

# Missouri State Archives

## Finding Aid RG 5.57

### Office of the Secretary of State

#### Record Services Administrators

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*Abstract:* Papers and other records of the Director of Record Services, State Archivist and other administrators within the Records Services Division, 1978- (bulk dates, 1991-2022).

*Extent:* 25.2 cubic ft., (63 Hollinger boxes, 29 3.5 floppy discs, 10 CD-ROMS, 1 oversized map cabinet folder).

*Physical Description:* Paper, bound volumes, photographs, CD-ROMS

*Alternative Formats:* None

*Location:* Missouri State Archives

#### Administrative Information

*Access Restrictions:* Some records may contain personal and/or personnel information, such as social security numbers, or blueprints of government buildings which are closed to the public. Blueprints are closed due to [RSMO 610.021 \(19\)](#). In such cases, staff will provide copies of partly open records in an alternative format.

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## Historical and Biographical Notes

The Records Services Division of the Secretary of State's Office originated in 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 agency records were stored all over Missouri, there were no effective retention schedules, and inefficiency was costing the state substantial amounts of money.

Representative Petrovic advocated for a centralized records storage facility, retention schedules, and efficient management and preservation of Missouri's records. The General Assembly approved Petrovic's House Bill 294 in 1965 with an emergency clause (*Laws 1965*, p. 233).

The bill's stated purpose of the new Records Management and Archives Service, which would be part of the Secretary of State's Office, was "for the efficient and economical application of management methods to the creation, utilization, maintenance, retention, preservation, and disposal of official records." Robert F. Connor was hired as the first Director of Records Management and Archives Service, and work began at once to gather records from the various agencies, boxing and inventorying, and transferring them to a new centralized records center. This was followed by Local Records Act passed in 1972 (Senate Bill 376) which enabled state employees to aid county, city, and other local officials to create records retention schedules of their own (*Laws 1972*, p. 642).

The State Records Center opened in 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 benefitted through the growing ease of requesting records. However, less than a decade later, the Records Center had outgrown its space and moved 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 rate.

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 opened at 600 West Main Street with state-of-the-art space built especially for Records Services.

Records Services is broken into three subdivisions all led by the Director of Record Services: the Missouri State Archives, the Local Records Program, and Records Management. Over time each division has had their own directors who answer to the Director of Records Service and some management positions are also reflected in this finding aid. The duties of each division are described below.

**Missouri State Archives:**

The Missouri State Archives (MSA) preserves and makes accessible Missouri's permanent government records from the territorial period to the present. Records are stored on-site in the State Information Center in the form of paper, audio-visual, microforms, and digital. MSA holds records from all branches of state government and is a state documents repository. It also holds some federal records concerning Missouri (census and military records) and microfilmed copies of local and county government records for Missouri. As a public institution, MSA's primary researchers are genealogists, historians, lawyers, and inmates. Fourth-graders from around the state tour the Archives every spring and participate in a program called *Archives Alive!* In 1984, with the inception of Supreme Court Operating Rule 8, the Judicial Records Project at the Missouri State Archives began. Under this, microfilming of probate and circuit court records was offered. 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 formally organized in 1989. The Friends group helps fund a monthly speaker series and some projects for the Archives. MSA is also the primary manager for a website called Missouri Digital Heritage (MDH), which was launched in 2008. MDH makes records from various institutions across the state accessible online, serving as a gateway to Missouri history. The site is nationally recognized.

**Records Management:**

The Records Management (RM) Program provides state agencies with storage and retrieval as well as destruction for records whose retention times have been met. RM helps state agencies create and maintain their records retention schedules. Records Management also oversees Records Services' imaging department. Microfilming of records began in December 1968 and continues for preservation and disaster recovery to this day. The imaging department also scans images of records to provide better accessibility. The State Information Center features a stainless-steel temperature and humidity-controlled microfilm vault for original silver microfilm negatives. A similar off-site location in southern Missouri stores copies for disaster recovery. Today, Records Management oversees an off-site records center annex on Scruggs Station Road in Jefferson City to accommodate the overflow of non-permanent records.

**Local Records:**

In July of 1989, the Local Records Program was more firmly established with the passage of House Bill 786 (*Laws 1989*, p. 419). The new LR Program 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 use the lab to protect Missouri's historic documents by providing chemical and physical treatments to repair and preserve paper records.

## Timeline

Year	Event
1965	House Bill 294 passed on May 27 and created the Records Management and Archives Service along with the State Records Commission, effective on August 28. The bill is known as the State Records Act.
1972	The Local Records Act passed on April 25 (Senate Bill 376) created the Local Records Board which established local records retention schedules. The Act took effect on August 28.
1986	The Local Records Analyst Program began in January. It was funded through an additional \$1 recording fee with local recorders' offices (HB 320; 1985).
1989	House Bill 686 established The Missouri Historical Records Advisory Board (MHRAB) on June 30 and the bill became effective on August 28. (The previous board was established through Executive Order 11 in 1985.)
1989	House Bill 786 passed on July 13 and became effective on August 28. It established a one-dollar fee for public records that funds additional preservation of local records.
1991	The State Information Center opened in September. This building hosts the Missouri Secretary of State Office and its divisions including the Missouri State Archives & Records Services, Missouri State Library, Elections, Business Services, Securities, and more.
2006	The Missouri Archives-St. Louis Branch was dedicated on June 26.
2008	The Missouri Digital Heritage Initiative launched on April 29, a joint effort between the Missouri State Library and the Missouri State Archives.

## List of Key Individuals:

Titles listed below reflect modern titles for each position. Some individuals held more than one position and/or began their Record Services careers in non-supervisory positions.

### Administrators within Record Services:

Person	Title	Term
Robert F. Conner	Records and Archives, Director	1967-1971
Randall L. Boulch	Director of Records Management and Archives Service	1971-1975
Susan "Sue" West	Assistant State Archivist	c. 1971-1973
Robert D. Nienhueser	Director of Records and Archives	1975-1985
V. Lonnie Lawson	Assistant State Archivist	1978-1979
Frank A. Whelan	Assistant Archivist	1979-1981
Gary Beahan	State Archivist and Acting Director of Record Services	1985-1987
Stuart C Dunkel	Director of Record Services	1986-1997
Kenneth H. Winn	Director of Record Services and State Archivist	1997-2007
John Dougan	Director of Records Services and State Archivist	2007-Present
Billie H. Smith	Assistant State Archivist	1981-1987; 1988-1991
Shelly Croteau	Assistant State Archivist	1993-2020
Patsy Luebbert	Reference Services Manager	1992-2010
Christina Miller	Director of Reference Services	2010-Present

### State Archivists\*:

Person	Title	Term
Pauline Irvine	State Archivist	1967-1977
Gary Beahan	State Archivist and Acting Director of Record Services	1977-1987
Billie H. Smith	Acting State Archivist	1987-1988
Gary Kremer	State Archivist	1988-1991
Kenneth H. Winn	Director of Record Services and State Archivist	1991-2007
John Dougan	Director of Records Services and State Archivist	2007-present

\*Correspondence indicated James W. Goodrich, whom later served as the director of The State Historical Society of Missouri, was hired as the first full-time state archivist in 1966

and that he served for nine months. However, no employment or archives record confirms (Kenneth Winn Correspondence, 1993).

