

# Missouri State Archives

## Finding Aid 000.005

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### OFFICE OF THE SECRETARY OF STATE: BUSINESS SERVICES

### STATE DOCUMENTS

*Abstract:* Published materials of the Missouri Secretary of State's Office Business Services Division from 1803 to the present.

*Extent:* 6 Hollinger boxes totaling 2 cubic feet of records

*Physical Description:* Paper records.

*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 24 March 2016.

### HISTORICAL NOTES

The Business Services Division of the Secretary of State's Office works to serve businesses in Missouri. The Division maintains business registrations for the state and provides online access to basic information about current and dissolved corporations. It also serves small businesses through the Business Outreach Office, which offers resources and support for startups and small business owners.

Business Services encompasses four general subdivisions of the Secretary of State's Office: Corporations, Notaries and Commissions, Uniform Commercial Code, and the Safe at Home Program.

The Corporations Unit handles the official paperwork of all entities doing business in Missouri. These business entities include for-profit and nonprofit corporations, specialized business entities such as professional corporations, close corporations, agricultural cooperatives and mutual associations, limited liability companies, limited partnerships and others. The Division maintains creation filings, maintenance filings such as annual reports, major transaction filings, and dissolutions and terminations. Members of the public may order copies of certificates of good standing for businesses and use the Division's online business search to search for a current or dissolved business and their registered agent(s).

<https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>

The Notaries & Commissions Unit appoints and commissions notaries public, and authenticates official acts of the governor. The oaths of office and official signatures of more than 60,000 active Missouri notaries are maintained by the office. The Unit also affixes the Great Seal of the State of Missouri to approximately 35,000 documents a year, including: commissions of state and county elected officials, appointments to boards, proclamations and executive orders, and extraditions and commutations of sentence. Commissions also makes apostilles. An **apostille** is a specific form of authentication that is prepared pursuant to an international treaty known as "The Hague Convention Abolishing the Requirements of Legalization for Foreign Public Documents." The convention eliminates the need for authentication above the level of the Secretary of State and is only accepted by countries that have signed the treaty.

The Uniform Commercial Code (UCC) Unit processes personal property lien filings. It is the central filing office for the perfection of personal property liens, which are perfected by filing a UCC-1 Financing Statement showing the name and address of the debtor and the secured party along with a description of the collateral.

Finally, the Safe at Home Program helps survivors of domestic violence, sexual assault, rape or stalking in their efforts to stay safe by providing a designated address to use when creating new public records. These services keep survivors' confidential addresses out of the hands of their assailants. The program allows participants to use the substitute address on new records created by state and local agencies and the courts. Examples of new records include driver's licenses, voter registration, school records, library cards, food stamp records, etc.

## Timeline

07/19/1820	The first Constitution of the State of Missouri authorized the creation of the State Seal and the Secretary of State's Office. Among his duties was keeping records of the official acts of the Governor.
10/30/1875	Per the 1875 Constitution Article V Section 23, all commissions shall be issued in the name of the state, signed by the governor, sealed with the great seal of the state and attested by the secretary of state.
10/05/1961	The Hague Convention Abolishing the Requirements of Legalization for Foreign

	Public Documents is passed. (See apostilles under the Notaries & Commissions Unit above.)
07/12/2007	The Safe at Home Program begins with the passage of HB583.

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

In addition to those printed below, there are many finding aids in RG005 associated with the larger Secretary of State’s Office.

