgers, cash books and records relating to stores, merchandise and international exports.

**HO/10** Building Division – Includes property records comprising registers of deeds, lease information, premises plans and building development records.

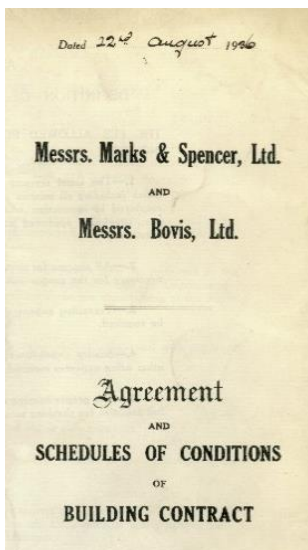
**HO/11** Marketing – Includes promotional leaflets, television advertisements and press advertisements.

**HO/12** International – Includes records such as meeting minutes, annual reports and communications, divided by continent including Americas, Europe and Asia.

**HO/13** *Not currently in use*

**HO/14** Clothing & Home – Includes design briefs and trend books for clothing and home products.

**HO/15** Store Operations – Includes records from and about the interwar period and Second World War.



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# Photographs and Audio Visual

Reference: P

**P Photographs and Audio Visual** contains over 10,000 items, including store photographs dating back to the 1890s, some of the first M&S onscreen adverts from the 1950s and a wide selection of internal training videos. This series of the collection is rich source of information for research into many subject areas, from local history and the development of town centres to the evolution of staff training.

**P Photographs and Audio Visual** comprises the following sub-series:

**P1 Stores** – Includes photographs of UK and international M&S stores and Head Office buildings.

**P2 Stores & Social** – Includes loose photographs and albums of staff and social events, and store interiors and exteriors.

*P3-P9 Not currently in use*

**P10 VHS** – Includes staff training films, recordings of AGMs, results presentations and fashion shows. Also includes recordings of television or news features which mention M&S.



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# Photographs and Audio Visual

**P11 DVD** – Includes staff training films and advertisements as well as digitised versions of 1960s, 1970s and 1980s advertisements held on film and VHS tapes. Also includes recordings of television or news features which mention M&S.

**P12 Digibeta\*** – Includes staff training films, recordings of AGMs, results presentations and fashion shows. Also includes recordings of television or news features which mention M&S.

*P13 Not currently in use*

**P14 Audio Cassette\*** – Includes sound recordings of AGMs, results presentations and employee magazines. Also includes recordings of radio broadcast features which mention M&S.

**P15 CD** – Includes internal presentations, images and training materials.

*P16 Not currently in use*

**P17 Large Format Video Cassette\*** – Includes internal films and recordings of television features which mention M&S.

**P18 Minidisks\*** – Includes employee broadcasts of trading results and internal announcements.



\* Unfortunately the Archive does not currently have the technology to view material in this format. Some items within **P** are digitised – get in touch for more details.

# Employee Papers

## Reference: Q

Comprised of records created during the working lives of some of M&S' key employees, this series contains research papers, correspondence, reports, notes and minutes of meetings relating to topics from staff welfare to food technology.

## Q Employee Papers comprises the following sub-series:

**Q/Q1 Flora Solomon** – Flora Solomon was instrumental in establishing the staff welfare department at M&S in the 1930s. Her papers include correspondence, reports and publications relating to staff welfare at M&S.

**Q/Q2 Harry Sacher** – Harry Sacher married Simon Marks' sister, Miriam. He joined M&S in 1926 and became a director in 1932. Includes correspondence and personal papers.

**Q/Q3 Brian Godbold** – Brian Godbold was Executive Head of Design from 1976-1993 and Design Director from 1993-1998. Includes working papers, speeches and memoranda.

**Q/Q4 Robert Colvill** – Includes working papers of Robert Colvill, who joined M&S as the managing director of Financial Services in the 1980s.

**Q/Q5 Nathan Goldenberg** – Includes correspondence, reports, notes, meeting minutes and working papers of Nathan Goldenberg, who worked at M&S from 1948 until the mid-1980s as Head of Food Technical Services and Scientific Adviser.

**Q/Q6 Norman Laski** – Includes a selection of staff manuals which belonged to Norman Laski, who was appointed to the M&S Board in 1926 and was a director of the company for many years. Norman married Simon Marks' younger sister, Elaine.





