

## Archives held in Faculty of Actuaries Archives Collection

**Name of Creators:** Association of Scottish Life Offices (ASLO), The Faculty of Actuaries (FoA), and the Actuarial Society of Edinburgh.

**Administrative History:** This listing details the archive collection held by the Faculty of Actuaries in Scotland. The list combines material from the Faculty, and from the following organisations:

- Association of Scottish Life Offices (ASLO)
- Managers of the Associated Scottish Life Assurance Offices
- Life Office's Association – Associated Scottish Life Office Joint Standing Committee
- Faculty of Actuaries in Scotland
- The Actuarial Society of Edinburgh

The collection was originally surveyed and listed by Johanna King, Surveying Officer, The Business Archives Council of Scotland in July 1998. The list was updated on 6 September 2010 with additional material surveyed by Rachael Muir, Business Archives Surveying Officer, on 23 March 2022. Some additional material was added in August 2023 before an office relocation. The entire collection is currently in storage in Edinburgh.

**Archival history:** The Faculty of Actuaries collection listed here was created and retained by the Faculty (1856–2010) in various office locations in Edinburgh, where the Faculty was based. It is not known how or when the ASLO and related records were deposited in the Faculty collections. The Actuarial Society of Edinburgh (1859–1900) was established by the Faculty of Actuaries in 1859, but remained independent of its parent body until it was absorbed in 1900. Most likely, the records of the Society were deposited with the Faculty at this time.

**Scope and Content:** The records series described here are the surviving business and administrative records of ASLO, the Faculty of Actuaries, and the Actuarial Society of Edinburgh, such as minute books, agendas and committees, letter books and accounts. Primarily, the collections are relevant to the history and development of actuarial science, both in Scotland and worldwide, and the insurance business, but these records may also have interest to genealogists and family historians, in particular biographical information about Fellows of the Faculty of Actuaries and other actuarial professionals. The Faculty of Actuaries collection includes: two ledgers of actuarial students (1856–1936), and two boxes of student membership index cards (c.1950–1980); a ledger of Fellows of the Faculty of Actuaries, including dates of Fellowship, (1856–1932), and one box of Fellows' membership cards (c.1952–1980); photograph albums of Faculty past-presidents; a photograph album and loose photographs relating to the centenary of the Faculty of Actuaries in 1956; and one box file of material about the A-58 Dining Club, including general correspondence of club activities, and several artefacts belonging to the club, including a gavel and box stand, and two commemorative silver goblets.

**System of catalogue arrangement:**

Ref	Description	Dates
1	Association of Scottish Life Offices (ASLO)	1840 – 2000
2	Managers of the Associated Scottish Life Assurance Offices (ASLO)	1918 – 1944
3	Life Offices' Association. - Associated Scottish Life Office Joint Standing Committee	1889 – 1955
4	Faculty of Actuaries	1856 – 2010
5	The Actuarial Society of Edinburgh	1859 – 1901

**Access:** Research access may be subject to signing non-disclosure agreement as part of data protection regulations

**Conditions governing use:** None.

**Allied materials:** Andrew Rutherford Davidson, *The History of the Faculty of Actuaries in Scotland 1856–1956* (Edinburgh: The Faculty of Actuaries, 1956)  
IFoA, 'Scottish Preserve', *The Actuary*, June 2023.

