

# Missouri State Archives

## Finding Aid 000.005

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

### STATE DOCUMENTS

*Abstract:* Published materials of the Missouri Secretary of State's Records Services Division from 1967 to the present.

*Extent:* 10 Hollinger boxes totaling 4 1/3 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 04 January 2016.

### HISTORICAL NOTES

The Records Services Division of the Secretary of State's Office can trace its origins to 1965. Then-State Representative Alex Petrovic was concerned about the condition and accessibility of state government records, especially after a December 1963 fire in the Jefferson Building in Jefferson City resulted in over \$100,000 in damage. At that time, state agencies' records were stored all over Missouri, there were no good retention schedules, and the inefficiency was costing the state a lot of money.

Rep. Petrovic advocated for a centralized records storage facility, retention schedules, and efficient management and preservation of Missouri's records. The General Assembly approved his bill – House Bill 294 – in 1965 and enacted it with an emergency clause so that it would go into effect immediately.

The stated purpose of the new Records Management and Archives Service was “for the efficient and economical application of management methods to the creation, utilization, maintenance, retention, preservation, and disposal of official records.” (1965 Laws of Missouri p. 234) The Division would be part of the Secretary of State's Office. Robert F. Connor was hired as the first Director of Records Management and Archives Service, and work began at once on gathering state records from the various agencies, boxing and inventorying them, and transferring them to a new centralized records center.

The State Records Center opened at a rented warehouse on 1101 Industrial Drive, Jefferson City. In its first year of operation, the Records Center saved the State of Missouri an estimated \$500,000. Additionally, the general public was benefitting from the growing ease of requesting records. However, less than a decade later, the Records Center had outgrown its space and moved down the street to 1001 Industrial Drive in March 1974. Another decade passed and the Records Center was fast running out of room again; records from state agencies were being stored in the Records Center at ever-increasing frequency.

The General Assembly appropriated funds for a brand new building that would house all aspects of the Secretary of State's Office, including Records Services. In September 1991 the James C. Kirkpatrick State Information Center was opened at 600 West Main Street. The State no longer had to pay rent, and this new publically-owned building was state-of-the-art and built especially for Records Services.

Today, Records Services is broken into three subdivisions: the Missouri State Archives, the Local Records Program, and Records Management. Their duties are described below.

#### Missouri State Archives:

The Missouri State Archives (MSA) works toward the preservation and accessibility of Missouri's historic and contemporary permanent government records. Records are stored on-site in the Information Center in the form of paper, audio-visual, microforms, and digital. The MSA holds records from all branches of state government and is an active state documents repository. It also collects some federal records concerning Missouri (such as census and military records) and microfilmed copies of local and county records for Missouri. As a public institution, the MSA's primary patrons are genealogists, historians, lawyers, and prisoners. Fourth-graders from around the state tour the Archives every spring and participate in a program called Archives Alive! Holdings include records from pre-statehood to the present. Because of increased patron use, in FY1985 the Archives' visiting hours were expanded to include Saturdays; two years later Thursday evening hours were added. A Friends of the Missouri State Archives organization was considered in early 1986, but didn't take off until 1989 when it was formally organized. The Friends group helps fund a monthly speaker series and some projects for the Archives. The MSA is also the primary manager for a website called Missouri Digital Heritage (MDH), which

was begun during the Carnahan Administration. MDH makes records from various institutions across the state accessible online and therefore serves as a gateway to Missouri history. The site is nationally recognized.

#### Records Management:

The Records Management (RM) Program provides record storage and destruction of records for which retention times have been met. RM helps state agencies create and maintain their records retention schedules. Records Management also oversees Records Services' microfilming department, called "Micrographics." Microfilming of records began in December 1968 (see below) and has continued to this day. Micrographics also creates digitized images of records in the forms of tiffs, pdfs, etc. The State Information Center features a stainless steel temperature-controlled microfilm vault for original silver copies of microfilm. There is additional off-site storage for copies of all reference and non-reference film in southern Missouri. Finally, Records Management oversees an off-site records center in Jefferson City for its large overflow of non-permanent records.

