American Zinc, Lead and Smelting Company

Howard I. Young, Vice President
IN CHARGE OF OPERATIONS

[illegible]
August [illegible]

[illegible] account of [illegible] interference [illegible] operations in [illegible] with excessive water, the budget [illegible] Tennessee operations is based on five months period, [illegible] giving August 1st, and ending December 31st.

MINE NO. 1

Tons Mined	[illegible]
Grade of Ore	3%
Tons 50% concentrate produced	11,250

Operating Costs:

Pumping	$ [illegible]
Mining	157,500
Milling	85,000
Drying Concentrates	7,500
General and Administrative	31,000
Miscellaneous	5,000
Medical	1,000
Warehouse	2,000
TOTAL	$334,000

Cost per Ton Concentrate	$ [illegible]
Cost per Ton Ore	1.33[illegible]

BY-PRODUCTS DEPARTMENT

Operation	Tonnage	Cost per Ton	Total Cost
Mine No. 1	[illegible]	[illegible]	$ [illegible]
Quarry (Rebuilt)	10[illegible]	[illegible]	[illegible]
Limestone Plant	[illegible]	[illegible]	[illegible]
Mine #2 (Lead)			
Chatts	[illegible]	[illegible]	[illegible]
			$[illegible]

[illegible]

American Zinc, Lead and Smelting Company

Howard I. Young, VICE PRESIDENT
IN CHARGE OF OPERATIONS

East St. Louis, Ills.
August 10, 1928

On account of material interference in our operations in July with excessive water, the budget for our Tennessee operations is based on five months' period, beginning August 1st, and ending December 31st.

MINE NO. 2

Tons Mined	250,000
Grade of Ore	3%
Tons 60% concentrates produced	11,250

Operating Costs:

Pumping	$ 15,000
Mining	107,500
Milling	85,000
Drying Concentrates	7,500
General and Administrative	31,000
Miscellaneous	5,000
Medical	1,000
Warehouse	2,000
TOTAL	$254,000

Cost per Ton Concentrate	$ 29.70
Cost per Ton Ore	1.336

BY-PRODUCTS DEPARTMENT

Sources	Tonnage	Cost per Ton	Total Cost
Mine No. 1	80,000	.50	$ 40,000
Quarry (Holston)	100,000	.475	47,500
Limestone Plant	60,000	.85	51,000
Mine #2 (Loading Chatts)	150,000	.056	8,250
			$146,750

General Administrative and Sales Cost - 45,000

COPY

FOR H D Young - St Louis

JANUARY 4, 1928.

Mr. T. A. Yoakum,
Mascot, Tennessee.

Dear Yoakum:

Knowing that you will be interested in anything which will afford you an opportunity to get practical information about foremanship, the Company has made arrangements for you to receive twice monthly an interesting and valuable booklet on some important phase of your work as a foreman.

We are also providing a binder cover for your convenience in preserving these booklets as they come to you. Within the cover you will find the first of your series.

We feel certain there is much for you to gain by reading and studying these booklets and making use of the practical principles and suggestions which they contain.

Please keep them for future reference as you can go back to them again and again to obtain ideas to use in your work. You are the Company's principal representative in your particular department of the plant and as such it is very desirable that you take advantage of every opportunity to increase your knowledge and make yourself more valuable. The men working in your department form their opinion of the Company and its policies from your daily contact with them. Whether this opinion is favorable or unfavorable depends entirely on the way in which you convey the Company's policies to the men.

We are anxious to help you in every way possible and

COPY

FOR_____

believe that by furnishing this booklet we are giving you at this time information which will be of much value, not only in your present position, but in any future position that you might fill.

Very truly yours,

VICE PRESIDENT.

Same letter to the following:

J. E. Humphrey; H.H.Camp; Sim Marcum; Fred Ringer; C.H.Burros; C. Groves; G.W.Adams; Jim Stout; Pete Deatherage; Joe Holt; Fate Roach; Frank Holt; Claude Carter; Andy Vesser; Frank Gibson; W.W.Curnutt; Bob Clift; Fred Thurman; Dave Groves.

