

PRELIMINARY INVENTORY
ACCESSION CA6206
PROFESSIONAL SECRETARIES INTERNATIONAL, MISSOURI DIVISION,
UNIVERSITY CHAPTER (COLUMBIA, MO.) RECORDS

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: 1980s

Creator: Professional Secretaries International. Missouri Division. University Chapter
(Columbia, Mo.)

Collection Size: 2 cubic feet

Introduction

Records of a Columbia, Missouri, chapter of an organization for the advancement of the secretarial/administrative support profession. Professional Secretaries International changed its name to the International Association of Administrative Professionals (IAAP) in 1998.

Donor Information

The records were donated to the University of Missouri by Anna McPherson on 30 June 2009.

Box List

Box 1

Bylaws, Proclamation
Extra certificate folders
University Chapter PSI logo/stamp proofs
Promotional Pamphlets
Member items catalogue 1986-87
PSI request to form new chapter forms
Packets for prospective CPS Candidates
PSI letterhead
PSI University Chapter letterhead
Missouri division meeting, 1987
Reports, correspondence, salary surveys
PSI directory 1988-89, membership handbook
PSI bulletins 1982-83
Program Committee Annual Report, 1983-84; correspondence
Reports, meetings, correspondence
University Chapter Board Meeting Minutes, correspondence
Blank name tags and holders

Box 2

Binders

Program Committee—correspondence, meetings, reports, 1983-84
Program Committee—correspondence, meetings, reports, 1984-85
Correspondence, reports, 1981-1983

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Board notes, correspondence, Keynoters, reports, programs, 1984-1986
University Chapter seal