#### Local Records:

Before the Local Records (LR) Division proper was formed, the Records Management Division was in charge of enacting the Local Records Act that was passed in 1972. The Act enabled state employees to aid county, city, and other local officials to create records retention schedules of their own. Additionally, the Secretary of State's Office soon entered into an agreement with the Church of Jesus Christ of Latter-Day Saints to microfilm some 17 million pages of genealogical-related county and city records. The mission of Local Records remained much the same until 1986 when the Local Records Analyst Program was launched. The Program utilized five staff members to travel to local government offices in person to assess the conditions of records. The Program also helped with record storage areas and equipment, possible grant assistance, a record filing system, record security, and the utilization of micrographics. Finally in July of 1989, the Local Records Division was more firmly established with the passage of HB786. The new LR started in July 1990 and a few months later began taking applications for grants from local governments to aid in the preservation of their records. LR is also the home of the Conservation Lab, the only state-funded lab of its kind. Conservators work to protect Missouri's historic documents by providing chemical and physical treatments to repair and preserve paper records.

#### **Timeline**

05/27/1965	HB294 was passed and created the Records Management and Archives Service along with the State Records Commission. The bill is known as the State Records Act.
04/25/1972	The Local Records Act was passed (SB376) which extended the state's reach into county and city governments to help preserve their records by, among other duties, creating local records retention schedules.
Jan. 1986	The Local Records Analyst Program begins.
06/30/1989	The Missouri Historical Records Advisory Board (MHRAB) is established with HB686. (The previous board was through executive order, not law.)
07/13/1989	HB786 is passed which establishes a one-dollar fee for public records that goes toward the Secretary of State for the additional preservation of local records.

Sept. 1991	The State Information Center opened for business, a new building headed by the Missouri Secretary of State and housing the State Archives & Records Services, State Library, Elections, Business Services, Securities, and more.
06/26/2006	The new Archives-St. Louis Branch is dedicated.
04/29/2008	The Missouri Digital Heritage Initiative is launched, a joint effort between the State Library and the State Archives.

### 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

There are many finding aids in RG005 associated with the larger Secretary of State’s Office.

For the Archives, there are Special Collections finding aids for the Missouri-Iowa Border War (aka Honey War), the Missouri Mormon War, the Missouri-Kansas Border War (aka the Southwest Expedition), and railroad bonds: again, all within RG005.

RG550 Missouri General Assembly

## SERIES

The records are broken down into the following series:

- Annual & Biennial Reports
- Archives Information Bulletin
- Archives Newsletters
- Records Manuals
- Miscellaneous Publications

## MO SOS: RECORDS SERVICES DIVISION Annual & Biennial Reports, 1967-2015

*Extent:* Incomplete

*Arrangement:* Chronological

### Scope and Content

This series contains annual reports submitted to the Missouri Governor per RSMo 109.220. Statistics include Records Management (agency visits, inactive record deposits, retrieval, and destruction); Micrographics (documents filmed, microforms produced, and digital records produced); Local Records (record scheduling, destruction, grants funded, and conservation work); and Missouri State Archives (visitors, research requests, microfilm orders, records accessioned, preservation, intern and volunteer programs). Photographs are sometimes also included.

\*Electronic PDF copies of most of the annual reports are available in-house on the 62 Drive.  
<\\Sosnt62\state agencies\Office of the Secretary of State\Record Services>

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	1	1	Jan. 1967	Records Management and Archives Service Annual Report*	2 copies
	1	2	1967-1968	Records Management and Archives Service Biennial Report*	2 copies
	1	3	1969-1970	Records Management and Archives Biennial Report*	2 copies
	1	4	1970-71	Records Management and Archives Service Annual Report*	2 copies
	1	5	1971-1972	Records Management and Archives Service Annual Report*	2 copies
	1	6	1972-1973	Records Management and Archives Service Annual Report*	2 copies
	1	7	1973-1974	Records Management and Archives Service Annual Report*	2 copies
	1	8	1975-1976	Records Management and Archives Service Annual Report*	2 copies
	1	9	1976-1977	Records Management and Archives Service Annual Report	2 copies
	1	10	1977-1978	Records Management and Archives Service Annual Report	2 copies
	1	11	1978-1979	Records Management and Archives Service Annual Report*	2 copies
	1	12	1979-1980	Records Management and Archives Service Annual Report*	2 copies

