

# Missouri State Archives

## Finding Aid 000.005

---

### OFFICE OF THE SECRETARY OF STATE: ADMINISTRATIVE STATE DOCUMENTS

*Abstract:* Published materials of the Missouri Secretary of State's Office Administration from 1972 to the present.

*Extent:* 10 Hollinger boxes totaling 4 1/3 cubic feet of records

*Physical Description:* Paper

*Location:* Missouri State Archives

### ADMINISTRATIVE INFORMATION

*Alternative Formats:* a few of these records have been digitized. This finding aid indicates when digital records are available.

*Access Restrictions:* No special restrictions.

*Publication Restrictions:* Copyright is in the public domain. Items reproduced for publication should carry the credit line: Courtesy of the Missouri State Archives.

*Preferred Citation:* [Item description], [date]; *Missouri Secretary of State State Documents Collection*, Record Group 000.005; Missouri State Archives, Jefferson City.

*Acquisition Information:* None.

*Processing Information:* Processing completed by EW on 04 January 2016.

### HISTORICAL NOTES

Missouri's first Secretary of State was appointed in 1820, one year before Congress finally accepted Missouri as a State of the Union. Article IV Section 21 of the 1820 Missouri Constitution created the office of Secretary of State and tasked the Secretary with keeping a register of all official acts and proceedings of the Governor.

The Secretary was an appointed position until the passage of the 1865 Missouri State Constitution, which established the office as an elected position. Requirements for election were to be a white male over the age of 25, a citizen of the United States, and a resident of Missouri for at least five years. The Secretary's duties in 1865 were to 1) keep the election returns for state offices, 2) be the custodian of the state seal, 3) authenticate all official acts of the Governor and 4) keep a register of the official acts of the Governor. The position remained the same under the 1875 State Constitution, except the word "~~white~~" male was struck. Various statutory requirements were added to the office over the years, including making the Secretary of State the official repository for corporations and railroad bonds.

Missouri's current constitution was approved in 1945. It has been amended many times since, but Article V Section 14 has remained the same since 1945. The duties of the Secretary of State were expanded to include keeping certain legislative records, election records, and corporation records.

The Secretary of State's office serves Missourians in a number of diverse and important ways. The major divisions within the secretary of state's office are: Business Services, Elections, Securities, State Library, Records Services and Administrative Rules.

#### Historic Listing of Secretaries of State:

##### Territorial Secretaries:

- |                        |           |
|------------------------|-----------|
| 0. Dr. Joseph Brown(e) | 1812      |
| 0. Frederick Bates     | 1813-1820 |

##### Missouri Secretaries of State:

- |                              |           |
|------------------------------|-----------|
| 1. Joshua Barton             | 1820–1821 |
| 2. William Grymes Pettus     | 1821–1824 |
| 3. Hamilton Rowan Gamble     | 1824–1826 |
| 4. Spencer Darwin Pettis     | 1826–1828 |
| 5. Priestly Haggin McBride   | 1829–1830 |
| 6. John Cummins Edwards      | 1830–1835 |
| 7. Henry Shurlds             | 1835–1837 |
| 8. John Cummins Edwards      | 1837      |
| 9. Peter Garland Glover      | 1837–1839 |
| 10. James Lawrence Minor     | 1839–1845 |
| 11. Faulkland Heard Martin   | 1845–1849 |
| 12. Ephraim Brevard Ewing    | 1849–1853 |
| 13. John M. Richardson       | 1853–1857 |
| 14. Benjamin Franklin Massey | 1857–1861 |
| 15. Mordecai Oliver          | 1861–1865 |
| 16. Francis A. Rodman        | 1865–1871 |

17. Eugene F. Weigel	1871–1875
18. Michael Knowles McGrath	1875–1889
19. Alexander A. Lesueur	1889–1901
20. Sam Baker Cook	1901–1905
21. John Ephraim Swanger	1905–1909
22. Cornelius Roach	1909–1917
23. John Leo Sullivan	1917–1921
24. Charles U. Becker	1921–1933
25. Dwight H. Brown	1933–1944
26. Gregory C. Stockard	1944–1945
27. Wilson Bell	1945–1947
28. Edgar C. Nelson	1947–1949
29. Walter H. Toberman	1949–1960
30. Robert W. Crawford	1960–1961
31. Warren E. Hearn	1961–1965
32. James C. Kirkpatrick	1965–1985
33. Roy D. Blunt	1985–1993
34. Judith K. Moriarty	1993–1994
35. Richard Hanson	1994
36. Rebecca McDowell Cook	1994-2001
37. Matt Blunt	2001-2005
38. Robin Carnahan	2005-2013
39. Jason Kander	2013-2017
40. John “Jay” R. Ashcroft	2017-

## ADDITIONAL DESCRIPTIVE INFORMATION

### Other Finding Aids

All other RG 000.005 Finding Aids  
Campaign Reporting  
Secretaries of State Finding Aids  
Session Laws  
Special Collections Finding Aids

### Related Material

RG550 Missouri General Assembly

## **SERIES**

The records are broken down into the following series:

Press Releases  
Internal Newsletters  
Budget Requests  
Miscellaneous

## MO SOS: ADMINISTRATIVE STATE DOCUMENTS

### Press Releases, 1972-2015

*Extent:* Incomplete

*Arrangement:* Chronological

#### Scope and Content

This series contains press/news releases released by various Secretaries of State. See also the collections of individual Secretaries of State in RG005 for possible additional records.

#### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	1	1	1972	James C. Kirkpatrick Press Release	1 release
	1	2	1976	James C. Kirkpatrick Press Releases	
	1	3	1977	James C. Kirkpatrick Press Releases	
	1	4	1978	James C. Kirkpatrick Press Releases	
	1	5	1979	James C. Kirkpatrick Press Releases	
	1	6	1980	James C. Kirkpatrick Press Releases	
	1	7	1981	James C. Kirkpatrick Press Releases	
	1	8	1982	James C. Kirkpatrick Press Releases	
	1	9	1983	James C. Kirkpatrick Press Releases	
	1	10	1984	James C. Kirkpatrick Press Releases	
	1	11	1985	Roy Blunt Press Releases	
	1	12	1986	Roy Blunt Press Releases	
	2	1	1987	Roy Blunt Press Releases	
	2	2	1988	Roy Blunt Press Releases	
	2	3	1989	Roy Blunt Press Releases	
	2	4	1990	Roy Blunt Press Releases	
	2	5	1991	Roy Blunt Press Releases	
	2	6	1992	Roy Blunt Press Releases	
	2	7	1993	Judith K. Moriarty Press Releases	
	2	8	1994	Judith K. Moriarty Press Releases	
	2	9	1996	Rebecca McDowell Cook Press Releases	Index in front
	2	10	1997	Rebecca McDowell Cook Press Releases	Index in front
	2	11	1998	Rebecca McDowell Cook Press Releases	Index in front
	2	12	1999	Rebecca McDowell Cook Press Releases	Index in front
	3	1	Jan.-Aug. 2000	Rebecca McDowell Cook Press Releases	Index in front
	3	2	Sept.	Rebecca McDowell Cook Press	Index in front of

			2000-01/05/2001	Releases; includes a CD of the releases in html format from 1999-2001	Folder 1
	3	3	2001-2004	Index to Matt Blunt's Press Releases; includes a CD with PDFs of the releases	
	3	4	2001	Matt Blunt Press Releases	Index in Folder 3
	3	5	2002	Matt Blunt Press Releases	Index in Folder 3
	3	6	2003	Matt Blunt Press Releases	Index in Folder 3
	3	7	2004	Matt Blunt Press Releases	Index in Folder 3
	3	8	Nov.-Dec. 2013	Jason Kander Press Releases	
	3	9	2014	Jason Kander Press Releases; includes 2014 Policy Agenda (01/16/2014) & HB 1073 Impact Report (02/11/2014)	
	3	10	Jan.-June 2015	Jason Kander Press Releases	
	4	1	July-Dec. 2015	Jason Kander Press Releases	
	4	2	Jan.-June 2016	Jason Kander Press Releases	
	4	3	July-Dec 2016	Jason Kander Press Releases	
	4	4	Jan.-June 2017	Jason Kander and John R. Ashcroft Press Releases	
	4	5	July-Dec 2017	John R. Ashcroft Press Releases	
	4	6	Jan-June 2018	John R. Ashcroft Press Releases	

## MO SOS: ADMINISTRATION Internal Newsletters, 1985-1998

*Extent:* Incomplete

*Arrangement:* Chronological

### Scope and Content

SOS News is an internally-distributed newsletter written by and for SOS staff. It includes information on new hires, retirees, and resignations; anecdotes from around the office; and need-to-know information on what each division is doing. The newsletter is very informal.

The MEMO is the successor to SOS News. It was published periodically and includes roughly the same information its predecessor did: staff hires, retirees, and resignations; family info on staff members; stories of staff events; and photographs.