### Administrators in Local Records:

Person	Title	Term
Lynn D. Morrow	Director for Local Records	1990-2013
John Korasick	Director of Local Records	2013-Present

### Directors of Records Management\*:

Person	Title	Term
Marry-Ellen Strauser	Director of Records Management	1999-2003
Greg Schildmeyer	Director of Records Management	2004-2006
Craig Kelso	Director of Records Management	2007-2012
Michael Shellman	Director of Records Management	2012-2013
Nathan Troup	Director of Records Management	2014-2016
Christina Miller	Director of Records Management (Interim)	2016-2017
Tom Neild	Director of Records Management	2017-Present

\*Prior to 1999, the Record Services Director filled this role.

## Additional Descriptive Information

### Bibliography

American Association for State and Local History. Accessed October 19, 2022.

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<https://www.statearchivists.org/home>.

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<https://www.familysearch.org/>.

Friends of the Missouri State Archives. Accessed September 30, 2022.

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“Missouri Board on Geographic Names.” Missouri Secretary of State. Accessed July 15, 2022. <https://www.sos.mo.gov/archives/about/geographic.asp>.

“Missouri Historical Records Advisory Board (MHRAB).” Missouri Secretary of State. Accessed August 25, 2022. <https://www.sos.mo.gov/archives/mhrab/mhrab>.

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“National Historical Publications and Records Commission.” National Archives.  
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“Official Manual of the State of Missouri.” Missouri Secretary of State. Accessed  
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“Beta Phi Mu Oral History Project ‘Famous Librarians of Missouri’ Virginia G. Young  
Interview.” Scenic Regional Library. Accessed December 4, 2024.  
<https://scenicregional.org/wp-content/uploads/Virginia-Young-Interview.pdf>.

The Supreme Court of Missouri Historical Society. Accessed September 30, 2022.  
<https://scmo-hs.org/>.

“Using a Computer-Assisted Instruction Program to Replace the Traditional Library  
Tour: An Experimental Study.” *RQ* 29, no. 1 (1989). Accessed December 4, 2024.  
<https://www.jstor.org/stable/25828434>.

## **Related Material**

Lynn Morrow Papers (R1000) at the State Historical Society of Missouri.  
<https://files.shsmo.org/manuscripts/rolla/R1000.pdf>.

[Lynn Morrow Collection](#). Missouri State University Special Collections and Archives  
(unprocessed).

### [MS368 State Archivist Collection](#)

- Contains items acquired by State Archivists not directly pertaining to their position.

### [MS380 Lynn Morrow Collection](#)

### [MS4000 Gary Kremer Jefferson City Photograph Collection](#)

### [RG000.005 Record Services State Documents](#)

- Contains records produced by the Missouri State Archives.

RG 5.42 Roy Blunt, 1985-1993

### [RG 5.51 State Records Commission](#)

- The Director of Records Services/State Archivist serves on this board.

[RG 5.54 Missouri Board on Geographic Names](#)

- The Director of Records Services/State Archivist serves on this board.

[RG 5.55 Missouri Historical Records Advisory Board](#)

- The Director of Records Services/State Archivist serves on this board.

RG 391.01 Missouri Lewis and Clark Bicentennial Commission

- State Archivist Kenneth Winn played a major role with this commission.



## **Series**

The records are organized into the following series:

Pauline Irvine, 1967-1977  
Robert Neinhueser, 1975-1985  
V. Lonnie Lawson, 1978-1979  
Gary Beahan, 1977-1987  
Billie H. Smith, 1981-1991  
Gary R. Kremer, 1987-1991  
Lynn Morrow, 1990-2013  
Kenneth H. Winn, 1991-2007  
Patsy Luebbert, 1992-2010  
Shelly Croteau, 1993-2020  
John Dougan, 2007-  
Christina Miller, 2010-  
John Korasick, 2013-  
Jennifer “Jennie” Phelps, 2024-

## Pauline Irvine, 1967-1977

*Extent:* .4 cubic ft. (1 Hollinger box)

### Scope and Content

Pauline Irvine served as State Archivist from 1967 until 1977. According to her 1993 obituary, Irvine was an education major at the University of Missouri and previously taught social studies in Windsor, Missouri. Irvine's first project as State Archivist was to inventory the Spanish Land Grant records, including writing a guide to the collection and overseeing their microfilming. Over the subsequent years, Irvine processed over 300,000 documents with a focus on land records and governor's correspondence covering 1823-1940. In 1980, Irvine became the curator at the Cole County Historical Society in Jefferson City.

### Archives Reports

*Arrangement:* Chronological

Weekly and month reports with archival statistics.

Box	Folder	Date
52	1	1967
52	2	1968
52	3	1969
52	4	1970
52	5	1971
52	6	1972
52	7	1973
52	8	1974
52	9	1975
52	10	1976
52	11	1977

### Correspondence

*Arrangement:* Chronological

The Correspondence subseries contains correspondence regarding Missouri State Archives business from 1968-1977.

Box	Folder	Date
48	8	December, 1966-February, 1967 (Facsimile of correspondence of State Archivist Pauline Irvine regarding accepting the state archivist position.)

Box	Folder	Date
52	12	1968
52	13	1969
52	14	1970
52	15	1971
52	16	1972
52	17	1973
52	18	1974
52	19	1975
52	20	1976
52	21	1977
52	12	1968

## Subject Files

*Arrangement:* Alphabetical

The Subject Files sub-series contains information on several projects or collections.

Box	Folder	Contents	Date
52	22	Guide to the Missouri State Archives	1975
52	23	Missouri Capitol Fire Document Collection	1970-1975

## Robert Neinhueser, 1975-1985

*Extent:* 2 folders

### Scope and Content

Robert Neinhueser became Director of Records Management and Archives Service in 1975 and held the position until 1985. Previously, he served as a records analyst for the Missouri State Archives.

### Subject Files

*Arrangement:* Chronological

The first document is a facsimile of memo appointing Robert Neinhueser to the position of Acting Director of Records and Archives. The second is a copy of the Record Management Program Manual.

Box	Folder	Contents	Date
48	9	Promotion Note (Facsimile of Memo)	April 1, 1975
52	24	Records Management Program Manual	C. 1972-1985

## V. Lonnie Lawson, 1978-1979

*Extent:* 1 folder

### Scope and Content

V. Lonnie Lawson served as the Assistant State Archivist from 1978-1979. Based on library science publications, he later worked as an associate professor of library services at the Ward Edwards Library at Central Missouri State University.