# Employee Papers

**Q/Q7** Mrs M. Suggars – Mrs M. Suggars was a long serving member of staff at Cheltenham store. Includes papers relating to Long Service celebrations in 1968.

**Q/Q8** Ismar Glasman – Includes papers, meeting minutes and correspondence relating to Ismar Glasman's activities as Senior Executive of Yarn & Colour Technology Group 1950-c1984.

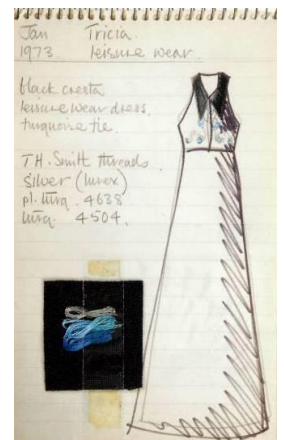
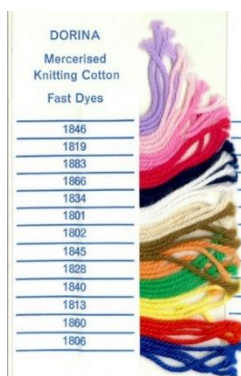
**Q/Q9** Margaret Nash – Includes design papers, embroidery samples and working papers of Margaret Nash during her employment as an embroiderer at M&S between 1969 and 1974.

**Q/Q10** Charlie Wilkinson – Charles E Wilkinson worked as an in-house packaging designer for M&S between 1954-1955 and 1957-1987. His papers include packaging designs and correspondence.

**Q/Q11** Philip Symes – Includes the working papers of Philip Symes during his employment as the company speechwriter from the 1970s until his retirement in 1999.

**Q/Q12** Sybil Barnes – Includes papers relating to Sybil's work as head of M&S Staff Catering Services, including her work on introducing pre-packaged sandwiches in 1980. Also includes papers on her work for the Civil Service.

**Q/Q13** Robert 'Bob' Franklin – Includes working papers of Bob Franklin during his employment in the packaging development department (1960s-c2000), covering carrier bags, food and textile packaging.





# Personal Papers

Reference: R

This series contains the personal papers of members of the founding families of Marks & Spencer and includes papers, correspondence and photographs relating to their individual pursuits.

**R Personal Papers** comprises the following sub-series:

**R/1** Rebecca Sieff – Rebecca Sieff (nee Marks, b.1889) was Michael Marks' daughter. Rebecca married Israel Sieff in 1910. This sub-series contains correspondence, speeches, notes and ephemera relating to the life and works of Rebecca Sieff, a Zionist, philanthropist and women's rights activist.

**R/2** Israel Moses Sieff – Israel Sieff (b. 1889) was a close friend, and later brother-in-law, of Simon Marks. Israel became Vice Chairman of M&S in 1926 and the company's Chairman in 1964. This sub-series contains Sieff's writing on the Zionist movement, the Political and Economic Planning Group and personal correspondence. For business related records see CR/B/2.

**R/3** Simon Marks – Simon Marks (b.1888) was the son of Michael and Hannah Marks. Simon became Chairman of Marks & Spencer in 1916, a position which he held until 1964. This sub-series contains personal correspondence, speeches and legal papers relating to Simon's interests and activities outside M&S. For business related records see CR/B/3.

**R/4** Marcus Sieff – Marcus Sieff (b.1913) was the younger son of Israel Sieff. Marcus joined M&S in 1935, and after holding various positions within the business, became Chairman in 1972. This sub-series contains correspondence and papers relating to Marcus' interests outside of M&S. For business records see CR/B/4.