P. S. The binder and pamphlets are valuable; please take good care of same. They will belong to you as long as you remain with the Company, should you leave our employ please deliver to Mr. Arthur's office.

The excess production of No. 1 Mine over current railroad demand will be stored for shipment during the first half of 1929.

COLUMBUS OXIDE PLANT

The estimate covering this operation is based on the last half of the year, beginning July first.

Tons Mascot Concentrates Used	11,322
Tons Oxide Produced	7,360
Total Operating Cost	$184,000
Cost per Ton Oxide	$ 25.00

At these two properties we desire to keep all expenditures other than straight operating at a minimum during this period on account of the expansion program in our Smelting Department, where a large amount of money will be needed to finish installations being made. Such expenditures as are necessary for outside mine development and underground mine development will, of course, be approved currently, but other improvements, which were possible, will be postponed until next year.

I trust that nothing will interfere with such department in accomplishing the results that have been estimated, and I assure you that your co-operation is very much appreciated.

Very truly yours,

RTY:Mh

Vice President

COPY

FOR_____

August 30, 1928.

Mr. Joe Holt,
Mr. Frank Holt,
Mr. Claude Carter,
Mr. Andy Vesser.

Gentlemen:

On account of the flood period, the month of July cannot be included in our bonus basis for the last half of 1928. We have gotten together all the necessary cost data for this period and the bonus applicable to you for the last five months of the year will be based on the following.

The bonus basis is $30.00 per ton of 60% concentrates.

If the cost of 60% concentrates during the last five months of the year is between $29.00 and $30.00, we will pay you a bonus equal to 5% of your total salary for this period.

If the cost of 60% concentrates is between $28.00 and $29.00, we will pay you a bonus equal to 10% of your total salary for this period.

If the cost of 60% concentrates is between $27.00 and $28.00, we will pay you a bonus equal to 15% of your total salary for this period.

If the cost of 60% concentrates is less than $27.00, we will pay you a bonus equal to 20% of your total salary for this period.

These costs are based on an average mill head of 5% and I am sure, barring unusual trouble, there will be no difficulty in maintaining this grade.

Assuring you of my appreciation of your efforts, I am

Sincerely yours,

VICE PRESIDENT.

[illegible]
[illegible]

COPY

FOR_____

Mascot, Tennessee.
September 1, 1928.

TO ALL DEPARTMENT HEADS:

Gentlemen:

As you are fully aware, the condition of our Camp in the past few years, as refers to law and order, has very materially improved, and we now have as good a mining camp from this standpoint as is to be found any place in the United States. We feel that our situation has reached a point where it is no longer necessary for our Company to maintain the services of a deputy sheriff. We believe that the interests of those living in Mascot can best be served by having a Special Guard or Watchman whose duty it will be to guard and watch the property of the Company and its employees, and to maintain order on its premises.

I am happy to advise that we have on this date appointed Henry S. Wilson as Special Guard or Watchman for the purpose of guarding the property of the Company and its employees at and near Mascot, and to maintain order on the Company property.

Your co-operation with Mr. Wilson in all work will be very much appreciated.

Very truly yours,

VICE PRESIDENT.

HIY:M.

AMERICAN ZINC COMPANY OF TENNESSEE

ADDRESS ALL COMMUNICATIONS
TO THE COMPANY

MASCOT,
TENNESSEE

SEPTEMBER 1, 1928.

NOTICE TO ALL EMPLOYEES

EFFECTIVE SEPTEMBER THE FIRST AND UNTIL FURTHER ADVISED, HENRY S. WILSON WILL ACT AS SPECIAL GUARD OR WATCHMAN FOR THIS COMPANY FOR THE PURPOSE OF GUARDING AND WATCHING THE PROPERTY OF THE COMPANY AND ITS EMPLOYEES AT AND NEAR MASCOT, KNOX COUNTY, TENNESSEE.

AMERICAN ZINC COMPANY OF TENNESSEE,

BY _____

MANAGER.

COPY

FOR MR. YOUNG

MASCOT - TENNESSEE.

SEPT. 6th, 1928.

NOTICE TO DEPARTMENT HEADS:

Gentlemen:

Mr. Harold P. Meek has been employed as Mechanical Draftsman. His office will be in the Engineering Department in the General Office. As he becomes acquainted with the job he will be able to put your ideas on paper covering the several changes and improvements that have been discussed recently.