	1	13	1980-1981	Records Management and Archives Service Annual Report*	2 copies
	1	14	1981-1982	Records Management and Archives Service Annual Report*	2 copies
	1	15	1982-1983	Records Management and Archives Service Annual Report	2 copies
	1	16	1983-1984	Records Management and Archives Service Annual Report*	2 copies
	1	17	1984-85	Records Management and Archives Services Annual Report*	2 copies
	1	18	1985-86	Records Management and Archives Services Annual Report*	2 copies
	1	19	1986-87	Records Management and Archives Division Annual Report*	2 copies
	1	20	1987-88	Records Management and Archives Division Annual Report*	2 copies
	1	21	1988-89	Records Management and Archives Division Annual Report*	2 copies
	1	22	1989-90	Records Management and Archives Division Annual Report*	2 copies
	1	23	1990-1991	Records Management and Archives Division Annual Report*	2 copies
	1	24	1991-1992	Records Management and Archives Division Annual Report*	2 copies
	1	25	1992-1993	Records Management and Archives Services Annual Report	2 copies
	1	26	1993-1994	Records Management and Archives Services Annual Report*	2 copies
	1	27	1994-1995	Records Management and Archives Services Annual Report*	2 copies
	1	28	1995-1996	Records Management and Archive Services Annual Report*	2 copies
	1	29	1996-1997	Records Management and Archives Services Annual Report	2 copies
	1	30	1997-1998	Records Management and Archives Services Annual Report	2 copies
	1	31	1998-1999	Records Management and Archives Services Annual Report	2 copies
	1	32	1999-2000	Records Management and Archives Services Annual Report	2 copies
	2	1	2000-2001	Records Management and Archives Services Annual Report*	2 copies
	2	2	FY2002	Records Services Division Annual Report*	2 copies
	2	3	2002-2003	Records Services Division Annual Report	2 copies
	2	4	2003-2004	Records Services Division Annual Report	
	2	5	FY2005	Records Services Division Annual Report*	2 copies

	2	6	FY2006	Records Services Division Annual Report*	2 copies
	2	7	FY2007	Records Services Division Annual Report*	2 copies
	2	8	FY2008	Records Services Division Annual Report*	2 copies
	2	9	FY2009	Records Services Division Annual Report*	2 copies
	2	10	FY2010	Records Services Division Annual Report*	2 copies
	2	11	FY2011	Records Services Division Annual Report*	2 copies
	2	12	FY2012	Records Services Division Annual Report*	2 copies
	2	13	FY2013	Records and Archives Division Annual Report*	2 copies
	2	14	FY2014	Records and Archives Division Annual Report*	2 copies
	2	15	FY2015	Records and Archives Division Annual Report	2 copies
	2	16	FY2016	Records Services Division Annual Report	2 copies & ERA
	2	17	FY2017	Records Services Division Annual Report	2 copies



## MO SOS: RECORDS SERVICES DIVISION Archives Information Bulletin, 1979-1980

*Extent:* Incomplete

*Arrangement:* Chronological

### Scope and Content

This publication was created under the James C. Kirkpatrick Administration. It consisted of a listing of resources available at the Missouri State Archives and was distributed at no cost to the public.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	3	1	Jan. 1979	Vol. I No. 1: A Checklist of Publications Relating to Missouri Counties	2 copies; also 2 copies of 1980 reprint
	3	2	Apr. 1979	Vol. I No. 2: A Checklist of Missouri State Publications, 1977-1978	2 copies
	3	3	July 1979	Vol. I No. 3: Guide to County Records on Microfilm	2 copies
	3	4	Oct. 1979	Vol. I No. 4: A Historical Calendar of Missouri Events	2 copies
	3	5	Jan. 1980	Vol. II No. 1: A Checklist of Publications Relating to Missouri Counties – Supplement 1	2 copies
	3	6	Apr. 1980	Vol. II No. 2: A Checklist of Missouri State Publications, 1979	2 copies
	3	7	July 1980	Vol. II No. 3: Missouri's Public Domain: United States Land Sales, 1818-1922	2 copies
	3	8	Oct. 1980	Vol. II No. 4: Guide to the Mormon War Papers, 1838-1841	2 copies

## MO SOS: RECORDS SERVICES DIVISION Archives Newsletters, 1989-2015

*Extent:* Incomplete

*Arrangement:* Chronological

### Scope and Content

The first series – Missouri State Archives Staff Information Circular – was distributed internally to Archives staff. Issue 1 contains a listing of record group numbers. Issue 2 explains how to make a box label and file folder labels.

