



Literacy Action Corps of Columbia, Missouri Records (C4761)

Collection Number: C4761

Collection Title: Literacy Action Corps of Columbia, Missouri Records

Dates: 1969 - 2022

Creator: Literacy Action Corps of Columbia, Missouri

Abstract: Literacy Action Corps of Columbia records consists of correspondence, training materials, membership lists, meeting minutes, newsletters, promotional materials, financial records, and newspaper clippings of the organization from 1969 until its termination in 2022.

Collection Size: 1.4 cubic feet
(26 folders)

Language: Collection materials are in English.

Repository: The State Historical of Missouri

Restrictions on Access: Collection is open for research but may be stored offsite. 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: The donor has given and assigned to the University all rights of copyright, which the donor has in the Materials and in such of the Donor's works as may be found among any collections of Materials received by the University from others.

Preferred Citation: [Specific item; box number; folder number] *Literacy Action Corps of Columbia, Missouri Records* (C4761); 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 Leslie Clay on behalf of the Literacy Action Corps of Columbia, Missouri on February 1, 2010 (Accession No. CA6232). An addition was made on April 3, 2023, by Leslie Clay.

Processed by: Processed by Jonathan Phillips, September 25, 2025

Historical Note:

The Literacy Action Corps of Columbia, Missouri, was an organization that worked to improve adult literacy rates as well as provide ESL (English Second Language) services for adults in the Columbia, Missouri, area. This organization was started in 1968 as the Literacy Action Corps of Columbia and ceased operations on December 10, 2022, selling its assets to City of Refuge. The organization is now defunct.

Arrangement:

The collection has been arranged into the following 11 series:

- Administrative Records
- Correspondence
- Financial Documents
- Membership Lists
- Member Reports
- Minutes
- Miscellaneous
- Newsletters
- Newspapers
- Photographs
- Promotional Materials

Scope and Content Note:

Administrative Records

This series contains materials related to the creation of the organization, including their principles, founding documents, articles of incorporation, by-laws, and other documents which dictated their operations, 1996-2008.

Correspondence

The series contains the correspondence between members of the organization and any attachments included with these messages through emails. This correspondence is sorted by date, and includes information about interested tutors, requests of services, details relating to events and meetings, notices, and letters to and from the First Presbyterian Church, and notices from Laubuch and ProLiteracy, 1973-2022.

Financial Records

This series consists of tax documents and miscellaneous financial records of the organization, including files submitted to the Missouri government and IRS, budget reports, receipts of services, and anything related to the financial status of the organization not accounted for within the related correspondence, 1973-2012.

Membership Lists

This series consists of the membership records of the organization. The Literacy Action Corps would print periodic lists of their administrative members at least once per year unless membership was changed in the interim. They would also list volunteers they actively kept up with, as well as the names of new volunteers as they were being trained. The series is arranged by date, 1970-2022

Member Reports

This series contains documents which were submitted to ProLiteracy, and sorted by year, which includes yearly counts of the number of members, number of students, what each of them were doing and how much, and any other relevant information to discern the efficacy of the organization, 1969-2022.

Minutes

LAC members met relatively infrequently prior to the 2010s, oftentimes going years without any discernible meeting notes. Starting in the 2010s, there were minutes from meetings at least once per quarter and often even once per month. When they met, the meetings usually included an agenda of talking points, any updates that needed to be relayed, relevant financial information to be discussed, and plans for upcoming events, along with any supporting documents needed for the discussion topics. The series is arranged by date, 1970-2022.

Miscellaneous

This series primarily consists of two different types of documents, both sorted by date, respectively. The first are certificates related to groups that the LAC worked with ProLiteracy and Laubach Literacy, while the second set are application forms for Laubach Literacy certification.

Newsletters

This series includes internal newsletters distributed to members of the organization with the earliest being from 1972 and the last being from 2006. These were often released seasonally each year, and included updates, announcements, and other related news for the organization, highlights and awards, and anything related to its operations.

Newspapers

This series includes clippings from the *Columbia Tribune* which highlight the impact and related stories of the actions of the LAC through the years, 1970s-2000s.

Photographs

This series contains three photographs included within this collection, which show various members of the organization during certain years including 1972, 1994, 1996, 2010, 2011, and 2017

Promotional Materials

This series contains many promotional materials, which were primarily used to advertise the organization to others by means of posters, pamphlets, summaries of the organization, and a copy of the job description and responsibilities list for potential tutors. The material is undated.

Container List:

Box 001	f. 1	Administrative Records, 1996-2008
	f. 2	Correspondence, 1973 – 1998
	f. 3	Correspondence, 1999
	f. 4	Correspondence, 2000-2001
	f. 5	Correspondence, 2002 – 2004
	f. 6	Correspondence, 2005
	f. 7	Correspondence, January 2006 – March 2006
	f. 8	Correspondence, April 2006 – December 2006
	f. 9	Correspondence, 2007-2008
	f. 10	Correspondence, 2009 – 2010
	f. 11	Correspondence, 2011 – 2014
	f. 12	Correspondence, 2015 – 2019
	f. 13	Correspondence, 2020 – 2022
	f. 14	Financial Documents, 1973-2012
	f. 15	Membership Lists, 1970-2022
	f. 16	Member Reports, 1969 – 2005
Box 002	f. 17	Member Reports, 2007 – 2022
	f. 18	Minutes, 1970 – 2004
	f. 19	Minutes, 2005 – 2014
	f. 20	Minutes, 2015 – 2019
	f. 21	Minutes, 2020 – 2022
	f. 22	Miscellaneous
	f. 23	Newsletters 1972 – 2016
	f. 24	Newspapers, 1970s-2000s
	f. 25	Photographs, 1970s-2000s
	f. 26	Promotional Materials, n.d.

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