This collection is available at The State Historical Society of Missouri, Research Center-Columbia. If you would like more information, please contact us at research@shsmo.org.

**Dates:** 1990s-2011  
**Creator:** Association of Records Managers and Administrators. Columbia/Jefferson City Central Missouri Chapter  
**Collection Size:** 4.7 cubic feet

**Introduction**  
Records of a chapter of the Association of Records Managers and Administrators (ARMA) include by-laws, constitution, meeting minutes, correspondence, membership and financial records, workshop and training materials, administrative files, newsletters, photographs of the organization, seminar information, and miscellaneous material.

**Note:** In addition to CA5540, this preliminary inventory also includes accession CA5589.

**Box List**

**CA5540**  
**Box 1**  
Constitution  
By-Laws  
Charter  
Charter Applications  
Charter Correspondence  
Charter Members  
Charter Night Ceremonies  
Correspondence  
Financial Records  
  Receipt Book  
  Treasurer's Reports  
Membership Files  
  Lists  
  Members of the Year  
  Prospective Members  
  Letters  
  Surveys  
Minutes of Meetings  
Newsletters  
  Inter-Com

**Box 2**  
Newsletters  
  Mid-Missouri Star
ACCESSION CA5540
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS,
COLUMBIA/JEFFERSON CITY CENTRAL MISSOURI CHAPTER RECORDS

Seminar and Workshop Files
Awards List
Chapter Christmas Cards
Educational Institution Salary Survey
Elections
Forms
Hospitality Committee
Letterhead
Newspaper Clippings
Officers
Programs
Meeting Notices and Photographs
Miscellaneous

CA5589
Box 1
Newsletters and Program Announcements
   April 1995
   September 1995
   November 1995
   December 1995

Box 2
Financial Records, 1990s
Newsletters and Program Announcements, 1988-1998

Box 3 (partially full)
15 year plaque
Records retention schedule, 2011
Board of Directors meeting minutes and materials, 1993-2006 (3 folders)
Newsletters
   Jan. 1991- June 1993 (incomplete)
   Nov. 2002-Aug. 2005
All-Missouri Records Management Seminars attendees list and brochures, 1991-2006 (16 folders)
Form 990, 2000-2006