Very truly yours,

C. B. STRACHAN,

SUPERINTENDENT.

CBS:S

COPY

FOR_____

Mascot, Tennessee.
Sept. 15, 1928.

Mr. M. H. Newman,
Mr. H. A. Coy,

Office.

Gentlemen:

Referring to yours of the 15th, I agree with you that it would be excellent prospecting to continue one crew with post hole digger, looking for carbonate.

Please prepare an estimate covering the expenditures for this class of development for the remainder of this year and I will approve same and return promptly.

Yours very truly,

VICE PRESIDENT.

HLY:M.

MR. YOUNG'S EAST ST. LOUIS FILES

BOSTON, Mass., Sept. 24, 1928.

Mr. A. E. Stanton, Auditor,
E. St. Louis, Illinois.

Mr. C. T. Millice,
Mascot, Tennessee.

Mr. G. W. Johnson, Mgr. Missouri Mines,
Joplin, Missouri.

Mr. D. I. Hayes, Manager,
Silver Dyke Mining Company,
Neihart, Montana.

Dear Sirs:

Beginning October first, the original executed copy of all contracts and leases will be mailed to Mr. F. W. Hatchelder, our Secretary and Treasurer in Boston, for his file. Copies will be retained in your office and a copy will be furnished our President's office; this in addition to the usual copies that have been mailed to various offices.

I would appreciate it if you would kindly prepare a statement showing the general terms and conditions of all of the original contracts and lease-agreements you now have in your possession. This should cover everything now in effect and complete to October 1st, 1928.

Your attention to this will oblige.

Yours very truly,

VICE PRESIDENT.

HIY:RN.
CCS:FWB.
CMS.
HWB.
WHH.
JHH.
WAO.

AMERICAN ZINC, LEAD & SMELTING CO.

COPY

FOR _____

CHRISTMAS SHUTDOWN

NOTICE TO ALL EMPLOYEES:

NO. TWO MINE WILL SHUT DOWN AT 12:00 O'CLOCK NOON SATURDAY DECEMBER 22ND.

NO. ONE MINE WILL SHUT DOWN AT THE END OF THE REGULAR SHIFT SATURDAY DECEMBER 22ND.

THE MILL WILL OPERATE UNTIL NO. ONE STORAGE BIN HAS BEEN EMPTIED SATURDAY AFTERNOON DECEMBER 22ND.

THE LIMESTONE PLANT AND QUARRY WILL CLOSE DOWN SATURDAY AT NOON, DECEMBER 22ND.

ALL DEPARTMENTS WILL RESUME OPERATIONS ON REGULAR SCHEDULE WEDNESDAY MORNING DECEMBER 26TH.

AMERICAN ZINC COMPANY OF TENN.

BY _____

GEN. SUPERINTENDENT.

AMERICAN ZINC, LEAD & SMELTING CO.

E. ST. LOUIS, ILL.

COPY FOR _____

East St. Louis, Ills.
January 4, 1929

Mr. D. I. Hayes, Manager
WEIMART

Mr. K. C. Freasmar, Supt.
HILLSBORO

Mr. A. E. Stanton, Auditor
EAST ST. LOUIS

Mr. J. I. Wall, Manager
COLUMBUS

Mr. C. W. Johnson, Manager
JOPLIN

Gentlemen:

When you make your inventories "Supplies on Hand at the End of December, 1928," please provide additional copies for Mr. Millice and Mr. Wood. Both of these should be mailed to them at Mascot.

Your attention to this will oblige

Yours very truly,

Vice President

HIY:MR
cc-GFW
CTM

AMERICAN ZINC COMPANY OF TENNESSEE

ADDRESS ALL COMMUNICATIONS
TO THE COMPANY

MASCOT,
TENNESSEE

MARCH 8, 1929.

TO ALL DEPARTMENT HEADS:

Gentlemen:

Beginning Monday March 11th will be general clean-up week. It is quite probable that we will have some visiting directors during the month of March, and Mr. Young is desirous of having the plant put in as neat condition as possible. This work should be completed by Thursday March 17th.