### Subject Files

*Arrangement:* Alphabetical

Files for one project Lawson worked on for inclusion in an issue of the Archives Information Bulletin.

Box	Folder	Contents	Date
52	25	Archives Information Bulletin	1979

## Gary Beahan, 1977-1987

*Extent:* 2.6 cubic ft. (6.5 Hollinger boxes)

### Scope and Content

Gary Beahan served as State Archivist from 1978 until 1987 and as Acting Director of Record Services from 1985 to 1987. Documents in this collection include correspondence, early policy manuals, and documents for the planning of archival facilities at the James C. Kirkpatrick State Information Center.

In later years he was a docent at the MU Museum of Art and Archeology ([Issue 54, Winter 2009 issue of \*Museum Magazine\*](#))

Blueprints of archival facilities are restricted under [RSMO 610.021 \(19\)](#).

### Archives Reports

*Arrangement:* Chronological

Archives reports issued during Beahan's term, including monthly, and annual reports.

Box	Folder	Contents	Date
53	1	1977	1977
53	2	1978	1978
53	3	1979	1979
53	4	1980	1980
53	5	1981	1981
53	6	1982	1982
53	7	1983	1983
53	8	1984	1984
53	9	1985	1985
53	10	1986	1986
53	11	1987	1987
53	12	Annual Report	1979-1980
53	13	Annual Report (2 copies)	1984-1985
53	14	Annual Report (2 copies)	1985-1986
53	15	Annual Report (2 copies)	1986-1987
53	16	Budget Report Requests, FY1980	1979-1980
53	17	Cumulative Report Statistics	1968-1988
53	18	Genealogical Research Requests by State, August 1, 1982-January 31, 1983	1983

Box	Folder	Contents	Date
53	19	Local Records Analyst Weekly Reports on Southeast Missouri and Relevant Correspondence	March-April, 1986

## Correspondence

*Arrangement:* Chronological

Correspondence of State Archivist Gary Beahan. Correspondence includes information about donations to the Archives.

Correspondence by year is organized alphabetically within each year.

Box	Folder	Contents	Date
53	20	1977	1977
53	21-22	1978 (Photo included in folder 21)	1978
54	1-2	1979	1979
54	3-4	1980	1980
54	5-6	1981	1981
54	7	1982	1982
54	8-9	1983	1983
54	10-11	1984	1984
55	1	1984-1987	1984-1987
55	2	1985	1985
55	3	1986	1986
55	4	1986-1987	1987
55	5	Correspondence Concerning Probate and Other County Records	1984-1987
55	6	Local Records Board	1986
55	7	Local Records Board	1987
1	1	Administrative Correspondence	1987-1988

## Minutes

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, and daily operations.

Box	Folder	Contents	Date
55	8	Minutes and Agendas	January-April, 1985

## Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, and daily operations.

Blueprints of archival facilities are restricted under [RSMO 610.021 \(19\)](#).

Box	Folder	Contents	Date
55	9	1987 Budget-Related Documents	1986
55	10	Archive[s] Administration Course Outline	C. 1980s
55	11	Archives Administration Course Preservation Survey	C. 1980s
55	12-14	Archives Building Specifications Research	1964-1984
1	2	Archives Conservation Survey	1985-1986
1	3	Archives Division Goals	December 10, 1986
1	4	Archives Four Year Plan FY1984-85	1984-1985
55	15	<i>Archives Information Bulletin</i> , Vol. 1, No. 3	July, 1979
55	16	<i>Archives Information Bulletin</i> , Vol. 1, No. 4	October, 1979
1	5	Archival Theft Law Survey	1978
1	6	Archives Users Survey	1986
1	7	Building Research: Boston Tour (Closed)	March 13- 15, 1986
1	8	Building Research: Maryland (Closed)	1987
1	9	Council of State Governments	December, 1985
56	1	Elections Return Project	C. 1980s
56	2	Genealogist Guide Project	1980-1981
1	10	Goals	1986
1	11	Goals	1987
1	12	Job Descriptions	C.1970s and 1980s
1	13	Legislative Papers Project	1986
1	14	Legislative Papers Survey	1978
1	15	Midwest Archives Conference, Kansas City, MO	1984
48	13	Missouri Assessment Plan	1986-1987
1	16	Missouri Museum Associated	1985-1987
56	3	Missouri State Employee's Retirement System Comprehensive Annual Financial Report, FY Ending June 30, 1984	1984



Box	Folder	Contents	Date
56	4	Missouri State Employee's Retirement System Comprehensive Annual Financial Report, FY Ending June 30, 1987	1987
56	5	Missouri State Employees' Retirement System Benefits Booklets	1984
56	6	Missouri State Employees' Retirement System Benefits Booklets	1985
56	7	Missouri State Employees' Retirement System Benefits Booklets	1986
56	8	Missouri State Information Center Capitol Complex F.A.C.T. Session 2, Revised Program, Costs, and Shelving Study, Booker Associates, Inc. and Leo A. Daly	April 13, 1987
56	9	Missouri State Information Center Capitol Complex Preliminary Program and Conceptual Cost Estimates, Booker Associates, Inc. and Leo A. Daly and Related Documents	February-June, 1987
1	17	NAGARA (National Association of Government Archives and Records Administrators)	1978-1985
56	10	National Inventory of Documentary Sources in the United States Agreement	October, 1984-February, 1985
1	18	News Releases	1985
56	11	New State Information Center Capitol Complex, Final Program, Booker Associates, Inc. and Leo A. Daly, and Related Correspondence	June, 1987
1	19	New State Information Center Revised Final Program	July 15, 1987
56	12	Observations from Record Center Trips	April, 1987
1	20	Policy Statements	1981-1983
56	13	Preliminary Building Program for a New State of Missouri Archives and Record Center Building	January, 1986
1	21	Ralls-Pike County Boundary Dispute-Quinlin Papers	1986-1987
2	1	St. Joseph "Portal of the West"	1987
2	2	State Information Center Plans (Closed)	1987
57	1-2	State Information Center Proposals: The Benham Group	July-September, 1986

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
57	3-4	State Information Center Proposals: Booker Associates, Inc. and Leo A Daly	August, 1986
57	5	State Information Center Proposals: Booker Associates, Inc. and Leo A Daly Supplement	November, 1986
57	6	State Information Center Proposals: Hellmuth, Obata, and Kassabaum, Inc. and Engineering Design and Management, Inc.	August, 1986
57	7	Statistical Analysis of Saturday Patrons, 01 May 1985-01 May 1986	1985-1986
57	8	Unclaimed Property and Safe Deposit Boxes in the 1920s and 1930s	1984
57	9	U.S. Congressional Research Project	1984-1986

## Billie H. Smith, 1981-1991

*Extent:* 1 folder

### Scope and Content

Billie H. Smith served as the Assistant State Archivist from 1981-1991 with a temporary promotion to Acting State Archivist for parts of late 1987 and early 1988. Smith earned her Masters of Library Science at the University of Missouri in the early 1980s.