<https://www.theactuary.com/2023/06/01/scottish-preserve>

## 1 Association of Scottish Life Offices (ASLO)

1/1	<b>Board records</b> 42 items	1840 – 2000
1/1/1	<b>Resolutions and Proceedings</b> 2 vols	1895
1/1/1/1	Resolutions and Proceedings. "Selected from the Records of the Association and printed for the use of Members"	1895
1/1/2	<b>Minute Books</b> 27 items	1840 – 1998
1/1/2/1	Minute Book No. 1	1840 – 1859
1/1/2/2	Minute Book No. 2 - Includes copies of various Draft Bills with annotations (signed)	1859 – 1870
1/1/2/3	Minute Book No. 3 - Quarterly Meetings, Committee as to report to Board of Trade, Committee on Married Woman's Bill, Special meetings half-yearly meetings, Adjourned Meeting of Committee on Colonial Probates, (indexed)	1870 – 1894
1/1/2/4	Minute Book No. 4 - Special Meetings Half-Yearly and Yearly meetings Committee on Income Tax (indexed and signed)	1894 – 1915
1/1/2/5	Minute Book No. 5 - Committee on Income Tax, Committee on Extra Premiums for War Risks, Committee on Valuations during the War, Committee on Alien Enemy policies etc., Special Meeting re. Paper Restriction Order, Joint Meeting of the General Purposes and War Committees (indexed and signed)	1915 – 1922
1/1/2/6	Minute Book No. G - General Purposes Committee Foreign Committee, Special Committee, Taxation Committee, Committee appointed to deal with business in Ireland, Taxation Committee, Assurance Companies Act Committee, Special Sub-Committee on Group Insurance, Joint Sub-Committee of the A.S.L.O. and the Faculty of Actuaries (indexed and signed)	1922 – 1934
1/1/2/7	Minute Book No. 7- General Purposes Committee Foreign Committee, Special Committee on Aviation Risks etc., Aviation Joint Committee (indexed and signed)	1935 – 1937

1/1/2/8	Minute Book No. 8- General Purposes Committee, Taxation Committee and Sub-Committee, Aviation Joint Committee, Foreign Committee, Group Assurance Committee (indexed and signed)	1938 – 1939
1/1/2/9	Minute Book No. 9- General Purposes Committee Special Committee, War Emergency Committee Meetings (indexed and signed)	1939 – 1941
1/1/2/10	Minute Book No. 10 - includes General Purposes Committee, Foreign Committee, War Emergency Committee, Life Assurance (War Settlement) Committee (indexed and signed)	1941 – 1946
1/1/2/11	Minute Book No. 11 - General Purposes Committee (indexed and signed)	1946 – 1950
1/1/2/12	Minute Book No. 12 - General Purposes Committee (indexed and signed)	1950 – 1953
1/1/2/13	Minute Book No. 13 - General Purposes Committee (Indexed and signed)	1953 – 1956
1/1/2/14	Minute Book No. 14 - General Purposes Committee (indexed and signed)	1956 – 1958
1/1/2/15	Minute Book No. 15 - General Purposes Committee (indexed and signed)	1959 – 1961
1/1/2/16	Minute Book No. 16 - General Purposes Committee (indexed and signed)	1962 – 1964
1/1/2/17	Minute Book No. 17 - General Purposes Committee (indexed and signed)	1965 – 1968
1/1/2/18	Minute Book No. 18 - General Purposes Committee (indexed and signed)	1968 – 1971
1/1/2/19	Minute Book No. 19 - General Purposes Committee (indexed and signed)	1971 – 1974
1/1/2/20	Minute Book No. 20 - General Purposes Committee (indexed and signed)	1974 – 1977
1/1/2/21	Minute- Book No. 21 - General Purposes Committee (indexed and signed)	1977 – 1980
1/1/2/22	Minute Book No. 22 - General Purposes Committee (indexed and signed)	1980 – 1983
1/1/2/23	Minute Book No. 23 - General Purposes Committee (indexed and signed)	1983 – 1986
1/1/2/24	Minute Book No. 24 - General Purposes Committee (indexed and signed)	1986 – 1988
1/1/2/25	Minute Book No. 25 - General Purposes Committee (signed)	1988 – 1989
1/1/2/26	Minute Book No. 26 - General Purposes Committee (signed)	1990 – 1993
1/1/2/27	x1 folder – ‘ASLO minutes’ Jan. 1996 – Mar. 1998	1996 – 1998

