

Acc. #2007-16
Blackhawk Chapter International Association of Administrative Professionals
kmo

Received October 12, 2007 by Amy Groskopf
From Susan B. Rorich on behalf of Blackhawk Chapter IAAP

Organization in existence May 1942 – June 2007
Also known as Professional Secretaries International
Also known as The National Secretaries Association

4 Record Center Cartons and 1 small archive box – partially processed 10/2007
Located Compact Shelving, Range 42 Section 1

Box 1 Scrapbooks of Chapter Events

1942-1962
1961-1968
1969-1975
1975-1983

Box 2 Scrapbooks of Chapter Events

1978-1983 **sticky magnetic album—priority to process
1984-1987
1987-1997
1997-1998

Box 3 President's Records: includes correspondence, meeting agendas and minutes, financial reports, committee reports, member lists, more

2006-2007
missing
2003-2004
1999-2002
1998-1999
1997-1998
1996-1997
1995-1996

Box 4 Records continued

Membership records 1990's
Variety of records on 12 3½ " floppy disks appear to be 1995-2003
**priority to see if these are the same as what is organized in Box 3
1942-1957 typed records removed from small 3-ring binder
note enclosed states "Minutes Missing from 11/49 to 1/50, 3/50, 4/50 and 1951"
Career Development Seminars 1995, 1997
Impact Meeting 2001, 2006
IAAP Reception 2004

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Box 5

Lapel pin "50 Years PSI A Past With a Future"

Cloth patch emblem

Robert's Rules of Order Revised – 75th Anniversary Edition

Secretary's Credo

Association Song "Your Amanuensis"

Official song adopted 1949 National Convention of NSA

Words and music by Irene M. Powers

50 Years PSI A Past With a Future booklet (1992)

includes chapter history, lists of members with special credentials, former presidents, scholarship winners

Special Insert Quad City Times Monday, June 15, 1992 50 Years

Progress Edition Division History (1942-2002)

Photos and News Clippings from Jean Clay 1956, 1957, 1959, 1963, 1964, 1971

River City Chapter Clinton, IA Installation May 1963

Photographs-2 prints; 8x10"; b/w; of 1959 Iowa Division Meeting held in

Iowa City; Iowa City photographer; most people identified

Removed from frames