### Subject Files

*Arrangement:* Alphabetical

Box	Folder	Contents	Date
57	10	Annual Report and Related Research	1987-1988

## Gary R. Kremer, 1987-1991

*Extent:* .6 cubic ft. (1.5 Hollinger boxes)

### Scope and Content

Gary Kremer served as State Archivist from 1988 until 1991. Kremer earned his doctorate in history from American University in Washington, D.C. Prior to serving as State Archivist, Kremer taught history at Lincoln University in Jefferson City from 1972-1987. After leaving the Missouri State Archives, Kremer returned to teaching at William Woods University where he remained until 2004. Starting in 2004, Kremer became the Executive Director of The State Historical Society of Missouri (in 2024 Kremer announced he was retiring in 2025). He also serves as an adjunct professor of history at the University of Missouri, regularly travels the state to give presentations for the State Historical Society and about books he has published, and serves the Friends of the Missouri State Archives Board. In addition, Kremer served or currently serves on numerous boards and commissions including the Missouri Historical Records Advisory Board, Missouri Board on Geographic Names, Missouri Historic Preservation Advisory Council, and Missouri Humanities Council Speaker's Bureau.

During his tenure as State Archivist, Kremer was instrumental in applying for the Missouri State Archives' first grant for the genealogy and local history program Connecting Links (see RG5.55 Missouri Historical Records Advisory Board for the grant application and presentation materials). He also worked closely with then Secretary of State Roy Blunt, who was also a former high school and college history teacher, on many projects.

Kremer has published extensively. In addition to numerous articles, he has written and/or edited a dozen books. These include: *George Washington Carver: In His Own Words*; *James Milton Turner and the Promise of American: The Public Life of a Post-Civil War Black Leader*; *Missouri's Black Heritage, Race and Meaning: The African American Experience in Missouri*; *George Washington Carver a Biography*; *A History of Missouri: Volume IV, 1875-1919*; *Women in Missouri History: In Search of Power and Influence*; *A Dictionary of Missouri Biography, A History of Missouri, 1875-1919*; *Exploring Historic Jefferson City*; *Heartland History: Essays on the Cultural Heritage of the Central Missouri Region* (3 volumes; a compilation of articles originally published in the *Jefferson City News Tribune*); *The Place of Promise: A Historians Perspective on 200 Years of Missouri History*.

### Archives Reports

*Arrangement:* Chronological

Reports issued during Kremer's term as state archivist.

Box	Folder	Contents	Date
57	11	1988	1988
57	12	1989	1989, January-April
57	13	Annual Report	1988-1989

## Correspondence

*Arrangement:* Chronological

Correspondence of State Archivist Gary Kremer. Correspondence includes information about donations to the Archives.

Blueprints of archival facilities are restricted under [RSMO 610.021 \(19\)](#).

Box	Folder	Contents/Date
2	3	1987
2	4	1988
2	5	1989
2	6	1990
2	7	1991
2	8	Barnes, Francis, 1989-1990
2	9	Blunt, Roy, 1990-1992
2	10	Brown, Mary Lou, Undated (Includes 5 color slides and one replica 1939 \$50 bill)
2	11	Crandell, Dwight (St. Louis Science Center), 1986-1988
57	13	Move Report Packet for MHRAB, March 7, 1990 (Closed)
2	12	Schroeder, Walter, 1988
2	13	Zobrist, Ben, 1989

## Minutes

*Arrangement:* Chronological

Series contains minutes of archives meetings.

Box	Folder	Date
2	23	1989-1991

## Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, and daily operations.

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
2	14	Adjutant General Agreement	1986-1988
61	18	Blue Book Article: The Missouri State Archives: 25 Years Old	1990
2	15	Budget, FY 1990	1990
58	1	Classification Proposal and Guidelines and Accession Guidelines	C. 1988
2	16	Connecting Links: Tracing Family History and Community History in Missouri Project Application	1989
2	17	Department of Insurance Receivership Files	1991
2	18	Duplication of State Archival Services	1990
2	19	Duty Assignments	1990
2	20	Friend Committee	C. 1989
2	21	Goals	1989
30	20	Historic Preservation Memo	1988
2	22	Mid-America Conference on History	1991
58	2	Moments in Missouri History: Building of the State Capitol Script, Three Part Series and Related Material	1986
58	3	Patron Letters and Forms	C. 1988-1990
48	10	Press Release	October 18, 1987
58	4	Records by county, A-L	C. 1990
58	5	Secretary of State memos and Newsletters	1989-1990
30	21	Thank You for the Historical Listing Publication	1988

## Lynn Morrow, 1990-2013

*Extent:* 3 folders

### Scope and Content

Lynn Morrow served as the director of the Missouri State Archives Local Records Preservation Program for 22 years. He graduated from Southwest Missouri State University (now Missouri State University) with both bachelor and master degrees in History. Morrow first served as the research historian for the Center for Ozark Studies from 1977 to 1982 before opening his own historic preservation consulting firm from 1983 to 1990. Upon the creation of the Missouri State Archives' Local Records Program in 1990, Morrow became the first director.

Throughout his career, Morrow has published extensively on the history of Missouri and the Ozarks. In addition to writing numerous journal articles, Morrow has co-written or co-edited *Connecticut Yankee in the Frontier Ozarks: The Writings of Theodore Pease Russell*, *The White River Chronicles of S. C. Turnbo: Man and Wildlife on the Ozarks Frontier*, *Shepherd of the Hills Country: Tourism Transforms the Ozarks, 1880s-1930s*, and *A Dictionary of Missouri Biography*. On the latter, he was the most prolific contributor. Morrow also edited *The Ozarks in Missouri History: Discoveries in an American Region*.

### Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, and daily operations.

