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Arkansas State University Secretaries Club records

Arkansas State University - Jonesboro

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Finding Aid of

ARKANSAS STATE UNIVERSITY SECRETARIES CLUB RECORDS

1960-1995

UR 003

Archives & Special Collections
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Dean B. Ellis Library
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Summary Information

Compiled By: Wendy Onek, April 6, 2023

Creator: Arkansas State University Secretaries Club; Professional Women's Association; Arkansas State University Administrative Services Association

Date: 1960-1995

Physical Description: 1.875 linear feet. The collection contains 39 folders in 5 document boxes.

Language: English

Abstract

The Arkansas State University Secretaries Club was founded in 1960 to create a deeper relationship between the women employed on campus. Over time the club changed from a social club to a professional organization. The club changed its name to the Professional Women's Association and then to the ASU Administrative Services Association. This collection documents the club's activities.

Acquisition

Materials in this collection were received from Sandy Benesh on June 30, 1998. Further additions to this collection are not expected.

Processing Information

This collection was processed by Wendy Onek and completed in April 2023.

Conditions Governing Access

This manuscript collection consists of physical materials. This collection has not been digitized. This collection is open for research use only in the Reading Room. It is not available for request through Interlibrary Loan. Please contact the archive via email (archives@astate.edu) at least a week in advance of your arrival to ensure the availability of the material.

Rights Statement

Copyright has been transferred to Archives & Special Collection. Standard copyright laws (U. S. Title 17) still apply.

Preferred Citation

Arkansas State University Secretaries Club Records, Item Name and Date, Box and Folder Numbers, Archives and Special Collections, Dean B. Ellis Library, Arkansas State University.

Historical Note

The Arkansas State University Secretaries Club was founded with thirteen members in 1960 on the campus of Arkansas State University. Its primary purpose was to create a deeper relationship between the women employed on campus. The club elected its first officers at its first meeting. Additionally,

members were grouped into various committees to assist with planning activities and other club related matters.

Over time, the club's constitution was revised and amended to better reflect the club's changing identity from a social venture to a professional organization. The club changed its name in 1988 to the Professional Women's Association, and again in 1993 to the ASU Administrative Services Association to better reflect all administrative employees and personnel on campus.

Scope and Content Note

The Arkansas State University Secretaries Club Records contains the records of the club's history and activities. It consists of club's constitutions and its revisions, meeting minutes, financial records, membership and officer lists, correspondences, and documents relating to the various activities that were hosted and or attended by club members. Among these activities were professional development seminars, fundraisers, and scholarship opportunities for students. These records span from 1960-1995. Between 1980 and 1987, the number of documented minutes is minimal. Beginning around July 1987 Newsletters were released, many of which included meeting minutes.

Separated Materials

The following items were removed:

- 1983-1984 Student Handbook - This copy was moved to the Arkansas Collection.
- Scholarship information - Some material will be reintroduced at a later date.
- Strong-Turner Alumni Chapter papers - This will become its own small collection.
- Trio Programs papers - This will become its own small collection.
- Two "floppy" disks (one 3.5" and one 5.25") were removed and placed in the collection's holding folder. Material from the 3.5" floppy was printed and processed into the collection. Archives & Special Collections currently does not have any means to access the 5.25" floppy

Subjects

- Articles of incorporation
- By-laws
- Career development
- Clubs
- Correspondence
- Financial statements
- Memorandums
- Minutes
- Newsletters
- School secretaries
- Secretaries
- Societies and clubs
- Women--Societies and Clubs
- Universities and colleges--Employees
- Universities and colleges--Professional staff

Names

- Arkansas State College
- Arkansas State University
- Arkansas State University Secretaries Club
- Arkansas State University Administrative Services Association
- Professional Women's Association
- Jonesboro (Ark.)

Collection Inventory

Box 1:

Folder Number	Folder Name	Dates
1	Original Constitution	Circa 1960
2	Revised Constitutions	1966-1972, 1981-1982, 1992-1993
3	Minutes	1960 June – 1962 December
4	Minutes	1963 January – 1965 December
5	Minutes	1966 January – 1968 December
6	Minutes	1969 January – 1971 December
7	Minutes	1972 January – 1974 December
8	Minutes	1975 January – 1977 December
9	Minutes	1978 January – 1982 August
10	Minutes	1985 February – 1989 November
11	Minutes	1990 June – 1994 November
12	Newsletters	1988 May 11 – 1991 December
13	Newsletters	1992 July – 1993 February

Box 2:

Folder Number	Folder Name	Dates
14	Schedule and Meeting Information	1960-1993
15	Financial Books	1964-Circa 1980s
16	Financial Book	Circa 1990s
17	Financial Documents	1962-1973
18	Financial Documents	1973-1989
19	Financial Documents	1988-1995
20	Officer and Committee Lists	1960-1995
21	Membership Lists and Office Personnel	1963-1991

Box 3:

Folder Number	Folder Name	Dates
22	Membership Lists and Office Personnel	1992-1994
23	Correspondence	1967-1986
24	Correspondence	1987-1989
25	Correspondence	1990-1994
26	General Activities	1966 October – 1977 December
27	General Activities	1978 April – 1985 October

28	General Activities	1986 July – 1989 November
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Box 4:

Folder Number	Folder Name	Dates
29	General Activities	1990 January – 1991 July
30	General Activities	1993 April – 1995
31	Yearbooks	Circa 1960s
32	Cookbooks	1990-1994
33	Professional Development Seminar	1972, 1991-1992
34	Professional Development Seminar	1993
35	Professional Development Seminar Surveys	Circa 1990s

Box 5:

Folder Number	Folder Name	Dates
36	Secretarial Characteristics and Tips	1960-1995
37	Club Information	1993-1994, undated
38	Club Evaluation Surveys	Circa 1970s
39	Salary and Benefits Concerns	Circa 1970s