The Friends of the Missouri State Archives was formed in 1988. The Friends group developed a newsletter to be distributed to members of the group that contained information on events, new acquisitions, current holdings, and other newsworthy items. The publication was called The Record from 1989 to 2005 when its name was changed to The Missouri State Archives...Where History Begins. By 2005, circulation had reached 1,500.

The newsletters from 2001 to the present are also available online at the Friends' website here: <http://www.friendsofmsa.org/news/newsletter-archives.php>.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	3	9	12/15/1981	<u>Staff Information Circular</u> Nos. 1-2	
	3	10	1989-1990	<u>The Record</u> Vol. I Nos. 1-4	2 copies of Nos. 2-4
	3	11	1990-1991	<u>The Record</u> Vol. 2 Nos. 1-4	2 copies
	3	12	1991-1992	<u>The Record</u> Vol. 3 Nos. 1-3	2 copies
	3	13	1992-1994	<u>The Record</u> Vol. 4 Nos. 1-4	2 copies
	3	14	1994-1995	<u>The Record</u> Vol. 5 Nos. 1-4	2 copies
	3	15	1996	<u>The Record</u> Vol. 6 Nos. 1-2	2 copies
	3	16	1997	<u>The Record</u> Vol. 7 No. 1	2 copies
	3	17	1998	<u>The Record</u> Vol. 8 No. 1 & unnumbered	2 copies
	3	18	1999	<u>The Record</u> Vol. 9	2 copies
	3	19	2000	<u>The Record</u> Vol. 10 Nos. 1-2	2 copies
	3	20	2001	<u>The Record</u> Vol. 11 Nos. 1-2	2 copies
	3	21	2002	<u>The Record</u> Vol. 12 Nos. 1-2	2 copies
	3	22	2003	<u>The Record</u> Vol. 13 Nos. 1-2	2 copies
	3	23	2004	<u>The Record</u> Vol. 14 Nos. 1-2	2 copies
	3	24	2005	<u>The Record</u> Vol. 15 No. 1	2 copies
	3	25	2005	<u>The Missouri State Archives: Where History Begins</u> Fall & Winter 2005	2 copies of Winter
	3	26	2006	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring & Summer 2006	2 copies of Winter & Summer

	4	1	2007	<u>The Missouri State Archives...Where History Begins</u> Spring, Summer & Fall 2007	2 copies
	4	2	2008	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring, Summer & Fall 2008	2 copies
	4	3	2009	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring, Summer & Fall 2009	2 copies
	4	4	2010	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring, Summer & Fall 2010	2 copies
	4	5	2011	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring, Summer & Fall 2011	2 copies
	4	6	2012	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring, Summer & Fall 2012	2 copies
	4	7	2013	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring, Summer & Fall 2013	2 copies
	4	8	2014	<u>The Missouri State Archives...Where History Begins</u> Spring, Summer & Fall 2014	2 copies
	4	9	2015	<u>The Missouri State Archives...Where History Begins</u> Winter/Spring, Summer & Fall 2015	2 copies
	4	10	2016	<u>The Missouri State Archives...Where History Begins</u> Winter, Spring, Summer & Fall 2016	2 copies
	4	11	2017	<u>The Missouri State Archives . . . Where History Begins</u> Summer and Fall/Winter 2017	2 copies
	4	12	2018	<u>The Missouri State Archives . . . Where History Begins</u> Summer 2018	2 copies

## MO SOS: RECORDS SERVICES DIVISION Records Manuals, 1973-2001

*Extent:* Incomplete

*Arrangement:* Alphabetical, then chronological; the **bold** lettering is added by the processor and does not appear on the actual records