# Stores

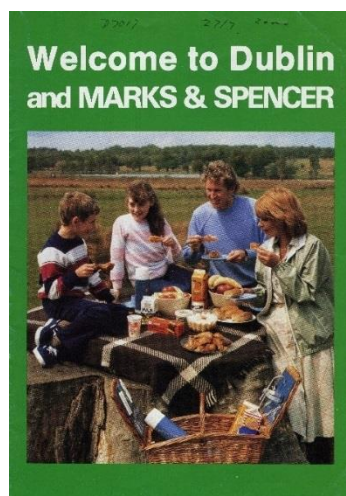
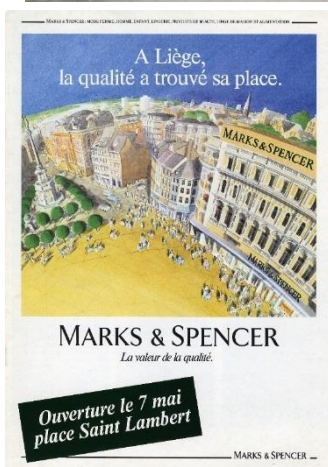
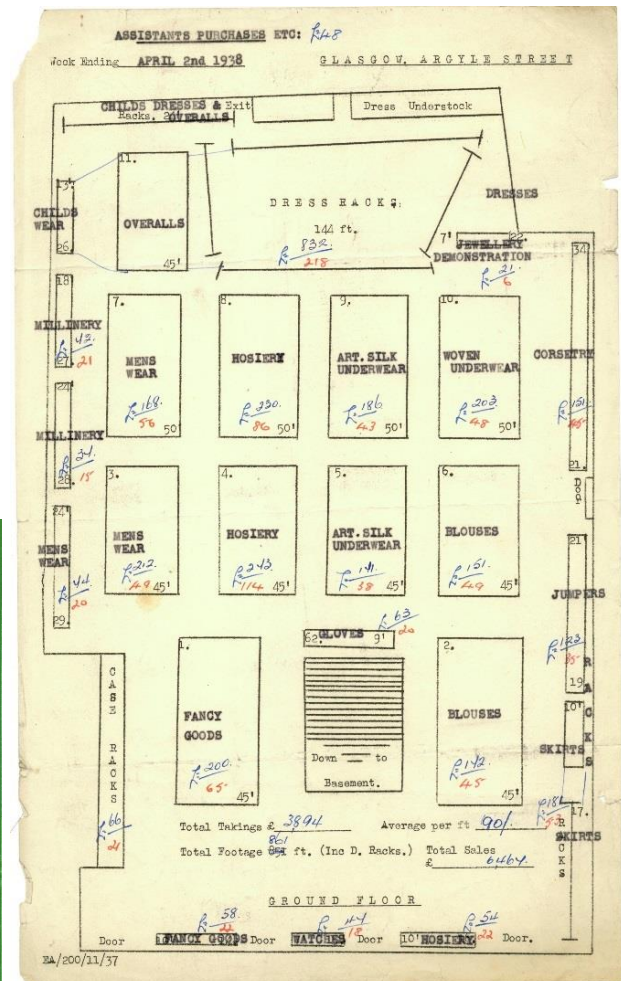
Reference: S

**S Stores** contains documents, photographs and objects relating to UK and International stores.

**S Stores** comprises the following sub-series:

**S/1 UK Stores** – Contains sub-series of documents, photographs and objects relating to UK stores. These records were generated by, and held at, M&S Head Office.

**S2, S3, S6 etc.** UK and International Stores – Contains subseries of documents, photographs and objects collected by stores. A notable sub-series is **S391**, which includes material relating to international store openings.



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# Product and Packaging

Reference: T

This series contains over 7,000 items of product and packaging dating from the 1880s up to the present day. From merchandise sold at our Penny Bazaar stalls, to the latest designs and innovations, explore how our customer offer has changed over the last 133 years. Wherever possible, the reference numbers of items in this series reflect the product numbers that appear on clothing and home items for sale in store today.

T Product and Packaging comprises the following sub-series:

T1 Ladies Accessories

T2 Ladies Footwear

T3 Men's Footwear & Slippers

T4 Penny Bazaar and Haberdashery Items

T5 Children's Footwear and Slippers

*T6 Not currently in use*

T7 Men's Nightwear

T8 Jewellery

*T9 Not currently in use*

T10 Men's Hosiery

T11 Men's Shirts

T12 Men's Ties

*T13 Not currently in use*

T14 Men's Underwear



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# Product and Packaging

T15 Men's Suits

T16 Men's Coats and Jackets

*T17 Not currently in use*

T18 Men's Trousers

*T19 Not currently in use*

T20 Toiletries and Skincare

T21 Toys

T22 Beauty and Cosmetics

T23 Stationery

T24 Records, Cassettes and CDs

T25 Men's T-Shirts

T26 Knitting Patterns and Wool

T27 Books and Sheet Music

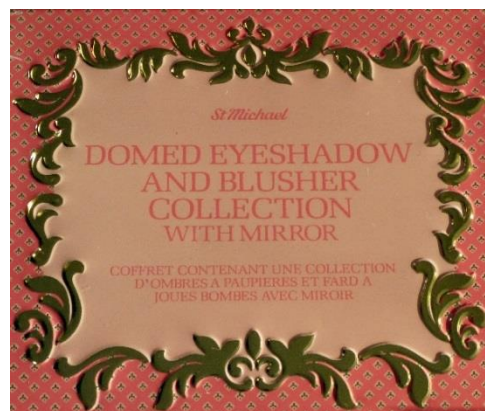
T28 Men's Leisurewear

T29 Early Homeware

T30 Men's Jumpers and Knitwear

T31 Ladies Aprons

T32 Ladies Lingerie Girdles, Suspenders & Corselettes



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# Product and Packaging

T33 Ladies Lingerie Knickers

T34 Tea Sets and Crockery

T35 Bedding and Curtains

*T36 Not currently in use*

T37 Ladies Nightdresses and Pyjamas

T38 Ladies Dressing Gowns and Bedjackets

*T39 Not currently in use*

T40 Ladies Knitwear

*T41 Not currently in use*

T42 Ladies Informal Tops and Bodies

T43 Ladies Formal Blouses and Tops

*T44 Not currently in use*

T45 Dining and Kitchen Ware

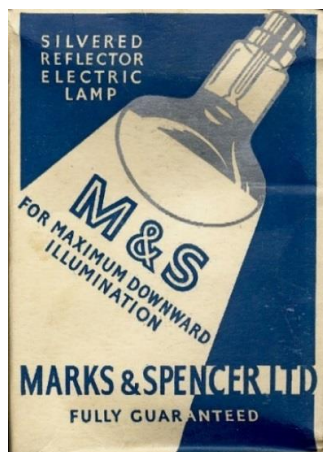
T46 Gift Vouchers and Gift Cards

T47 Soft Furnishings

T48 Ornamental Miniature Crockery and Glass

T49 Ladies Coats and Jackets

T50 Ladies Dresses





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# Product and Packaging

T51 Ladies Outerwear and Leisurewear

T52 Ladies Swimwear

T53 Ladies Autograph

T54 Ladies Trousers

T55 Ladies Jeans

T56 Ladies Shorts and Culottes

T57 Ladies Skirts

T58 Ladies Sportswear