S.O.S. Infoline was first published in 1995. It, too, is an internal newsletter written by and for SOS employees.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	5	1	1985	<u>SOS News:</u> Vol. I No. 1 September 23, 1985 Vol. I No. 2 November 8, 1985 Vol. I No. 3 December 24, 1985	2 copies
	5	2	1986	<u>SOS News:</u> Vol. 2 No. 1 Jan/Feb 1986 Vol. 2 No. 2 April 1986 Vol. 2 No. 3 May 1986 Vol. 2 No. 4 July 1986 Vol. 2 No. 5 September 1986 Vol. 2 No. 6 December 1986	2 copies
	5	3	1987	<u>SOS News:</u> Vol. 3 No. 1 March 1987 Vol. 3 No. 2 July 1987 Vol. 3 No. 3 November 1987	
	5	4	1989	<u>The MEMO:</u> Vol. 1 No. 1 March 1989 Vol. 1 No. 2 June 1989	
	5	5	1995	<u>S.O.S. Infoline:</u> Vol. I No. 1 October 17, 1995 Vol. I No. 2 November 21, 1995 Vol. I No. 3 December 21, 1995	2 copies
	5	6	1996	<u>S.O.S. Infoline:</u> Vol. I No. 4 March 1996 Vol. I No. 5 June 1996	2 copies

				Vol. I No. 6 August 1996 (mistakenly printed as No. 4 instead of 6) Vol. II No. 1 October 1996 Vol. II No. 2 November 1996 Vol. II No. 3 December 1996	
	5	7	1997	<u>S.O.S. Infoline:</u> Vol. II No. 4 February/March 1997 Vol. II No. 4 May 1997 Unnumbered Volume, September 1997 Vol. III No. 1 November 1997 Vol. III No. 2 December 1997	2 copies
	5	8	1998	<u>S.O.S. Infoline:</u> Vol. III No. 3 March 1998 Vol. III No. 4 May 1998 Vol. III No. 5 July 1998	2 copies



## MO SOS: ADMINISTRATION Budget Requests, FY1998-FY2017

*Extent:* Incomplete

*Arrangement:* Chronological

### Scope and Content

Requests submitted by the Secretary of State to the Governor for the upcoming fiscal year's budget for all divisions of the SOS Office.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	7	1	FY1998	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	
	7	2	FY1999	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	
	7	3	FY2000	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	
	8	1-2	FY2001	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	2 copies
	8	3-4	FY2002	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	2 copies
	8	5	FY2003	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	
	9	1	FY2004	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	
	9	2	FY2005	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	
	9	3	FY2006	Office of Secretary of State Budget Request, Reprinted with Governor's Recommendations	
	10	1-2	FY2009	Office of Secretary of State Budget Request (one copy includes Governor's Recommendations)	2 copies; Governor's copy is a bit marked up
	10	3-4	FY2010	Office of Secretary of State Budget Request (one copy includes Governor's Recommendations)	2 copies; SOS copy is marked up a bit

	10	5-6	FY2011	Office of Secretary of State Budget Request (one copy includes Governor's Recommendations)	2 copies; original request copy is marked up a bit
	10	7	FY2012	Office of Secretary of State Budget Request	
	11	1-2	FY2013	Office of Secretary of State Budget Request (one copy includes Governor's Recommendations)	2 copies
	11	3-4	FY2014	Office of Secretary of State Budget Request (one copy includes Governor's Recommendations)	2 copies
	11	5-6	FY2015	Office of Secretary of State Budget Request (one copy includes Governor's Recommendations)	2 copies
	11	7-8	FY2016	Office of Secretary of State Budget Request (one copy includes Governor's Recommendations)	2 copies
	12	1	FY2017	Office of the Secretary of State Budget Request	2 copies
	12	2	FY2017	Office of the Secretary of State Budget Request Including Governor's Recommendations	2 copies
	12	3	FY2018	Office of the Secretary of State Budget Request	2 copies
	13	1	FY2019	Office of the Secretary of State Budget Request	2 copies
	13	2	FY2019	Office of the Secretary of State Budget Request Including Governor's Recommendations	2 copies

## MO SOS: ADMINISTRATION

### Miscellaneous

*Extent:* Incomplete

*Arrangement:* Chronological

### Scope and Content

Includes items such as employee handbooks, strategic plans, and manuals.

See also the General Assembly state documents finding aid for a volume published by the Secretary of State's Office called Index General Assembly 1911-1941.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	6	1	08/01/1986	Employee Handbook Office of the Secretary of State of Missouri	2 copies
	6	2	06/23/1988	Missouri 2000 the State of the Future: A Special Report of the Missouri Opportunity 2000 Commission	
	6	3	1989	Handbook for Secretary of State Employees	
	6	4	c1991	Missouri State Information Center (pamphlet)	2 copies
	6	5	09/19/1994	Report to the Secretary of State of Missouri by the Independent Management Review Team	2 copies
	6	6	09/08/1995	Missouri Office of Secretary of State Systems Integration Project Information Strategy Plan prepared by Science Applications International Corporation	
	6	7	c1995	The Secretary of State's Office Operations Manual	
	6	8	(none)	Missouri Government: A Brief Look (pamphlet is in English & Bosnian)	Matt Blunt's Term; 2 copies of the Bosnian
	6	9	(no dates)	a) Guide to the Permanent Exhibit in the Missouri State Information Center Office and b) Guide to the Permanent Exhibit in the Capitol Office	Cook's Term