### Scope and Content

This series contains manuals approved by the Local Records Board containing records retention schedules for Missouri county government.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	6	1	02/23/1984	Missouri <b>Ambulance District</b> Records Manual	
	6	2	(no date)	Missouri <b>Ambulance District</b> Records Manual	Cook's Term
	6	3	12/01/1998	Missouri <b>Ambulance District</b> Records Manual	
	6	4	(no date)	Missouri <b>Community College</b> Records Manual	Cook's Term
	6	5	06/03/1977	Missouri <b>County Assessors</b> Records Manual	
	6	6	11/04/1982	Missouri <b>County Assessors</b> Records Manual	2 copies
	6	7	(no date)	Missouri <b>County Assessors</b> Records Manual	Cook's Term
	6	8	02/19/1999	Missouri <b>County Assessors</b> Records Manual	
	6	9	06/03/1977	Missouri <b>County Auditors</b> Records Manual	
	6	10	11/04/1982	Missouri <b>County Auditors</b> Records Manual	
	6	11	01/24/1990	Missouri <b>County Auditors</b> Records Manual	
	6	12	01/02/1999	Missouri <b>County Auditors</b> Records Manual	
	6	13	11/01/1998	Missouri <b>County Boards</b> Established under RSMo 205.968-.972 Senate Bill 40 Boards Records Manual	
	6	14	04/12/1976	Missouri <b>County Clerks</b> Records Manual	
	6	15	01/25/1980	Missouri <b>County Clerks</b> Records Manual	
	6	16	(no date)	Missouri <b>County Clerks</b> Records	Roy Blunt's Term

				Manual	
	6	17	01/19/1990	Missouri <b>County Clerks</b> Records Manual	2 copies
	6	18	01/15/1992	<b>County Clerk's</b> Records Manual	
	6	19	03/01/1999	Missouri <b>County Clerk</b> Records Manual	
	6	20	06/03/1977	Missouri <b>County Collectors</b> Records Manual	
	6	21	11/04/1982	Missouri <b>County Collectors</b> Records Manual	
	6	22	01/24/1990	Missouri <b>County Collectors</b> Records Manual	
	6	23	02/19/1999	Missouri <b>County Collectors</b> Records Manual	
	6	24	02/23/1984	Missouri <b>County Engineers</b> Records Manual	2 copies
	6	25	(no date)	Missouri <b>County Engineers</b> Records Manual	Cook's Term
	6	26	03/01/1999	Missouri <b>County Engineers</b> Records Manual	
	6	27	05/31/1979	Missouri <b>County Prosecutors</b> Records Manual	2 copies (one version is updated)
	6	28	09/19/1997	Missouri <b>County Prosecutors</b> Records Manual	2 copies
	6	29	04/12/1976	Missouri <b>County Recordors</b> Records Manual	
	6	30	11/04/1982	Missouri <b>County Recordors</b> Records Manual	
	6	31	05/19/1988	Missouri <b>County Recordors</b> Records Manual	
	6	32	03/01/1999	Missouri <b>County Recordors</b> Records Manual	
	7	1	06/27/1978	Missouri <b>County Sheriffs</b> Records Manual	
	7	2	11/04/1982	Missouri <b>County Sheriffs</b> Records Manual	2 copies
	7	3	03/30/1998	Missouri <b>County Sheriffs</b> Records Manual	
	7	4	05/31/1979	Missouri <b>County Surveyor</b> Records Manual	
	7	5	05/23/1985	Missouri <b>County Surveyors</b> Records Manual	2 copies
	7	6	(no date)	Missouri <b>County Surveyors</b> Records Manual	Cook's Term
	7	7	03/04/1999	Missouri <b>County Surveyors</b> Records Manual	
	7	8	06/27/1978	Missouri <b>County Treasurers</b> Records Manual	
	7	9	11/04/1982	Missouri <b>County Treasurers</b> Records Manual	2 copies