Box	Folder	Contents	Date
48	12	Civil War Exhibit	2006-2010
48	24	Closest to Home Data	2006
58	6	COSTEP Starter Kit (Coordinated Statewide Emergency Preparedness)	2009
58	7-8	Disaster Recovery Information Manual	April, 1997
58	9	Missouri State Archives Disaster Preparedness Plan Draft III	May, 1995
58		Missouri State Archives Pocket Responses Plan (PReP) (2 copies)	C. 2004-2006
48	16	National Forum on Archival Continuing Education	April 27-29, 2000
48	17	NEH Civil War Conference, Missouri State Archives	June 23-24, 2005
48	18	NEH Civil War St. Louis Grant, PA-51922-06	2006

Box	Folder	Contents	Date
48	12	Civil War Exhibit	2006-2010
48	20	Missouri Historical Records Advisory Board	June 5, 2002
48	21	Missouri Historical Records Advisory Board	May 23, 2007
48	22	Missouri Historical Records Advisory Board	May 19, 2008
48	23	Missouri Historical Records Advisory Board	July 30, 2009
48	18	Missouri Historical Records Advisory Board	June 5, 2002
48	19	Missouri Historical Records Advisory Board	May 23, 2007
48	20	Missouri Historical Records Advisory Board	May 19, 2008
48	21	Missouri Historical Records Advisory Board	July 30, 2009
48	22	Missouri Historical Records Advisory Board Strategic Planning Meeting, Independence, Missouri	March 3, 2009
48	27	Missouri Historical Records Advisory Board Strategic Planning Meeting Minutes, St. Louis and Columbia	April 28 and May 12, 2009
48	14	National Forum on Archival Continuing Education	April 27-29, 2000
48	15	NEH Civil War Conference, Missouri State Archives	June 23-24, 2005
48	16	NEH Civil War St. Louis Grant, PA-51922-06	2006
61	17	OCLC Preservation Service Center Consultant's Report to the Local Records Division of the Office of the Secretary of State of Missouri	2004
48	23	Quarterly Meetings	2009
48	5	Vision Thing: Administrative Rules, Elections, and Commissions	1995
48	6	Vision Thing: Mission	1995
48	7	Vision Thing: Record Services	1995

## Minutes

*Arrangement:* Alphabetical

Series contains Minutes for the National Endowment for the Humanities (NEH) Committee at the Missouri State Archives.



<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
48	17	NEH Committee	2006-2008

## Kenneth H. Winn, 1991-2007

*Extent:* 12 cubic ft. (32 Hollinger boxes and 29 3.5 diskettes)

### Scope and Content

Kenneth Winn, who served from 1991 until 2007, was the first person to hold both the roles of State Archivist and Director of Record Services. Prior to this, Winn served as the resident historian, journal editor, and publications director at the Missouri Historical Society and as a professor at Washington University, where he also received his doctorate in history. During his tenure as State Archivist, Winn focused on historical research. He also served on numerous boards and commissions including the Lewis and Clark Bicentennial Commission, Missouri Historical Records Advisory Board, Missouri Board on Geographic Names, Second State Capitol Commission, Missouri Conference on History, Missouri Center for the Book, and the Council of State Historical Records Coordinators (COSHRC; Chair circa 1998). Additionally, Winn was the archivist who oversaw the move of the Missouri State Archives into the Kirkpatrick State Information Center. After leaving the State Archives, Winn went on to be the Director of Library Services and Public Education at the Supreme Court of Missouri.

Before, during, and after his time as State Archivist, Winn published extensively. He regularly wrote articles for historical and law publications, many of which focused on the Mormons in Missouri. During his tenure as State Archivist, Winn edited and wrote entries for the *Dictionary of Missouri Biographies* along with former State Archivist Gary Kremer and historians Lawrence O. Christensen and William E. Foley. He also penned introductions for books, such as Jean Carnahan's *If Walls Could Talk*, was instrumental in the publication of *The Atlas of Lewis and Clark in Missouri* by James D. Harlan and James M. Denny, and served as the consulting editor of *The Art of the Missouri Capitol: History in Canvas, Bronze, and Stone* by Bob Priddy and Jeffrey Ball. Winn's other books include *Exiles in a Land of Liberty: Mormons in American* (author), *1830-1846* and *Missouri Law and the American Conscience: Historical Rights and Wrongs* (editor), *A New England Abolitionist Visits St. Louis* (author).

### Correspondence, 1991-2007

*Arrangement:* Chronological

Correspondence of State Archivist Kenneth Winn. Correspondence includes information about donations to the Archives. Additional correspondence can be found in Winn's Subject Files series.

Box	Folder	Date
2	24	1991
2	25	1992
3	1	1993
3	2	1994

Box	Folder	Date
3	3	1995
3	4	1996
3	5	1997
3	6	1998
3	7	1999
3	8	2000
3	9	2001
3	10	2002
3	11	2003
3	12	2004
3	13	2005
3	14	2006
3	15	2007
30	22	2007
3	16	Genealogical Advisory Committee, 1998-1999
3	17	Lewis and Clark Bicentennial, 2004
3	18	Moriarty Impeachment Materials, 1996

## Dictionary of Missouri Biography, 1993-1999

*Arrangement:* Alphabetical

Files of State Archivist Kenneth Winn regarding the *Dictionary of Missouri Biography*, which was co-edited by Winn, Gary Kremer, William E. Foley, and Lawrence O. Christensen. Also assisting was Missouri State Archives employee Laura Jolley. The final monograph was published in October, 1999.

Box	Folder	Contents	Date
58	11	Author Lists	1998
63		Back-Up Diskettes (29 3.5 diskettes)	1993-1999
58	12	Christensen Correspondence	1993-1995
58	13	Correspondence, Clair Wilcox	1997-1999
58	14	Correspondence from William E. Parrish	1999
58	15	Foley Correspondence	1993-1997
58	16	Jolley Correspondence	1993-1998
58	17	Kremer Correspondence	1993-1995
58	18	Letterhead	No date
58	19	Style Guide	No date
58	20	Subject/Author Lists	1995-1997
59	1-2	Winn Correspondence	1993-1997
59	3	Working Lists	1994
59	4	Working Lists	1995
59	5	Working Lists	1996
59	6	Working Lists	1997

## Minutes, 1991-2007

### Archives Meeting Minutes, 1991-1999

*Arrangement:* Alphabetical by meeting type, then Chronological

Series contains minutes for full staff meetings and archivists' meetings.

Box	Folder	Contents	Date
4	1	Archives Staff	1991
4	2	Archives Staff	1992
4	3	Archives Staff	1993
4	4	Archives Staff	1994
4	5	Archives Staff	1995
4	6	Archives Staff	1996
4	7	Archives Staff	1997
4	8	Archives Staff	1998
4	9	Archives Staff	1999
4	10	Archives Staff	2000
4	11	Archives Staff	2001
4	12	Archives Staff	2002
4	13	Archives Staff	2003
4	14	Archives Staff	2004
4	15	Archives Staff	2005
4	16	Archives Staff	2006
5	1	Archivists Meeting	1998
5	2	Archivists Meeting	1999

### Archives Themed Committee Meeting Minutes, 2001-2007

*Arrangement:* Alphabetical by meeting type, then Chronological

Series contains minutes from themed committee meetings within the Missouri State Archives on topics such as exhibits, outreach, legislations, and special projects. Also included are some minutes from outside committees Winn served on.

Items in this series are restricted for personnel reasons (RSMo 610.021).