<b>1/2/1</b>	<b>Association of Scottish Life Offices (ASLO) “Assured Lifes Ledgers”</b>  5 vols	<b>1863</b>
1/2/1/1	Scottish Assured Lifes Ledger "Healthy Males Dead"	1863
1/2/1/2	Scottish Assured Lifes Ledger "Healthy Males Cancelled"	1863
1/2/1/3	Scottish Assured Lifes Ledger "Healthy Males Living"	1863
1/2/1/4	Mortality Experience of Healthy Assured Lifes (Males and Females Combined) Without Participation in Profits	1863
1/2/1/5	Scottish Assured Lifes Ledger "Healthy Females Cancelled Dead Living"	1863
<b>1/2/2</b>	<b>Association of Scottish Life Offices (ASLO) Notices of Meetings Books</b>  1 vol.	<b>1907 – 1914</b>
1/2/2/1	Notices of Meetings Books	1907 – 1914
<b>1/2/3</b>	<b>Association of Scottish Life Offices (ASLO) Reports, Memoranda etc. Books</b>  2 vols	<b>1894 – 1915</b>
1/2/3/1	Reports, Memoranda etc. Book.	1894 – 1907
1/2/3/2	Reports, Memoranda etc. Book.	1902 – 1915
<b>1/2/4</b>	<b>Association of Scottish Life Offices (ASLO) Additional items</b>	<b>1837 – c.2000</b>
1/2/4/1	Minutes of Meetings of the Managers of the Life Assurance Offices in Edinburgh	10 Apr – 2 Dec 1837
1/2/4/2	ASLO Record of Chairmen and Office Bearers as from 15 Aug 1941	1941 – 1994
1/2/4/3	x1 box file labelled 'Associated of Scottish Life Offices (ASLO)' – mainly typed notes, faxes, misc. correspondence, manuscript copies of minutes of early meetings of managers, floppy disc, etc.	c.1960–c.2000

## 2 Managers of the Associated Scottish Life Assurance Offices (ASLO)

<b>2/1</b>	<b>Administrative records</b>	
<b>2/1/1</b>	<b>Business Books</b> 5 vols	<b>1918 – 1944</b>
2/1/1/1	Business Book No. 4	1918 – 1924
2/1/1/2	Business Book No. 5	1924 – 1930
2/1/1/3	Business Book No. 6	1930 – 1935
2/1/1/4	Business Book No. 7 (includes lists of Chairmen and Secretaries 1914–1938)	1935 – 1938
2/1/1/5	Business Book No. 8 (includes list of Chairmen and Secretaries 1914–1966)	1938 – 1944

### 3 Life Offices' Association – Associated Scottish Life Office Joint Standing Committee

<b>3/1</b>	<b>Board Records</b>	
<b>3/1/1</b>	<b>Minute Books</b> 2 vols	<b>1941 – 1950</b>
3/1/1/1	Minute Book No. 1 (indexed and signed)	1941 – 1949
3/1/1/2	Minute (and notes of items discussed but not minuted) Book	1939 – 1950
<b>3/2</b>	<b>Additional items</b> 4 vols	<b>1889 – c.1955</b>
3/2/1	The Life Offices' Association: Reprint of Papers issued by the Association, including Legal Opinions and Other Information in Relation to Life Assurance Business 3 vols (1889–94, 1894–8 and 1898–1902)	1889 – 1902
3/2/2	ASLO/Life Offices' Association: Approval of Superannuation Funds: A Guide	c.1955