T59 Ladies Suits and Two Pieces

T60 Hosiery

T61 Ladies Lingerie Two Piece Sets

T62 Per Una

T63 Non M&S Clothing Legal Comparisons

T64 Children's Hosiery

*T65 Not currently in use*

T66 Children's Nightwear

T67 Men's Autograph

T68 Per Una Due



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# Product and Packaging

T69 Ladies Lingerie Camisoles, Bodies and Vests

T70 Men's Sportswear

T71 Children's Underwear

*T72-T73 Not currently in use*

T74 Older Girlsweare

*T75 Not currently in use*

T76 Schoolwear

T77 Younger Girlsweare

T78 Baby & Sleepwear

*T79-T80 Not currently in use*

T81 Ladies Lingerie Bras

*T82 Not currently in use*

T83 Handbags

*T84-T86 Not currently in use*

T87 Older Boysweare

T88 Younger Boysweare

*T89 Not currently in use*



# Product and Packaging

T90 Slips and Petticoats

*T91–T95 Not currently in use*

T96 Ladies Uniforms

T97 Men's Uniforms

T98 Unisex Uniforms

T99 Men's Accessories

*T100–T124 Not currently in use*

T125 M&S 125<sup>th</sup> Anniversary Celebration Merchandise

*T126–T499 Not currently in use*

T500 Wine, Beer, Spirits

*T501–T599 Not currently in use*

T600 Food Packaging

T601 Non Food Packaging

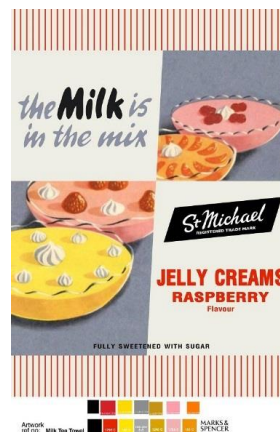
T602 Food Packaging Boards

*T603–T699 Not currently in use*

T700 Food Tins

*T701–T1940 Not currently in use*

T1941 Utility Clothing



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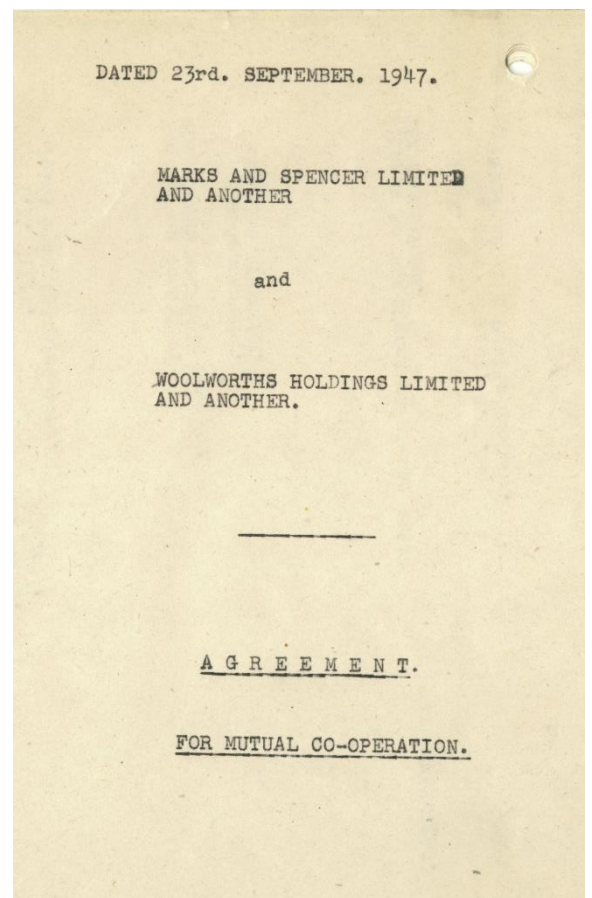
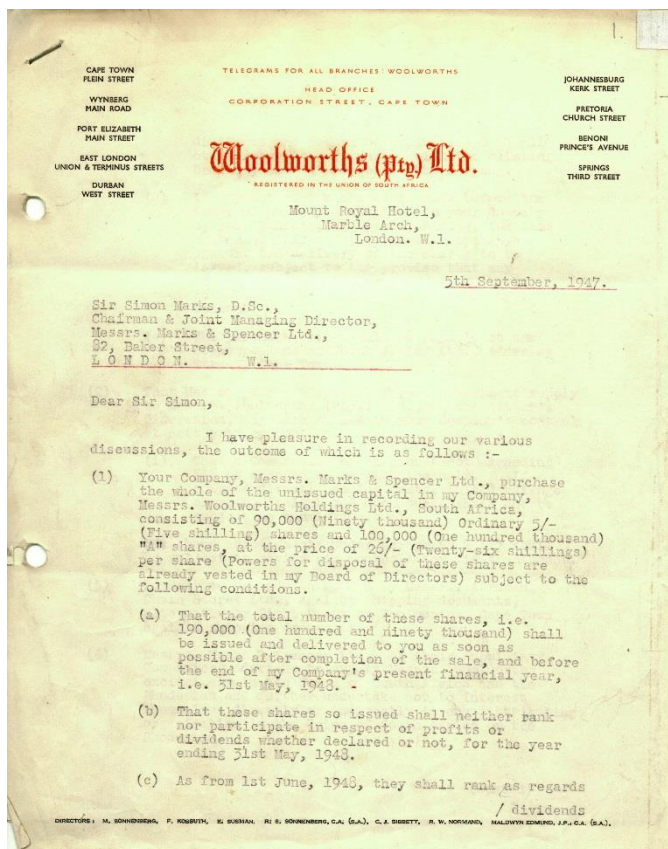
# Overseas Holdings

Reference: U

These papers relating to Overseas Holdings currently consists of material relating to Woolworths South Africa.

U Overseas Holdings comprises the following sub-series:

U1 Woolworths South Africa - Woolworths South Africa is a South African chain of retail stores. A relationship with M&S was formed after the Second World War. These records date from 1927-1947.