Box	Folder	Contents	Date
5	3	African American History Advisory Committee	2002
5	4	AmeriCorps Meetings	2004
5	5	Annual Report Meeting	2004
5	6	Archives Alive Committee	2004-2005

Box	Folder	Contents	Date
5	7	Civil War Conference	2004-2005
5	8	Civil War Database Committee	2004
5	9	Dinner Fundraising	2002-2004
5	10	Friends-Related Staff Meetings	2002-2005
5	11	Funding-Related Committees	2002-2004
5	12	Judicial Record Program (Closed)	2004
5	13	Lewis and Clark Bicentennial Commission Task Force Minutes	2002-2003
5	14	Lewis and Clark Bicentennial: Lewis and Clark Map Exhibit Opening Meetings	2002-2003
5	15	Lewis and Clark Bicentennial: Lewis and Clark University of Missouri Historical Landscape Project	2002
5	16	Legislation Committee	2004
5	17	Mapping Missouri Committee	2003-2004
5	18	Miscellaneous Meetings	2002-2005
5	19	Miscellaneous Meeting Minutes	2001-2007
5	20	Missouri Conference on History	2003-2004
5	21	Outreach and Education Related Meetings	2002-2005
5	22	Records and Space Planning Committee	2004-2005
5	23	RSMo 109 Proposed Changes Committee	2002
5	24	St. Louis Circuit Court Records Committee	2002-2005
6	1	St. Louis Probate Record Meetings	2002
6	2	St. Louis Records Research Facility	2003
6	3	Teaching American History Grant Meetings	2004
6	4	Web Team Committee	2002-2003

### Secretary of State Offices Meeting Minutes, 1996-2005

*Arrangement:* Alphabetical by meeting type, then Chronological

Series contains minutes from the Secretary of State (SOS) deputy and senior staff meetings.

Box	Folder	Contents	Date
6	5	SOS Deputy Team Meetings	1996
6	6-7	SOS Deputy Team Meetings	1997
6	8	SOS Deputy Team Meetings	1998
6	9	SOS Senior Staff Meetings	2005

## Moments in Missouri History, 1995-2003

*Arrangement:* Chronological

Series contains notes, scripts, correspondence, and other production information on the *Moments in Missouri History* videos produced in 1995, 1999, and 2001-2003.

Also see Box 51, Folder 5 of the Kremer Subject Files and Box 40, Folder 14 of Dougan Subject Files.

Box	Folder	Contents	Date
6	10	List of 1987-1995 Programs	1995
6	11	Standifer	1995
6	12	Symbols Video	1995
6	13	1999	1999
6	14	Credits	2001
6	15	General	2001
6	16	Images	2001
6	17	Scripts	2001
6	18	General	2002
6	19	Images	2002
7	1	Scripts	2002
7	2	Baldknobbers	2002
7	3	Boarder Disputes	2002
7	4	Capitol Decoration Commission	2002
7	5	Christmas in Missouri	2002
7	6	Freedom Suits	2002
7	7	French Creole	2002
7	8	Katy Trail (includes 1 color 8x10 photo)	2002
7	9	Lewis and Clark Map Project	2002
7	10	Mental Health	2002
7	11	Poorhouse/Farms	2002
7	12	Prohibition	2002
7	13	Trademarks	2002
7	14	World War I Veterans	2002
7	15	2003	2003
7	16	Aviation	2003
7	17	Constitutions	2003
7	18	Immigration	2003
7	19	Maps (Exhibit)	2003
7	20	Missouri State Fair	2003
7	21	USCT (United States Colored Troops)-Civil War	2003
7	22	World War II on the Homefront	2003
7	23	Possible Ideas	1995- 2003

## **Subject Files, 1991-2007**

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, daily operations, grants, and terms of service on various boards, including the Lewis and Clark Bicentennial Commission, Missouri Historical Records Advisory Board, and National Frontier Trails Museum. Winn's subject files also include items from his predecessors' projects that were continued by Winn and Archives staff. Much of Winn's correspondence, both letters and printed e-mails, are filed topically with other relevant items in these files. Some meeting minutes are also filed as part of this series, but full sets can be obtained in the board or commission's own record group.

Winn's records also reflect others employed at the same time, such as Lynn Morrow, Shelly Croteau, and Stuart "Stu" Dunkle. Often, Winn's copies are the only items remaining from these exchanges. For the Bekki Cook administration as Secretary of State, there is a subset of files titled "Vision Thing" which include general updates from all divisions within the Office of the Secretary of State.

Winn was heavily involved in the Lewis and Clark Bicentennial Commission (1998-2007) and his papers reflect this. Often, they contain items not found in the Lewis and Clark Bicentennial Commission Record Group (RG 391), such as full sets of minutes for the Education Task Force and Agencies Task Force. Some folders for full commission meetings minutes contain the original completed set of packet items which are not reflected in RG 391. Additionally, six grants exist in Winn's files in expanded forms that include cover letters along with the application packet.

The St. Louis Circuit Court Project began under Winn's tenure as State Archivist and his subject files contain numerous files pertaining to the program (All files start out St. Louis Circuit Court, but alternate between "Project" and "Program."). Since its inception in 1999, this project sought to provide access to the millions of documents created by the St. Louis Circuit Court from 1787 until 1875. In 2000, this work was designated an official project of the Save America's Treasures initiative. Work on this project included processing, conservation, microfilming, and digitization. Work was aided by staff at the Missouri State Archives-St. Louis and interns from universities in St. Louis. The most significant cases found in these records were freedom suits including several cases initiated by Dred and Harriet Scott for their freedom.

Winn's subject files also contains files related to the Friends of the Missouri State Archives ("Friends" in his folder titles). These include records regarding fundraising, meetings, and the reorganization of the Friends group circa 2005. Other files of interest involve the replevin case from 1994, which details the state records seized from an auction in Rolla and the subsequent court case. Also included is Winn's research into the act and history of replevin.

Note that the State Capitol Commission (“Second Board,” not to be confused with the 1911-1924 version), Second State Capitol Commission, and Missouri State Capitol Commission were all names for the same organization at various times over the years.

Some records are restricted due to the inclusion of social security numbers, blueprints (RSMO 610.021 (19)), or personnel files (RSMo 610.021). Redacted copies of partly open records will be provided to researchers.

Folders have acronyms as originally written. The table below includes the acronyms spelled out in parentheses.

