

**PRELIMINARY INVENTORY
ACCESSION CA6617
JEFFERSON CITY ASSOCIATION OF
EDUCATIONAL OFFICE PERSONNEL RECORDS**

This collection is available at [The State Historical Society of Missouri, Research Center-Columbia](http://www.shsmo.org). If you would like more information, please contact us at research@shsmo.org.

Dates: 1950-2010

Creator: Jefferson City Association of Educational Office Personnel

Collection Size: 5.4 cubic feet, 8 oversize volumes

Introduction

The records of the organization include scrapbooks, meeting minutes, programs, yearbooks, correspondence, newsletter material, and miscellaneous material.

Donor Information

The records were donated to the State Historical Society of Missouri by Margie Hagenhoff, President of JCAEOP, on 6 July 2021.

Restriction

The donor retains copyright.

Note: The organization was founded in 1950 as the Jefferson City Association of Educational Secretaries and changed its name in 1980.

Box List

Box 1

Newsletter articles/items (12 folders)

Cookie Day

Workshops, conventions, etc. (2 volumes)

JCAEOP survey forms and results

MAEOP/JCAEOP membership forms

Stationary

Scrapbook materials (2 folders)

Scrapbooks, 1983-1985 (3 folders)

Programs/yearbooks, 1958, 1976-1980, 1991-1994 (9 folders)

Installation service, 1964

"The Missouri Secretary," 1958-1960

"The Missouri Educational Secretary," Winter 1998

Constitution, by-laws, and misc.

Thank you notes, 1990s, n.d.

Meetings, correspondence, and misc. material, 2007-2009 (3 folders)

Miscellaneous material, 1992-1997

Box 2

President's Books, 1974-1987 (5)

Corresponding Secretary Books, 1967-1988 (2)

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JCAES, Programs and yearbooks, 1960s-1980 (5 folders)

Box 3

Photo album, 2007-2008

Binders of meeting minutes, financial records, programs, etc., 1974-1999 (2)

Box 4

Binders of meeting minutes, financial records, programs, etc., 1995-2003 (3)

Box 5

Scrapbook, 1988-1990

Binders of meeting minutes, financial records, programs, etc., 2002-2010 (2)

Box 6 (gray)

JCAES, Programs and yearbooks, 1960s-1980 (2 folders)

JCAEOP, Programs and yearbooks, 1980s-1990s (2 folders)

MAES/MAEOP, Programs and handbooks, 1963-1982

Workshops, 1970s

Photographs

OVERSIZE VOLUMES

Scrapbooks

- v. 1 1950-1952
- v. 2 1953-1954
- v. 3 1956-1959
- v. 4 1960-1963
- v. 5 1963
- v. 6 1964-1967
- v. 7 1968-1971
- v. 8 1971-1979