Your prompt attention to this will be appreciated.

Very truly yours,

GEN. SUPERINTENDENT.

CBS:S
CC:DBG

Mascot, Tennessee,
March 16, 1929.

ALL EMPLOYEES:

The tonnage of ore hoisted from No. Two Mine, and the tonnage of concentrates produced therefrom for week ending March 16, sets new record from this mine, and I want to express to each of you our sincere appreciation and to extend my heartiest congratulations. This work indicates clearly the wonderful teamwork that exists in our organization, and your co-operation with your foremen. This, and other activities of the Company, promises to make the year 1929 from the production standpoint, the best year this property has ever enjoyed.

I want you to know that we appreciate your efforts very much.

Yours very truly,

[illegible]

VICE PRESIDENT.

AMERICAN ZINC, LEAD & SMELTING CO.

E. ST. LOUIS, ILL.

COPY FOR _____

East St. Louis, Ills.
April 20, 1929

Mr. H. A. Coy, Mine Supt.
MASCOT

Mr. Dave Grove,
MASCOT

Mr. R. P. Immel, Supt.
LIMESTONE PLANT

Mr. I. C. Mitchell, Supt. P. & M.
MASCOT

Mr. F. M. Arthur, Supt. Comp.
MASCOT

Gentlemen:

Please give me a statement between this date and May first, showing the total amount of money that you have spent on the various Capital and Depreciation Reserve Expenditures up to April first. Also, a monthly distribution of expenditures applicable to these Appropriations from April first until the work has been completed.

In addition to the above, I should like to have at this time a list of the various Capital and Depreciation Expenditures it is necessary to make at your plants during the last half of the year; the cost of same, together with monthly distribution of the amount required on each item.

Your prompt attention to this will oblige

Yours very truly,

HIY:MR
cc-CBS
HPC

Vice President

C O P Y

H. I. YOUNG

MASCOT - TENN.

APRIL 30, 1929.

Department Heads:

Gentlemen:

Effective May 4th and thru the summer until September 28th, 1929 the Mechanical and Electrical Shops, Carpenter Shop and Repair Gangs for shops and mill will quit work at Saturday noon. It is understood that these men, under extraordinary conditions, will be subject to call. Trust you will plan your work so that these men can have Saturday afternoon off as they have never had a chance to be away from their work, and practically all of them have been working seven days per week.

Very truly yours,

C.B.S.

GEN. SUPERINTENDENT.

CBS:S
CC:DBG

AMERICAN ZINC, LEAD & SMELTING CO.

COPY

FOR_____

MAY 6, 1929.

TO ALL DEPARTMENT HEADS:

Gentlemen:

Effective this date and until September 30th the office staff's, of your Department, hours will be from 7:30 A. M. to 4:00 P. M., with the definite understanding that longer hours will be worked if it is found that their duties cannot be properly performed within these hours.

Very truly yours,

VICE PRESIDENT.

HIY:S

AMERICAN ZINC, LEAD & SMELTING CO.

E. ST. LOUIS, ILL.

COPY FOR _____

East St. Louis, Ill.
September 17, 1929

Mr. H. A. Coy

Mr. Thos. McCroskey

Mr. R. P. Immel

Mr. H. H. Newman

Mr. P. H. Arthur

Gentlemen:

My residence address for the next nine months will be 6255 Waterman Avenue, St. Louis, Missouri; and my telephone number will be CAbany 0632-J.

Any matters that are strictly personal may be directed to the above indicated address.

Very truly yours,

Vice President

MR

FORM 141

AMERICAN ZINC CO. OF TENN.
MASCOT, TENN.

COPY

FOR E. H. L.

Mascot, Tennessee,
October 5, 1929.

TO ALL DEPARTMENT HEADS:

Gentlemen:

In the future all estimates should be signed in writing, not typewritten, as one of the signatures at present is usually being typed in.

Your compliance with this request will be appreciated.

Very truly yours,

CBS:BN

GENERAL SUPERINTENDENT.