Box	Folder	Contents	Date
7	24	AASLH (American Association of State and Local History)-Award of Merit for Lewis and Clark Historic Landscape Project	2004
7	25	AASLH (American Association of State and Local History) “Leadership in History Award” for the St. Louis Circuit Court Project	2006
7	26	ACA (Academy of Certified Archivists) News	October/ November, 2004
8	1	Administrative Rule 8 Revision Meeting	November 7, 1996
8	2	Administrative Rule 8 (Court Records) Draft Version and Related Correspondence	2003-2004
8	3	African-American Genealogical Workshop	1996-1997
8	4	African-American History Initiative	2001-2006
8	5	African American Internships in American History	2002-2005
8	6	African Scientific Research Institute	2001
8	7	Agricultural Records at the Missouri State Archives	2001
8	8	AmeriCorps Meetings	September & October, 2004
8	9	Annual Report	2004
8	10	Archive Writer’s Project	2004
8	11	Archives Alive	2004-2006
8	12	Archives Cost Analysis	2001
8	13	Attorney Files	1997
8	14	Ben Franklin Exhibit Grant	2006
8	15	Bingham Trust (likely filed as reference for the Second State Capitol Commission Files)	1985
8	16	Black Archives, Correspondence and Newspaper Clippings	2006-2007



Box	Folder	Contents	Date
8	17	Black Archives Hearing Transcript	August 17, 2006
8	18	Blunt, Matt Letters	2001-2004
9	1	Boone, Daniel Research	1999
9	2	Brooks, Sharon and the African American History Museum	2003-2005
9	3	Brushstrokes of History Speech	2004
9	4	Byrd/Haar House Documents and Contracts	1993
6	2	Byrd/Haar House Documents and Contracts Oversized	1993
9	5	Campbell House	2007
9	6	Carnahan, Robin Archives Items	2005
9	29	Capitol Fire Documents	Undated
9	7	Capitol View (includes 16 color 4x6 photos)	2004
9	8	" <i>Celia, A Slave</i> " Ceremony and Documentary	1993
9	9	Chubb-Microfilming Process	1998
9	10	CLE	December, 1999
9	11	Civil War Database Unveiling	2004
9	12	Civil War Income Tax Announcement	Undated
9	13	Civil War Project	1998-2006
9	14	Civil War Records Initiative	2004
9	15	Confederate Flag Controversy	January, 2003
9	16	Confidential Records	2005
9	17	Commemorative Coin Committee (Missouri State Quarter)	2001-2002
9	18	Constitutional Conventions in Missouri, 1835-2002, Essay	2002
9	19	Contested House Elections	1999
9	20	Cook, Bekki Biography	Undated
9	21	Coroner's Records	2001
9	22	Council of State Archivists Responses on Emergency Preparedness Survey	2006
9	23	Council of State Historical Records Committee	1996-1998
9	24	Council of State Historical Records Coordinators	1993
9	25	Council of State Historical Records Coordinators	1996
9	26	Council of State Historical Records Coordinators	1997

Box	Folder	Contents	Date
9	27	Council of State Historical Records Coordinators Meeting	January 16-18, 1998
9	28	Council of State Historical Records Coordinators Maintain State Records in an Era of Change (Missouri Sections)	April, 1996
10	1	Council of State Historical Records Coordinators Recognizing Leadership and Partnerships (Missouri Sections)	April, 1993
10	2	Council of State Historical Records Coordinators Where History Begins	May, 1998
10	3	Court of Appeals Records Reorganization	2005
10	4	Cultural Tourism Meeting	November 24, 1998
10	5	Cultural Tourism Meeting	June 14, 1999
10	6	Cultural Tourism Meeting	November 30, 1999
10	7	Cultural Tourism Meeting	February 17, 2000
10	8	Cultural Tourism Meeting	August 24, 2000
10	9	Cultural Tourism Meeting	2001
10	10	Daviess County: Frank and Jesse James Collection	1998
10	11	Death Records	2006
10	12	Digitization Planning Committee Meeting	July 20, 2001
10	13	Digitization Planning Committee Meeting	November, 2001
10	14	Digitization Planning Committee Meeting	October, 2003
10	15	Digitization Survey	2001
10	16	Digitization Planning Project Digitization Planning Committee Meetings	2004-2005
10	17	Disaster Planning/Early Disaster Plan (Closed)	1994
10	18	Display Case Exhibits	1994-1999
10	19	Distance Learning (Potential Educational K-12 Partnership)	2005
10	20	Documents Supporting 1991-1992 Annual Reports (8 B&W 5x7 photos and 1 B&W photo of the negatives)	1991-1992
10	21	Donations	1991-1995

Box	Folder	Contents	Date
10	22	Dred Scott, Loan to National Constitution Center	2004
10	23	Dred Scott Project	1999-2001
10	24	Dred Scott, 150 <sup>th</sup> Anniversary of the Decision	2006-2007
11	1	Electronic Records and Training Grant (#2003-013) Promotion Mailings	2005
11	2	Election Exhibit	1998
11	3	E-Bay Replevin	2002
59	8	Emergency Plan	C. 1990s
11	4	<i>Entangled Lives</i> Documentary (includes 1 color 4x6 photo)	1998-1999
11	5	Environmental Scan	October, 2002
11	6	Exhibit: Past Preserved	1995-1996
11	7	Exhibit: Verdict of History	1998-2001
11	8	Family History Advisory Committee Member Comments	1999
11	9	Family History Advisory Committee Staff Comments	1999
11	10	Family History Advisory Committee	March, 1999
11	11	Family History Advisory Committee Report	1999
11	12	Felony Records Bill	1996-2002
11	13	Foley Fellowship Background	2004-2007
11	14	Foley, Bill-Elections Essays	Undated
11	15	Friends Award	2005
11	16	Friends Board Meeting	September, 2003
11	17	Friends Board Meeting	January 30, 2004
11	18	Friends Board Meeting	September, 2005
11	19	Friends Files	1996-1999
11	20	Friends	2001
11	21	Friends	2006-2007
11	22	Friends-Fundraising and Marketing	2004-2005
11	23	Friends, General	2001-2005
11	24	Friends, Policies	2005
11	25	Friends Reorganization	July 14, 2005
11	26	Friends Reorganization	2005
11	27	Friends Reorganization Meeting	November 16, 2005

Box	Folder	Contents	Date
11	28	Friends Reorganization Meeting	April 14, 2006
11	29	Friends-Wine by the Fire	February 24, 2005
11	30	Fulton State Hospital "A History," McMillen C.	C. 2006
12	1	Genealogical Advisory Committee	1998
12	2	Genealogical Advisory Committee	November 19, 1998
12	3	Genealogical Society (GSU; Genealogical Society of Utah) Digitization Project	2002
12	4	Genealogical Society of Utah	1987-1998
12	5	George Caleb Bingham Essay by Kenneth Winn	Undated
12	6	George Caleb Bingham Statue Dedication	June 25, 2005
12	7	Goals	1995-1996
12	8	Governor Carnahan's Death	2000
12	9	Governor's Papers	2001-2005
12	10	Governor's Papers Digitization Project	1998-2004
12	11	Guidelines to Managing E-mail Records	Undated
12	12	Hamer, Jane H.	1998
12	13	Heritage Book Series Panel	November, 1996
12	14	Heritage Heath Index	2003-2005
12	15	Hogs for History	1993
12	16	Hogs for History II	C. 1993
12	17	<i>If Walls Could Talk</i> Chapter on Mel Carnahan	2002
12	18	Imaging Bill	1999
12	19	Imaging General Information	1998
12	20	Imaging Guidelines	2000
12	21	Insanity Petitions	2004
12	22	Information Technology (Content DM and Digitization Projects)	2005-2006
12	23	Jackson County Circuit Court Records	2004
12	24	Jackson County Historical Society	1996-2003
12	25	Jackson County-Latter Day Saints Project	1999-2001
12	26	Jefferson City Public Schools Social Studies Curriculum Committee	1998
12	27	Jefferson City Rotary Speech	August 30, 2002
12	28	Jefferson Days, Capitol Exhibit	1995
12	29	Journalists Advisory Committee	1998
13	1	Judicial Records Program, Generic	1996-2006