#### 4 Faculty of Actuaries

<b>4/1</b>	<b>Faculty of Actuaries Board Records</b>	<b>1856 – 2010</b>
<b>4/1/1/1–3</b>	<b>Student records</b> 2 volumes and 2 boxes of record cards. (Note: 4/1/1/1–2 have been digitised.)	<b>1856 – 1980</b>
4/1/1/1	Roll of Students (indexed)	1929 – 1936
4/1/1/2	Roll of Students (indexed)	1856 – 1934
4/1/1/3	2 boxes of Faculty of Actuaries student membership cards (unsorted)	c.1950 – 1980
<b>4/1/2/1–2</b>	<b>Fellows' records</b> 1 volume and two boxes of record cards. (Note: 4/1/2/1 has been digitised.)	<b>1856 – 1980</b>
4/1/2/1	Roll of Fellows, includes details of Honorary Fellows	1856 – 1932
4/1/2/2	2 boxes of Faculty of Actuaries Fellows' membership cards (unsorted)	c.1950 – 1980
<b>4/1/3/1–3</b>	<b>Sessional Meeting Minute Books</b> 3 volumes	<b>1856 – 2010</b>
4/1/3/1	Sessional Meeting Minute Book No. 1 (indexed and signed)	1856 – 1914
4/1/3/2	Sessional Meeting Minute Book (signed)	1914 – 1984
4/1/3/3	Sessional Meeting Minute Book (signed)	1983 – 2010
<b>4/1/4/1–15</b>	<b>Faculty Council Minute Books</b> 15 volumes	<b>1856 – 2010</b>
4/1/4/1	Faculty Council Minute Book No. 1 (indexed and signed)	1856 – 1883
4/1/4/2	Faculty Council Minute Book No. 2 (indexed and signed)	1883 – 1895
4/1/4/3	Faculty Council Minute Book No. 3 (indexed and signed)	1895 – 1903
4/1/4/4	Faculty Council Minute Book No. 4 (indexed and signed)	1904 – 1915
4/1/4/5	Faculty Council Minute Book No. 5 (indexed and signed)	1915 – 1930
4/1/4/6	Faculty Council Minute Book No. 6 (indexed and signed)	1930 – 1940
4/1/4/7	Faculty Council Minute Book No. 7 (indexed and signed)	1940 – 1951
4/1/4/8	Faculty Council Minute Book No. 8 (indexed and signed)	1951 – 1961
4/1/4/9	Faculty Council Minute Book No. 9 (indexed and signed)	1961 – 1964
4/1/4/10	Faculty Council Minute Book No. 10 (indexed and signed)	1964 – 1972
4/1/4/11	Faculty Council Minute Book No. 11 (indexed and signed)	1972 – 1980
4/1/4/12	Faculty Council Minute Book No. 12 (indexed and signed)	1984 – 1988
4/1/4/13	Faculty Council Minute Book No. 13 (indexed and signed)	1988 – 1995
4/1/4/14	Faculty Council Minute Book No. 14 (signed)	1995 – 1998
4/1/4/15	Faculty Council Minute Book No. 15 (signed)	2002 – 2010



<b>4/1/5/1-4</b>	<b>Agenda Books</b> 4 vols	<b>1899 – 1957</b>
4/1/5/1	Faculty of Actuaries in Scotland Agenda Book	1899 – 1907
4/1/5/2	Faculty of Actuaries in Scotland Agenda Book (includes loose lists of members eligible for Fellowship)	1907 – 1914
4/1/5/3	Faculty of Actuaries in Scotland Agenda Book	1914 – 1930
4/1/5/4	Faculty of Actuaries in Scotland Agenda Book	1930 – 1957
<b>4/2</b>	<b>Faculty of Actuaries Financial and Administrative Records</b>	
<b>4/2/1/1-2</b>	<b>Accounts ledger</b> 2 vols	<b>1856 – 1949</b>
4/2/1/1	Early Accounts Ledger (includes loose Constitution and Laws pamphlets and Catalogue of Library 1864)	1856 – 1877
4/2/1/2	General Accounts Ledger	1923 – 1949
<b>4/2/2/1</b>	<b>Journals</b> 1 vol.	<b>1923 – 1973</b>
4/2/2/1	Journal	1923 – 1973
<b>4/2/3/1-2</b>	<b>Petty Cash Book</b> 2 vols	<b>1949 – 1973</b>
4/2/3/1	Petty Cash Book, includes details of Faculty Pension Fund	1949 – 1972
4/2/3/2	Petty Cash Book.	1971 – 1973
<b>4/2/4/1-2</b>	<b>Letter Books</b> 2 vols	<b>1903 – 1924</b>
4/2/4/1	Copy Letters Book re. Joint Mortality Investigation.	1903 – 1905
4/2/4/2	Secretary's copy letters book (fragile).	1914 – 1924
<b>4/2/5</b>	<b>Private Minute Book</b> 1 vol	<b>c.1938 – c.1979</b>
4/2/5	Private Minute Book No. 1 Faculty of Actuaries. Contains personnel information of Faculty staff, inc. positions and salaries	c.1938 – c.1979