East St. Louis, Ill. 20
November 5, 1929

Mr. C. B. Strachan, Gen. Supt.
MASCOT

Mr. J. I. Wall, Manager
COLUMBUS

Mr. N. L. Allen, Plant Manager
EASTSTLOUIS

Mr. M. C. Pressmar, Supt.
HILLSBORO

Mr. G. W. Johnson, Manager
JOPLIN

Gentlemen:

My attention has recently been called to the fact that some of our plant superintendents are not approving all invoices for material and supplies and the weekly payrolls. I shall appreciate it if you will kindly arrange with your office staff to have the invoices passed over your desk after they have been approved by the Purchasing Department, so that you will have an opportunity to examine and initial before they are passed on to the Accounting Department for payment.

I shall also appreciate your going over the weekly payroll each week and approving same.

Very truly yours,

HIY:MR
cc-WMP
HLS
AES
EJI
CVE

Vice President

American Zinc, Lead and Smelting Company

East St. Louis, Ill. [illegible]
November 18, 1929

Howard I. Young, VICE PRESIDENT
IN CHARGE OF OPERATIONS

Mr. N. L. Allen, Plant Manager
EAST ST. LOUIS
Mr. Robt. Ammon, Chief Metallurgist
EAST ST. LOUIS
Mr. J. I. Wall, Manager
COLUMBUS
Mr. C. B. Strachan, Gen. Supt.
MASCOT
Mr. M. H. Newman, Chief Geologist
MASCOT
Mr. G. W. Johnson, Manager
JOPLIN

Gentlemen:

Each of you is familiar with what has been happening in the market during the past four weeks. The exact effect of this on general business is not known, and all industrial leaders do not agree on the probable effect on general business.

One man's guess is just as good as another's, and personally, I am of the opinion that after a few months' slowing down in business, which is now starting, and which will no doubt last from four to six months, we shall have a gradual improvement, and I think zinc metal business will be as good in 1930 as it has been in 1929. The automobile business will undoubtedly be hit hard, and this will, to some extent, affect the tire and zinc oxide business.

Assuming that we are in position to supply the grade of oxide needed, I am sure that our sales organization will sell a good tonnage for our company, and I should not be surprised to see the total tonnage for 1930 equally as good as 1929.

With this uncertainty existing, we should conduct our operations the best we can with our present equipment, always keeping same in first class condition, but confining expenditures for additions and experimental and exploration work to the absolute minimum until we have a more definite indication of just what to expect in our particular industry. With this in view, I should appreciate your each seeing that your plant expenditures are kept at absolute minimum. By this, however, I want you to know that we want to keep all operating equipment in its present high state of efficiency.

I can assure you that your co-operation in helping bring about the desired results will be very much appreciated.

[illegible]
[illegible]
[illegible]

Very truly yours,

Vice President

AMERICAN ZINC, LEAD & SMELTING CO.

COPY

FOR EAST ST. LOUIS.

Mascot, Tennessee,
December 16, 1929.

TO ALL DEPARTMENT HEADS:

Gentlemen:

Mr. Young advises the Christmas shut-down this year will be from end of day shift on December 24th., and all departments will resume operations on Thursday morning, December 26th. at 6:30 A. M.

The Limestone Plant and Quarry may be down from end of day shift on the 24th. to Monday morning, the 30th., depending on business. The Company desires that concentrate production be kept at the usual production and low as possible cost.

Thanking you for your cooperation in obtaining these results, I am,

Very truly yours,

CBS:BH.

GENERAL SUPERINTENDENT.

AMERICAN ZINC, LEAD & SMELTING CO.

COPY

FOR EAST ST. LOUIS.

NOTICE

CHRISTMAS SHUT-DOWN

THE MILL WILL SHUT DOWN AT 2:30 TUESDAY THE 24th., AND WILL START AGAIN AT 6:30 THURSDAY MORNING THE 26th.

ALL OTHER DEPARTMENTS OF THE COMPANY WILL CLOSE AT THE END OF THE DAY SHIFT ON THE 24th., AND OPERATIONS IN ALL DEPARTMENTS WILL BE RESUMED ON THURSDAY MORNING.

CBS:BN

GENERAL SUPERINTENDENT.