	7	10	(no date)	Missouri <b>County Treasurer</b> Records Manual	Cook's Term
	7	11	02/23/1984	Missouri <b>Fire District</b> Records Manual	2 copies (one version is updated)
	7	12	(no date)	Missouri <b>Fire District</b> Records Manual	Cook's Term
	7	13	03/01/1999	Missouri <b>Fire District</b> Records Manual	
	7	14	06/27/1978	Missouri County/District <b>Hospitals</b> Records Manual	
	7	15	05/23/1985	Missouri <b>Hospital District</b> Records Manual	
	7	16	06/15/1998	Missouri <b>Hospital District</b> Records Manual	2 copies
	7	17	04/12/1976	Missouri <b>Junior College</b> Records Manual	
	7	18	11/04/1982	Missouri <b>Junior College</b> Records Manual	
	7	19	09/25/1978	Missouri <b>Medical Examiners/ Coroners</b> Records Manual	
	7	20	11/04/1982	Missouri <b>Medical Examiners/ Coroners</b> Records Manual	2 copies
	7	21	03/03/1999	Missouri <b>Medical Examiners/ Coroners</b> Records Manual	
	7	22	12/18/1973	Missouri <b>Municipal</b> Records Manual	
	7	23	09/25/1978	Missouri <b>Municipal</b> Records Manual	
	7	24	11/04/1982	Missouri <b>Municipal</b> Records Manual	2 copies (one version is updated)
	7	25	April 1987	Missouri <b>Municipal</b> Records Manual	
	8	1	Jan. 1989	Missouri <b>Municipal</b> Records Manual	2 copies
	8	2	Fall 1991	<b>Municipal</b> Manual Index: Addendum to Missouri Municipal Records Manual	2 copies
	8	3	01/15/1999	Missouri <b>Municipal</b> Records Manual	2 copies
	8	4	(no date)	Missouri <b>Public Library</b> Records Manual	Moriarty's Term
	8	5	10/01/1998	Missouri <b>Public Library</b> Records Manual	2 copies
	8	6	04/12/1976	Missouri <b>Public School</b> Records Manual	2 copies
	8	7	11/04/1982	Missouri <b>Public School</b> Records Manual	2 copies (one version is updated)
	8	8	05/01/1998	Missouri <b>Public Schools</b> Records Manual	
	8	9	12/01/2001	Missouri <b>Public Schools</b> Records Manual	2 copies
	8	10	02/23/1984	Missouri <b>Water District</b> Records Manual	2 copies (one version is updated)
	8	11	(no date)	Missouri <b>Water District</b> Records Manual	Cook's Term
	8	12	01/02/1999	Missouri <b>Water District</b> Records Manual	

## MO SOS: RECORDS SERVICES DIVISION Miscellaneous Publications, 1970-2015

*Extent:* Incomplete

*Arrangement:* Chronological; undated material at the end

### Scope and Content

This series contains miscellaneous publications from Records Services; most of them concern the Missouri State Archives, but there are a few from Local Records and Records Management as well. Items such as exhibit brochures, guides to the Archives' collections, strategic plans, and bookmarks are included.

### Container List

Location	Box	Folder	Date	Contents/Title	Add'tl Description
	9	1	1970	A Guide to the Missouri State Archives	2 copies
	9	2	1975	A Guide to the Missouri State Archives	2 copies
	9	3	1976	Missouri General Assembly 1812-1976	2 copies
	9		c1977	Computer Output Microfilm Handbook	2 copies
	9	4	FY1979	COM [Computer Output Microfilm] Services Annual Report	2 copies
	9	5	FY1980	Computer Output Microfilm Services Annual Report	2 copies
	9	6	FY1981	Computer Output Microfilm Services Annual Report	
	9	7	c1982; 1983; c1984; 1985; 1987; 1991; c1994; c1995; (no date)	Record Management Program Manual	2 copies of 1982, 1991, c1995 & the undated Cook manuals
	9	8			
	9	9	c1985	Missouri Archives Bulletin: A Guide to County Records on Microfilm	2 copies
	9	10	1985-1991	The Platte Purchase exhibit brochure	Roy Blunt's Term; 2 copies
	9	11	1985-1991	From Arpents to Acres: French and Spanish Land Grants at the Missouri State Archives	Roy Blunt's Term; 2 copies
	9	12	05/14/1986	Guidelines for Local Records Microfilming	2 copies
	9	13	05/14/1986	Disaster Planning for Vital Records	2 copies
	9	14	1988	Historical Listing of the Missouri	2 copies

