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-2018  
Creator: Association of Records Managers and Administrators. Columbia/Jefferson City Central Missouri Chapter  
Collection Size: 5.25 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

*The State Historical Society of Missouri Manuscript Collection*  
10/23/2023
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
15 year plaque
20 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
Meeting minutes and secretaries records, 2006-2018
   2006-2008
   2008-2011
   2011-2013
   2013-2016
   2016-2018
Computer disks
ACCESSION CA5540
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COLUMBIA/JEFFERSON CITY CENTRAL MISSOURI CHAPTER RECORDS

ARMA Heartland pictures, May 25, 2006
Central MO ARMA website, 2006
Central Missouri ARMA spring seminar photographs, April 16, 2009
Miscellaneous records, 2002-2006
Newsletters, 1998-2005
Financial records, 2004-2006
Midwest Rocky Mountain Leadership Conference program, Bismark, North Dakota, July 2014
20th anniversary party slides, June 19, 2007
Christmas 2002/Wayne Duncan retirement party slides

Box 4 (full gray) (partially full)
Photograph albums
  Central Missouri Chapter of ARMA photographs, 2008-2014
  1990-2010