

## Collection Summary

**ID Number:** UA 107

**Title:** Administrative Assistants & Associates

**Extent:** 78 Folders, 7 Boxes, 2 Items

**Span Dates:** 1960's – 2010's

**Language:** English

**Abstract:**

## Selected Search Terms

**Subjects:** University of Southern Indiana; Evansville (Ind.); Universities and Colleges; Secretaries Club

## Administrative Information

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<b>Container</b>	<b>Folder</b>	<b>Year</b>	<b>Location</b>
Box 1	1 – Scrapbook 1984-1985	1984-1985	
Box 1	2 – Scrapbook 1975-1976	1975-1976	
Box 1	3 – Scrapbook 1981-1982	1981-1982	
Box 1	4 – Scrapbook 1982	1982	
Box 1	5 – Scrapbook 1985	1985	
Box 1	6 – Scrapbook 1976-1977	1976-1977	
Box 1	7 – Scrapbook 1981	1981	
Box 1	8 – Scrapbook 1977-1978	1977-1978	
Box 1	9 – Scrapbook 1972-1973	1972-1973	
Box 1	10 – Scrapbook 1973-1974	1973-1974	
Box 2	1 – Scrapbook 1990	1990	
Box 2	2 – Scrapbook 1986-1987	1986-1987	
Box 2	3 – Scrapbook 1993-1994	1993-1994	
Box 2	4 – Scrapbook 1985-1986	1985-1986	
Box 2	5 – Scrapbook 1991-1992	1991-1992	
Box 2	6 – Scrapbook 1989-1990	1989-1990	
Box 2	7 – Handbook: Letters Sent to All New Clerical Employees - Membership	1972-1973	
Box 2	8 – Secretaries of ISUE Loose Pages – 1974-1975,1977	1974-1975, 1977	
Box 2	9 – Secretaries Club of ISUE Loose Pages 1979	1979	
Box 3	1 – General Folder	1971-1975	
Box 3	2 – General Folder	1975-1985	
Box 3	3 – Office Staff Council Proposed	1974-1975	
Box 3	4 – Treasurers Report	1972-1973	
Box 3	5 – Treasurers Report	1973-1975	
Box 3	6 – Treasurers Report	1976-1984	
Box 3	7 – Treasurers Report	1983-1985	
Box 3	8 – Treasurers Material	1988-1989	
Box 3	9 – Membership Dues and Forms	1970-1988	
Box 3	10 – Miscellaneous Vouchers and Transaction Reports	1981-1988	
Box 3	11 – Miscellaneous Vouchers and Transaction Reports	1986-1987	
Box 3	12 – Vouchers for Bosses' Luncheon	1974-1988	
Box 3	13 – Vouchers for Monthly Meetings and Parties	1974-1988	
Box 3	14 – Money Making Projects	1971-1988	
Box 3	15 – Flowers and Gift Vouchers	n.d.	
Box 3	16 – Scholarship Fund	1974-1988	
Box 3	17 – Treasurer's Transactions	1985-1987	
Box 4	1 – Binder of Invoices: Cookbooks	1985	
Box 4	2 – Minutes	1970-1983	
Box 4	3 – Conference Reel to Reel	1978	
Box 4	4 – Minutes	1999-2008	
Box 4	5 – Minutes	1990-1999	

<b>Container</b>	<b>Folder</b>	<b>Year</b>	<b>Location</b>
Box 4	6 – Minutes	2009-2010	
Box 5	1 – Secretaries' Club: Photographs	1982-1983	
Box 5	2 – General Correspondence	1981-1982	
Box 5	3 – ISUE Secretaries Club: General	1980-1981	
Box 5	4 – General	1980-1981	
Box 5	5 – Secretaries Club: General	1979-1980	
Box 5	6 – Secretaries Club: General	1978-1979	
Box 5	7 – Secretaries Club: General	1977-1978	
Box 5	8 – Secretaries Club: General	1976-1977	
Box 5	9 – Secretaries Club: General	1974-1975	
Box 5	10 – Secretaries Club: General	1974-1975	
Box 5	11 – Secretaries Club: General	1971-1972	
Box 5	12 – Secretaries Club: General	1969-1970	
Box 5	13 – Events	1973-1979	
Box 5	14 – Apple Butter Project	1979-1983	
Box 5	15 – Miscellaneous Literature	1975	
Box 5	16 – National Secretary's Association	1972-1979	
Box 5	17 – Constitution and By-Laws	1970-1980	
Box 5	18 – Treasurer's Reports	1973-1977	
Box 5	19 – Handbooks and Events	1971-1981	
Box 5	20 – Miscellaneous Information	1988-1993	
Box 5	21 – Monthly Newsletter/Minutes	1990-1992	
Box 5	22 – Agendas	1981-1995	
Box 5	23 – Secretaries Candy Sales Receipts	1990	
Box 5	24 – Fundraisers - Past/Future Information	1988-1990	
Box 5	25 – Apple Butter Fundraiser	1982-1988	
Box 5	26 – Scholarship Information	1987-1990	
Box 5	27 – Student Scholarship Information	1987-1994	
Box 5	28 – Scholarship	1995	
Box 5	29 – Meeting	1989	
Box 5	30 – Secretaries Club: General	1978-1979	
Box 5	31 – Office Staff Council	1974-1976	
Box 5	32 – Minutes	1991-2006	
Box 5	33 – Newsletters	1990-1992	
Box 5	34 – By-Laws Committee	1996-1999	
Box 6	1 – ISUE NCAS Scrapbook	1982-1984	
Box 7	1 – Cookbook and Photos	1990-1997	
Box 7	2 – Programs and Handbooks	1982-2003	
Box 7	3 – Programs	1998-1999	
Box 7	4 – Programs	1996	
Box 7	5 – Scholarship Forms & Applications	2004-2006	
Box 7	6 – Correspondence from President	1985-1987	
Box 7	7 – Secretaries' Club	1973-1974	
Box 7	8 – Secretaries' Club	1975-1976	

<b>Container</b>	<b>Folder</b>	<b>Year</b>	<b>Location</b>
Box 7	9 – General	1983-1984	
Box 7	10 – Scholarship Committee	1983-1985	
Box 7	11 – Correspondence	1985	
Box 7	12 – Scholarships	1987-1989	
Box 7	13 – General	1989-1990	
Box 7	14 – Negatives	1979-1981	
Box 7	15 – President's Binder	1972-1973	
Box 7	16 – Club Handbook	1969	
Box 7	17 – Card Party Publicity	1973	
Box 7	18 – President's Handbook	1973-1974	
Box 7	19 – Secretaries' Club Binder	1990	
Box 7	20 – Photographs	1992-2001	
Box 7	21 – Correspondence	1986-1988	
Box 7	22 – Miscellaneous Photographs	n.d.	
Box 7	23 – Scrapbook 1979-1980	1979-1980	