				Legislature	
	10	1	Sept. 1988	A Future for the Past: An Assessment of Missouri's Historic Records Programs by the State Historic Records Advisory Board	2 copies
	10	2	Jan. 1990	A Guide to County Records on Microfilm	2 copies
	10	3	c1991	Friends of the Missouri State Archives brochure	
	10	4	Aug. 1992	Massie's Missouri a) exhibit brochure and b) 4 photo postcards	2 copies each
	10	5	May 1993	Ticket to the Past: The First 25 Years of the Missouri State Fair a) exhibit brochure and b) postcard	2 copies each
	10	6	1993-1994	Optical Disk Technology Guidelines and Recommendations	Moriarty's Term; 2 copies
	10	7	1994-2001	Volunteer Opportunities at the Missouri State Archives	Cook's Term; 2 copies
	10	8	Jan. 1994	The Art of Commerce: A Century of Trademarks a) exhibit brochure, b) Five Coppers Will Buy a Box of Red Cross Cough Drops postcard, c) Schulze's Genuine Butter Nut Bread postcard, and d) McDuff's Malt Whiskey postcard	2 copies each
	10	9	Summer 1994	Missouri Local Records Program Intern Handbook	
	10	10	Jan. 1995	Conservation Notes	2 copies
	10	11	Mar. 1995; Jan. 2013	The Great Seal	2 copies of 2013
	10	12	Apr. 1995	Pillars of the State: A History of Missouri's Capitols exhibit brochure	2 copies
	10	13	Nov. 1995	Missouri's Past Preserved: Historical Highlights from the Missouri State Archives, a 30 <sup>th</sup> Anniversary Exhibition a) exhibit brochure and b) opening invitation	2 copies each
	10	14-15	c1997	A Guide to County and Municipal Records on Microfilm	2 copies
	10	16	Feb. 1997	The Verdict of History: Examining Missouri's Judicial Record a) exhibit brochure and b) two invitations to the opening	2 copies each
	10	17	1997	Resources for Family & Community History	2 copies
	10	18	02/07/1998	Disaster Planning for Vital Records	
	11	1	03/07/1998	Missouri: Images from the Past (Teaching with Documents)	
	11	2	Nov. 1998	Local Records Grant Program Application and Guidebook	
	11	3	1999	Old Documents to a New Past: A Plan	



				for the Preservation and Access of Missouri's Historical Records, A Report on the Missouri Historical Records Advisory Board's Assessment and Strategic Planning Projects	
	11	4	June 1999	Guidelines for Local Records Microfilming	2 copies
	11	5	07/29/1999	Internet Sources for Genealogical Research	2 copies
	11	6	Jan. 2000	Dred Scott Document Exhibit advertising card	2 copies
	11	7	Fall 2000	Fall 2000 Calendar of Events, Missouri State Archives	
	11	8	02/22/2001	Records Management Guidelines: Managing E-Mail Records	
	11	9	02/22/2001	Records Management Guidelines: Digital Imaging Systems	2 copies
	11	10	May 2001	Quest for a Cure: Care & Treatment in Missouri's First State Mental Hospital exhibit brochure	2 copies
	11	11	2001-2003	Missouri Historical Records Grant Program Guidelines and Application, 2001-2003	2 copies
	11	12	2002	Spring & Fall 2002 Calendars of Events	2 copies of Fall
	11	12A	Feb. 2003	Conservation Notes	copy is marked up
	11	13	02/06/2003	Lewis & Clark Across Missouri: Mapping the Historic Landscape a) exhibit brochure, b) exhibit opening invitation and c) c2013 reprint of the exhibit brochure	2 copies "b" and "c"
	11	14	Apr. 2004	Mapping Missouri: Maps from the Collection of the Missouri State Archives a) exhibit brochure and b) c2013 reprint of the exhibit brochure	2 copies of "b"
	11	14A	10/17/2006	Records Management Division Comprehensive Plan	
	11	15	12/07/2006	Missouri Memories...A History in Photographs exhibit brochure	
	11	15A	Spg. 2008	Spring 2008 Missouri State Archives Calendar of Events	
	11	16	circa Jan. 2009	FY2010 Missouri Local Records Preservation Grant Program Guidebook and Application for the Project Year July 1, 2009 to June 30, 2010	2 copies
	11	16A	Spg. 2009	Spring 2009 Missouri State Archives Calendar of Events	
	11	17	Oct. 2009	Ozark Light: The Photographs of Charles Elliott Gill exhibit brochure	2 copies
	11	18	Dec. 2009	Securing Our Documentary Heritage: A Plan for the Preservation of	2 copies