# How to use the Archive

Almost the entire collection is open to public researchers. The archivists are here to help you find and use material useful to your research. The following pages give information about our Access Conditions, Archive Catalogue, Reading Room and Reprographics Policy. You can also find information about the Archive Collection on our website at <https://archive.marksandspencer.com/>.

## Access Conditions

For operational business reasons, or in compliance with Data Protection legislation, personal or commercially sensitive material may be restricted or closed to the public:

- We work with departments across M&S to establish closure periods for records of a commercially sensitive nature, where closure periods will be for either 10 or 30 years.
- Highly confidential records may be closed for longer periods. These include board meeting minutes, production methodology, design files, style files and documents which detail product manufacture.
- The Data Protection Acts 1998 and 2003 restrict access to information relating to individuals.





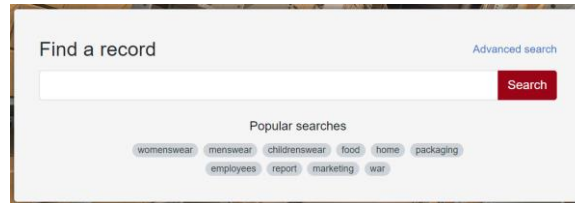
# How to use the Archive

## Online Catalogue

The Online Catalogue can be used to explore items held in the M&S Archive collection:

<https://catalogue.archive.marksandspencer.com/CalmView>

You can search the catalogue using both keyword and advanced searches. The Advanced Search function allows keyword searches to be narrowed down by date, reference number, title and by level.



There is a video on the catalogue home page to help you get started and a How to Search page with hints and tips for forming successful

Search Results			
Refine Search			20 ▾
Ref No	Thumbnail	Title	Date
CR/B/2/1		Israel Moses Sieff: Business Papers	1951-1963
CR/B/3/1/34		Letter from Israel Sieff to Simon Marks concerning office accommodation for a new export company...	3 Oct 1940
CR/B/3/1/35		Letter from Israel Sieff to Simon Marks concerning a visit to the British Embassy in Washington	23 Oct 1940
CR/B/4/1/55		Copy of a talk by Marcus Sieff at the NFU/ACMS Marketing Conference	21 Jan 1971

Once you have a list of search results you can click on each one to open up more detail about the record and click the RefNo to see its place in the archive hierarchy. If the item is available digitally there will be a link to view it in our Digital Archive.

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# How to use the Archive

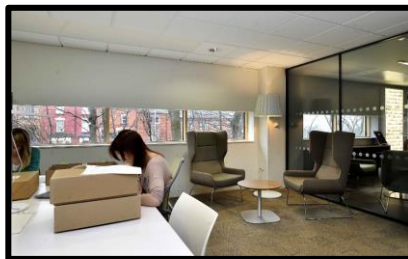
## Reading Room Service

Researchers can use our Reading Room to delve deeper into the Archive by looking at specific items from the collection.

As space is limited in our Reading Room, you must contact us to book an appointment. Any material that you would like to see during your visit must be requested at least two working days in advance.

The Reading Room is open Tuesday-Thursday, 10am-12pm and 1pm-4pm.

Appointments and material requests can be made by emailing [archive@mands.com](mailto:archive@mands.com).



## Digital Archive

Our Digital Archive is available for anyone to explore. The site includes digitised and born-digital materials from our archive collection. These include staff magazines, store photographs, vintage cinema advertisements, our Print and Pattern resource and much more.

To explore the Digital Archive, go to <https://msheritage.access.preservica.com/>

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# How to use the Archive

## Reprographics Policy

Researchers are welcome to take photographs of material from the collection, subject to completion of a Reprographics Form.

Photocopying and scanning services are available upon request, subject to charges.

Completion of a Reprographics Form grants researchers permission to use any photographs, photocopies or scans for the purpose of personal enjoyment or private study. Anyone wishing to reproduce, exhibit, or make commercial use of an image in any medium (including books, newspapers, magazines, television, films, exhibitions or websites) must first seek written permission from the M&S Archive.



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# Get in Touch

If you have any questions about the M&S Archive collection, or would like to book an appointment to view material in our Reading Room, do get in touch. The archivists are here to help – we would love to hear from you!

## Contact details

M&S Archive  
Michael Marks Building  
University of Leeds  
Leeds  
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archive@mands.com

020 8718 2800