January 10, 1930

TO ALL DEPARTMENTS:

The following is basis on which our Tennessee mine operations and by-product plants should be operated during the six months beginning January 1st and ending June 30, 1930:

MINING & MILLING:

Tonnage & Grade

Tons hoisted and milled	300,000
Average grade	2.9% Zn
Total production concentrates	13,000
Weekly production concentrates	500

Estimated Operating Cost

Pumping	$20,000.00	
Mining (Including 10¢ per ton for development and 4¢ per ton Deferred Charge)	210,000.00	
Milling	104,000.00	
Drying and loading concentrates	10,000.00	
Camp expense, including dwellings, etc. and medical	13,000.00	
General Expense	37,000.00	
Warehouse	2,500.00	
TOTAL OPERATING EXPENSE	$396,500.00	
Cost per ton of ore mined and milled		$1.32
Cost per ton concentrates		$30.30

BY-PRODUCT DEPARTMENT

Limestone Plant

Cost of producing 68,000 tons and shipping 72,000 tons	$53,000.00

Chatt Department

Cost of loading 150,000 tons from production and reclaiming 15,000 tons from storage and loading total of 165,000 tons.	$12,500.00

Quarry Operation

Cost of producing and loading 200,000 tons	$ 90,000.00
Deferred Charges	$ 17,000.00
TOTAL COST	$107,000.00

TOTAL EXPENDITURE BY-PRODUCT DEPARTMENT $172,500.00

- - - - - -

At present it is planned that all production shall come from No. 2 Mine during this period. We may find, however, during the second quarter it will be necessary to increase the output of concentrates, at which time we would expect to drop off on some of the lower grade stopes at No. 2 and mine and operate the Jarnagin mine.

The tonnages shown in the By-product Department are, as you can very readily appreciate, estimates, but believe unless there is some unusual development in the agricultural or business conditions in the territory we serve, the demand will be equal to the above estimated tonnages.

Should there be any decided change in the above policy you will be promptly advised.

Very truly yours,

Vice President

Copies to Messrs:

C. B. Strachan
H. A. Coy
C. T. Millice
M. H. Newman
Wm. Black
C. V. Burns
I. C. Mitchell
R. P. Immel
P. M. Arthur
H. J. Bolin
C. P. Wood
D. B. Grove
Thos. McCroskey

July 8th., 1930.

DEPARTMENT HEADS

GENTLEMEN:-

At a meeting of the General Safety Committee Monday June the 30th., and in accordance with unanimous vote at our last Foremens meeting we are going to endeavor to make this a 100% First Aid trained plant.

We wrote to Mr. Mowery of the Bureau of Mines, asking him the number of men each instructor should have for a class. He advised that an instructor and an assistant can train 35 men.

We have decided to let each department head select instructors from his department for training men in his department. These instructors do not necessarily have to be foremen, but must be high class men.

Instructors are to be selected and ready for the training to be given by Bureau of Mines Representatives, beginning August the 4th., 1930. Please have everything ready by that time.

Signed I. C. MITCHELL
C. P. WOOD
D. B. GROVE
P. M. ARTHUR
GEN. SAFETY COMMITTEE, 2nd.QUARTER.

July 10, 1930

DEPARTMENT HEADS

Gentlemen:

Owing to a change in the Bureau of Mines schedule, Mr. Mowery, district representative, has requested us to start our First Aid Training on Monday, July 14th, instead of August 4th, as you were previously advised.

At a meeting of the General Safety Committee yesterday with Mr. Mowery, it was decided to change our plans and to start our training on July 14th.

Instructor training will cover a period of two weeks, or ten days, Saturdays excluded. Classes will be held in the Community Hall from 7:00 P.M. to 9:00 P.M. and we urge you to impress on your instructors to be there promptly each night.

Your department will be expected to furnish _____ instructors and you will please advise Mr. Arthur's office the names of the men you have chosen for your instructors, in order that an attendance record can be kept.

If you have more men in your department that you wish to take the instructors training course than specified above, it will be satisfactory for them to take this course and they will be given credit for their work.

Your attention and cooperation will be appreciated.

GENERAL SAFETY COMMITTEE, 3rd QUARTER.

D. B. Grove

C. T. Millice

William Black

P. M. Arthur