- Algoa Conditional Commutations
- Civil Officers Correspondence
- Commissions Issued
- Commutation Record Merit System
- Commutation Volumes
- Commutations of Sentence
- Conditional Commutation Papers
- Domestic Extraditions
- Foreign Consuls
- Foreign Extradition Papers
- Notaries Public
- Pardon Volumes
- Petitions for Requisitions
- Public Official Bonds
- Record of Authority Agents, Sheriffs and Marshalls
- Register of Civil Officers
- Register of Civil Proceedings
- Register of Military Officers Commissioned
- Requisitions from Other States
- Requisitions on Other States
- Respites
- Restorations of Citizenship

Revocation of Algor Conditional Commutations  
Revocation of Commutations of Sentence  
Revocation of Conditional Commutations  
RG 5.02 Governor's Proclamations  
RG 5.03 Oaths of Office  
RG 5.04 Executive Orders  
RG 5.05 Writs of Election  
RG 5.06 Gubernatorial Appointments  
RG 5.07 Extradition  
RG 5.09 Ordinances  
RG 5.10 Deeds and Easements  
RG 5.11 Oaths of State Auditor Examiners  
RG 5.12 Service Awards  
RG 5.13 Historic Preservation Certificates  
RG 5.14 Special Census Enumerations  
RG 5.15 Interstate Compacts  
RG 5.16 Absences of the Governor  
RG 5.17 Certificates of Election  
RG 5.19 Stays and Warrants of Execution  
RG 5.20 Pardons  
RG 5.21 Itinerant Vendors' Licenses  
RG 5.29 County Township Boundaries  
RG 5.30 City and County Charters  
RG 5.34 Remitters of Fines and Bond Forfeitures  
Special Messages  
Trademarks and Trademark Applications  
Warrants of the Governor  
Writs to Sheriff

## **SERIES**

The records are broken down into the following series:

Corporations: Charters and Laws  
Commissions: Trademarks and Notaries Public  
Uniform Commercial Code Manuals  
Miscellaneous

## MO SOS: BUSINESS SERVICES DIVISION

### Corporations: Charters and Laws, 1803-1865 & 1899-2002

*Extent:* Incomplete

*Arrangement:* Chronological

#### Scope and Content

This series contains publications of Missouri corporation laws, printed and distributed under the authority of the Secretary of State. It serves as a guide on filing requirements for various business entities; later versions outline services provided by the Corporations division. A researcher can supplement this series with the full Laws of Missouri published by the Missouri General Assembly. The Laws are available in multiple formats at the Archives including as keyword searchable PDFs (in-house only). The same is true for the Revised Statutes of the State of Missouri.

#### Container List

Location	Box	Folder	Date	Contents/Title	Add'l Description
	1	1	11/30/1935	Corporations Chartered under the Laws of Missouri 1803-1865 Inclusive	2 copies; one is in poor condition
	1	2	1900	The Corporation Laws of the State of Missouri, Revised Statutes of 1899, and Classified Annotation	
	1	3	1903	The Corporation Laws of the State of Missouri, Revised Statutes of 1899 and Amendatory Acts of 1901 and 1903, and Classified Annotation	
	1	4	1921	Corporation Laws of the State of Missouri, Revised Statutes of 1919 and Amendatory Acts to and Including 1921	
	1	5	1933	General Corporation Laws and Miscellaneous Provisions of the State of Missouri, Revised Statutes of 1929 and Amendatory Acts including Corporation Laws Passed and Approved in 1931 and 1933	
	1	6	1947-1948	Laws of Missouri Relating to Corporations and Miscellaneous Provisions 1947-1948	
	1	7	1965	Corporation Laws State of Missouri Revised 1965	
	1	8	1969	Corporation Laws State of Missouri Revised 1969	
	1	9	1975	Corporation Laws State of Missouri Revised 1975	
	1	10	1977	1977 Supplement to the Corporation	