<b>4/3</b>	<b>Faculty of Actuaries Photographic and Advertising Material, and Misc.</b>	
<b>4/3/1/1–12</b>	<b>Photographs</b>	
4/3/1/1	Photograph album of sepia portrait prints of past Presidents and Members of Council (partially identified).	c.1889 – 1912
4/3/1/2	Two b&w photographs of presentation (unidentified)	c.1973
4/3/1/3	Series of b&w photographs of presentations and speakers at Faculty of Actuaries Council Room, Edinburgh.	1973
4/3/1/4	Series of b&w photographs taken at the Faculty of Actuaries, 19 Feb. 1973 (annotated).	1973
4/3/1/5	B&W photograph of two Council members (?)	1974
4/3/1/6	Series of b&w photographs taken at the BLAT (British Life Assurance Trust) Film Trophy Awards at Apothecaries Hall, London, 7 October 1975 (annotated).	1975
4/3/1/7	B&W photograph of unidentified man (several copies).	1976
4/3/1/8	Series of b&w photographs of council members (pre/post meeting).	c.1970
4/3/1/9	Series of b&w photographs of staff at Faculty of Actuaries Offices, Edinburgh	c.1982 – 83
4/3/1/10	B&W group photograph of Faculty staff (?)	n.d.
4/3/1/11	B&W photograph of presentation of Institute of the Faculty of Actuaries volume by John G. Wallace to Ed A. Lew.	n.d.
4/3/1/12	Two very large photograph albums of past presidents of the Faculty of Actuaries	1887 – 2010
<b>4/3/2</b>	<b>Press cuttings (Faculty of Actuaries Centenary 1956)</b>	<b>1954 – 1956</b>
	1 vol.	
4/3/2/1	Album of press cuttings to celebrate the Centenary of the Faculty, includes press review of the Centenary. History and envelope of black & white photographs of council meetings and at social events to celebrate Centenary and Centenary Banquet. List of Guests and Table Plans (15 June 1956).	1954 – 1956
4/3/3	<b>Misc.</b>	
	1 item	
4/3/3/1	Board-mounted colour sketch of a proposed bookcase for the Faculty of Actuaries by Whytock & Reid	n.d.

<b>4/4</b>	<b>Additional item</b>	<b>1893 – 1905</b>
4/4/1	Joint Mortality Committee of the Institute of Actuaries & Faculty of Actuaries on Mortality Investigation, Reports and Documents	1893 – 1905

<b>4/5</b>	<b>A-58 Actuarial Dining Club</b>	<b>1958 – 1971</b>
4/5/1	x1 box file – labelled ‘The A-58 Dining Club box 1. Files to 1-6.’ Includes general correspondence of club activities.	Sept 1958– Sept ‘71’
4/5/2	Artefacts of the A-58 Dining Club donated by Mr Chris Dodd in Aug. 2023: <ul style="list-style-type: none"> <li>• A-58 Actuarial Dining Club gavel and box stand.</li> <li>• Two goblets, silver plated on copper, commemorating the 25<sup>th</sup> anniversary of the club in 1983. One goblet presented by the Faculty of Actuaries (England) Club and the second by the Scottish Actuaries Club.</li> </ul>	n.d.

## 5 The Actuarial Society of Edinburgh

<b>5/1</b>	<b>Board Records</b>  This series comprises the records of the Actuarial Society of Edinburgh, which was instituted on 3 February 1859. The Society was intended to operate independently from its parent body, the Faculty of Actuaries. Primarily, it was designed to help students and junior or newly qualified actuaries to pursue their studies and further their education free from the overbearing presence of their seniors, but also to encourage these types of individuals to pursue lifelong careers in the actuarial profession. The Society held periodic meetings to discuss actuarial subjects and published a regular <i>Transactions</i> . At a meeting of the Faculty on 11 June 1900, it was agreed to absorb the Society into the Faculty as the former had now served its purpose and subsequently the Faculty would take on many of its roles.  4 vols	<b>1859 – 1901</b>
<b>5/1/1</b>	<b>Minute Books</b>  3 vols	<b>1859 – 1901</b>
5/1/1/1	Minute Book No. 1 (includes list of office-bearers)	1859 – 1890
5/1/1/2	Minute Book No. 2 (includes list of office-bearers)	1880 – 1899
5/1/1/3	Minute Book No. 3 (includes copy of “Laws of the Actuarial Society of Edinburgh, instituted 3 February 1859”)	1899 – 1901
<b>5/1/2</b>	<b>Agenda Books</b>  1 vol.	<b>1898 – 1901</b>
5/1/2/1	Agenda Book	1898 – 1901