				Missouri's Historical Records (A Report of the Missouri Historical Records Advisory Board (MHRAB) and Strategic Planning Project)	
	11	19	Apr. 2011	Divided Loyalties: Civil War Documents from the Missouri State Archives a) exhibit brochure, b) A Time Line of Union Military Units in Missouri flyer & c) Reserve Divided Loyalties Now! flyer	2 copies of brochure & military units flyer
	11	19A	July-Oct. 2011	Missouri Historical Record faux newspaper, Vol. I No. 1 (Great Missouri Treasure Hunt)	(only one issue ever produced) 2 copies
	11	20	June 2012	A Legacy of Conservation: The 75 <sup>th</sup> Anniversary of the Missouri Department of Conservation exhibit brochure	2 copies
	11	21	Jan. 2014	Missouri State Capitol Centennial Celebration Brochure	
	11	22	Mar. 2014	Blueprints for Democracy: Public Architecture in Missouri exhibit brochure	2 copies
	11	23	07/03/2015	Brochure for the Missouri State Capitol Cornerstone 100 <sup>th</sup> Anniversary and 2015 Time Capsule Dedication	2 copies
	11	24	Nov. 2015	Past Preserved: The 50 <sup>th</sup> Anniversary of the Missouri State Archives a) exhibit brochure and b) invitation flyer	2 copies each
	11	25	(no dates)	Researching Family & Community History at the Missouri State Archives brochures, various	2 from Roy Blunt and 1 from Moriarty's Term; 2 copies of each of Blunt's
	11	26	(no dates)	African-American Family History Research brochures, various	1 from Cook and 1 from Kander's Term; 2 copies each
	11	27	(no dates)	Bookmarks: a) Protect Your Family Papers, b) Protect Your Family Photographs, c) Protect Your Books	Cook, Carnahan & Kander's Terms; 2 copies each
	11	28	(various)	Local Records Preservation Program a) bookmark and b) brochures	a) Kander's Term, 2 copies b) 1998, 2 copies; May 2003; Feb. 2005, 2 copies
	11	28A	(no dates)	The Missouri Local Records Grant Program brochures	Matt Blunt's Term; Carnahan's Term
	11	29	(no dates)	Bookmarks re The Missouri State Archives	Various Terms; 2 copies each
	11	30	(no dates)	The Missouri State Archives...Where History Begins brochure	Carnahan's Term; 2 copies

	11	31	(no dates)	Missouri Digital Heritage Initiative bookmark	Carnahan & Kander's Terms; 2 copies each
	11	32	(no dates)	Missouri Historical Records Advisory Board (MHRAB) brochures	Matt Blunt & Kander's Terms; 2 copies of Kander
	11	33	(no date)	Virtually Missouri bookmark & a brochure published by the Missouri Library Network Corporation	(later becomes Missouri Digital Heritage)
	11	34	(no date)	Missouri Goes to War Exhibit brochures	2 copies

## Oversized:

Location	Folder	Date	Description
Map Drawer	1	10/25/2013	The Drive to Digitization poster done in conjunction with the Missouri State Archives and the Missouri Historical Records Advisory Board. (2 copies)
Map Drawer	1	(undated, but it's from 2015)	Piecing Together the Electronic Records Puzzle poster done in conjunction with the Missouri State Archives and the Missouri Historical Records Advisory Board. (2 copies)
Map Drawer	1	5/26/1971	Commemorative map of 1821 Missouri to mark the 150 <sup>th</sup> anniversary of the state (20"x24"). Made by J.M. Keene and Associates with Archives' sources.