				Laws State of Missouri Revised 1975	
	1	11	1979	1979 Supplement to the Corporation Laws State of Missouri Revised 1975	
	2	1	1982	Missouri Corporation Laws Revised 1982	2 copies
	2	2	(no date)	Missouri Corporation Laws: A Handbook on Corporate and Business Organization Laws	Roy Blunt's Term; 2 copies (light & dark blue cover)
	2	3	(no date; c1989)	Missouri Corporation Laws: A Handbook on Corporate and Business Organization Laws	Roy Blunt's Term; 2 copies (black & yellow cover)
	2	4	08/28/1990	Missouri Corporation Laws: A Handbook on Corporate and Business Organization Laws Effective August 28, 1990	2 copies
	2	5	08/28/1995	Corporation Laws Handbook	2 copies
	2	6-7	May 1998	Missouri Corporation Laws: A Handbook of Business Organizations and Corporation Laws	2 copies
	3	1-2	04/09/2002	Missouri Corporation Laws: A Handbook of Business Organizations and Corporation Laws	2 copies

## MO SOS: BUSINESS SERVICES DIVISION

### Commissions: Trademarks & Notaries Public, 1947-2001

*Extent:* Incomplete

*Arrangement:* Chronological

#### Scope and Content

This series contains various publications distributed by the Commissions Division, which is part of the Business Services Division of the Secretary of State's office. The major responsibility of the Commissions Division is to authenticate official acts of the governor. The Secretary of State also appoints and commissions notaries public, files official oaths of office, maintains the official signature of each notary, makes apostilles, and more. The Division also registers trademarks and service marks, maintaining a registry of same.

#### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	4	1	1947-1948	Laws of Missouri Relating to Trade-Marks, Names and Emblems 1947-1948	
	4	2	1966	Laws of State of Missouri Pertaining to Trade-Marks, Names and Private Emblems 1966	2 copies

	4	3	1951-1952	Laws of Missouri Relating to Notaries Public 1951-1952	
	4	4	(no date)	Missouri Notary Public Handbook	Kirkpatrick's Term; 2 copies
	4	5	(no date; c1988)	Missouri Notary Public Handbook	Roy Blunt's Term; 2 copies
	4	6	(no date; c1990)	Missouri Notary Public Handbook	Roy Blunt's Term
	4	7	(no date; c2001)	Missouri Notary Public Handbook	Matt Blunt's Term; 2 copies
	4	8	(no date)	Document Certification Services	Matt Blunt's Term; 2 copies
	4	9	Revised 2016	Missouri Notary Handbook	



## MO SOS: BUSINESS SERVICES DIVISION

### Uniform Commercial Code (UCC): Manuals, 1965-c1994

*Extent:* Incomplete

*Arrangement:* Chronological

#### Scope and Content

The Uniform Commercial Code (UCC) Division of Business Services is the central filing office for the perfecting of personal property liens on all business and professional loans. This series contains the UCC Manual, which contains forms and procedures for filings in the Secretary of State's Office. The booklet is intended to acquaint members of the legal, financial, commercial, and industrial professions with filing procedures and forms that have been adopted and approved by the Secretary of State's Office.

#### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	5	1	07/01/1965	State of Missouri Uniform Commercial Code Manual Procedures and Forms Effective July 1, 1965	2 copies
	5	2	01/01/1976	State of Missouri Uniform Commercial Code Manual Procedures and Forms Revised January 1, 1976	2 copies
	5	3	01/01/1981	State of Missouri Uniform Commercial Code Manual Procedures and Forms Revised January 1, 1981	
	5	4	06/01/1985	State of Missouri Uniform Commercial Code Manual of Forms and Procedures Revised June 1, 1985	2 copies
	5	5	(no date)	A Manual of Laws and Procedures Relating to Article 9 of the Uniform Commercial Code	Moriarty's Term; 2 copies

## MO SOS: BUSINESS SERVICES DIVISION Miscellaneous Publications

*Extent:* Incomplete

*Arrangement:* None

### Scope and Content

This very small series contains two pamphlets concerning The Small Business Outreach Project.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'l Description
	6	1	(no date)	The Small Business Outreach Project: Funding Sources for Small Businesses	Matt Blunt's Term; 2 copies
	6	2	(no date)	The Small Business Outreach Project: Where to Secure Licenses and Permits	Matt Blunt's Term; 2 copies