Central Missouri Association of Educational Secretaries Records (C4622)

Collection Number: C4622

Collection Title: Central Missouri Association of Educational Secretaries Records

Dates: 1940-1996

Creator: Central Missouri Association of Educational Secretaries

Abstract: Records of the Central Missouri Association of Educational Secretaries, an organization created with the intention of promoting and furthering the profession of educational office personnel, contain organizational records, programs, publications, and scrapbooks.

Collection Size: 0.5 cubic feet, 4 oversize volumes
(9 folders)

Language: Collection materials are in English.

Repository: The State Historical Society of Missouri

Restrictions on Access: Collection is open for research. This collection is available at The State Historical Society of Missouri Research Center-Columbia. If you would like more information, please contact us at columbia@shsmo.org. Collections may be viewed at any research center.

Restrictions on Use: Materials in this collection may be protected by copyrights and other rights. See Rights & Reproductions on the Society’s website for more information and about reproductions and permission to publish.

Preferred Citation: [Specific item; box number; folder number] Central Missouri Association of Educational Secretaries Records (C4622); The State Historical Society of Missouri Research Center-Columbia [after first mention may be abbreviated to SHSMO-Columbia].

Donor Information: The records were donated to the University of Missouri by Kessie Friesz on July 24, 2013 (Accession No. CA6315).

Processed by: Processed by Nicholas Raya, November 28, 2023.

Historical Note:

The Central Missouri Association of Educational Secretaries was organized out of discussions held at the 1955 workshop of the Missouri Association of Educational Secretaries. The national
organization was founded in 1934 and the Missouri state chapter on November 8, 1940. The organization aimed to promote the interests of those within the educational office profession by providing professional growth opportunities through state and national conferences and workshops. While the Central Missouri chapter is now defunct, the state and national organizations are still in operation. In the 1980s the state and national organization changed their name from Secretaries to Office Personnel, and more recently, to the Office Professionals.

Arrangement:

The collection has been arranged into the following four series:

Organizational Records
Programs and Publications
Scrapbook
Oversize Volumes

Scope and Content Note:

Organizational Records

This series contains meeting minutes, president’s reports, membership lists, treasurer's reports, their constitution and bylaws, convention programs, and general correspondence, 1955-1966. Aside from some loose reports and minutes in the collection, this series has been left in its original order.

Programs and Publications

This series contains workshop programs and flyers, 1989-1995. Also included in this series is the Missouri Educational Secretary, which served as the official publication of the Missouri Association of Educational Office Personnel, 1989-1995. This series has been arranged chronologically by type of material.

Scrapbook

This series contains material removed from a scrapbook, 1987-1989. Items include event flyers, newsletters, photographs, workshop programs, greeting cards, and certificates of affiliation. This series has been left in its original order.

Oversize Volumes

This series contains four oversize scrapbooks, 1940-1978. The bulk of the scrapbooks contains material from the Missouri Association of Educational Secretaries and the Central Missouri Association of Educational Secretaries. Items include convention and workshop programs, meeting minutes, event invitations, convention reports, newsletters, photographs, certificates, and correspondence. Included in the second volume is a brief history of the Central Missouri chapter. The majority of the photographs found within this series are of the organization’s members at various events. This series has been left in its original order.
Organizational Records

f. 1-3 Organizational records, 1955-1983
f. 4-5 Organizational records, 1984-1996

Programs and Publications

f. 6 Workshop programs and flyers, 1987-1995
f. 7 *Missouri Educational Secretary*, 1989-1992
f. 8 *Missouri Educational Secretary*, 1993-1995

Scrapbook

f. 9 Scrapbook, 1987-1989

Oversize Volumes

v. 1 Scrapbook, 1940-1968
v. 2 Scrapbook, 1955-1971
v. 3 Scrapbook, 1971-1977
v. 4 Scrapbook, 1977-1988

Index:

<table>
<thead>
<tr>
<th>Index Terms</th>
<th>Folder</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Missouri Association of Educational Secretaries</td>
<td>1-9</td>
<td>v. 1-4</td>
</tr>
<tr>
<td>Missouri Association of Educational Office Personnel</td>
<td>4-9</td>
<td>v. 4</td>
</tr>
<tr>
<td>Missouri Association of Educational Secretaries</td>
<td>1-9</td>
<td>v. 1-4</td>
</tr>
<tr>
<td>National Association of Educational Office Personnel</td>
<td>4-9</td>
<td>v. 4</td>
</tr>
<tr>
<td>National Association of Educational Secretaries</td>
<td>1-9</td>
<td>v. 1-4</td>
</tr>
<tr>
<td>Trade and professional associations</td>
<td>1-9</td>
<td>v. 1-4</td>
</tr>
</tbody>
</table>