Box	Folder	Contents	Date
13	2	Judicial Records Program, Local Records Trial	June, 2004
13	3	Judicial Records Program Meeting Minutes	2004
13	4	Judicial Records Program Overview	C. 2002
13	5	Judicial Records Program Public Relations	1996
13	6	Judicial Records Project	Undated
13	7	Kansas City Sanborn Map Project	2004
13	8	Kansas City Urban League Documents and Finding Aid	1999
13	9	Konig, David Thomas-The Long Road to Dred Scott	2006
13	10	Korasick, John-1945 Constitutional Election Essay	2004
13	11	KRCG vs. Hemeyer, John C. Open Records Law Trial	1999
13	12	Kudos (Thank You Notes)	1994-2006
13	13	Land Database	2005
13	14	Law and Life in St. Louis	Undated
13	15	Legislator Papers	2002
13	16	Legislation 2006 (Relating to Records and Gravesites)	2006
13	17	Lewis and Clark Bicentennial: Archives Exhibit Invitations	February, 2003
13	18	Lewis and Clark Bicentennial: <i>Atlas of Lewis and Clark in Missouri</i> Correspondence	2002-2004
13	19	Lewis and Clark Bicentennial: <i>Atlas of Lewis and Clark in Missouri</i> Publicity	2002
13	20	Lewis and Clark Bicentennial Commission: Agencies Task Force	2000
13	21	Lewis and Clark Bicentennial Commission: Education Task Force	Fall, 1999
13	22	Lewis and Clark Bicentennial Commission: Education Task Force	February, 2000
13	23	Lewis and Clark Bicentennial Commission: Education Task Force	November, 2000
13	24	Lewis and Clark Bicentennial Commission: Education Task Force	April, 2001
13	25	Lewis and Clark Bicentennial Commission: Education Task Force	December, 2001
13	26	Lewis and Clark Bicentennial Commission: Education Task Force	May, 2002
13	27	Lewis and Clark Bicentennial Commission: Education Task Force	January, 2003

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
14	1	Lewis and Clark Bicentennial Commission: Exhibit Task Force	2000-2006
14	2-3	Lewis and Clark Bicentennial Commission: FY01 Grants	2001
15	16	Lewis and Clark Bicentennial Commission: Lewis and Clark Map Website Unveiling at MU (University of Missouri-Columbia) Memorial Hall's Stotler Lounge	September 17, 2002
14	4	Lewis and Clark Bicentennial Commission: Minutes	January, 2000
14	5	Lewis and Clark Bicentennial Commission: Minutes	June, 2000
14	6	Lewis and Clark Bicentennial Commission: Minutes	September, 2000
14	7	Lewis and Clark Bicentennial Commission: Minutes	December, 2000
14	8	Lewis and Clark Bicentennial Commission: Minutes	January, 2001
14	9	Lewis and Clark Bicentennial Commission: Minutes	April, 2001
14	10	Lewis and Clark Bicentennial Commission: Minutes	July, 2001
14	11	Lewis and Clark Bicentennial Commission: Minutes	October, 2001
14	12	Lewis and Clark Bicentennial Commission: Minutes	January, 2002
14	13	Lewis and Clark Bicentennial Commission: Minutes	April, 2002
15	1	Lewis and Clark Bicentennial Commission: Minutes	August, 2002
15	2	Lewis and Clark Bicentennial Commission: Minutes	October, 2002
15	3	Lewis and Clark Bicentennial Commission: Minutes	January, 2003
15	4	Lewis and Clark Bicentennial Commission: Minutes (includes an original Louisiana Purchase Bicentennial Stamp Postal Cover dated April 30, 2003)	April, 2003
15	5	Lewis and Clark Bicentennial Commission: Minutes	July, 2003
15	6	Lewis and Clark Bicentennial Commission: Minutes	October, 2003
15	7	Lewis and Clark Bicentennial: General Files	2003
15	8	Lewis and Clark Bicentennial: Lewis and Clark Bibliography	1999

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
15	9	Lewis and Clark Bicentennial: Lewis and Clark Celebration in Jefferson City	2000-2004
15	10	Lewis and Clark Bicentennial: Lewis and Clark Essay for the St. Louis Bar	December, 2003
15	11	Lewis and Clark Bicentennial: Lewis and Clark Legacy	2004
15	12	Lewis and Clark Bicentennial: Lewis and Clark University of Missouri Agreements	2000-2002
15	13	Lewis and Clark Bicentennial: Louisiana Purchase Bicentennial	2004
15	14	Lewis and Clark Bicentennial: Mapping the Historic Landscape Lewis and Clark Traveling Exhibit	2002
15	15	Lewis and Clark Bicentennial: Missouri Lewis and Clark Legacy Recognition Applications (includes 1 color 4x6 photo)	2006
16	1	Lewis and Clark Bicentennial: Mixed Files	2000-2006
16	2	Lieutenant Governor's Office	Undated
16	3	Linn County Circuit Court Records Projects	Undated
16	4	Loan of George Caleb Bingham Paintings Requests	2004
16	5-6	Local Records	1990
16	7	Local Records	1990-1991
16	8	Local Records	1991
16	9	Local Records	1992
16	10	Local Records	1995
16	11	Local Records Board	1998
16	12	Local Records Advisory Board	2005
16	13	Local Records-General	2005
16	14	Local Records Grant History	1992-2006
16	15	LSTA (Library Services and Technology Act) Advisory Committee	March, 2007
17	1	MacMillen Permission-State Manual	1997
17	2	Macon County Court Files Contaminated with Dursban	1997
17	3	Made in Missouri	1996
17	4	Map Exhibit Meetings	2003-2004
17	5	Mapping Missouri: Historic Map Exhibit Text	2004
17	6	Massie Exhibit	1992
17	7	Mental Health Exhibit	2000-2001
17	8	Mental Health Records	1994-1996
17	9	Metropolitan Sewer District	1993-1993
17	10	Microfiche Services	1999
17	11	Microfilm Collection Policy	1998

Box	Folder	Contents	Date
17	12	Microfilm Outsourcing	1997
17	13	Microfilm Sales	1998-2001
17	14	Microfilm Storage	1997
17	15	Mike Venso's Paper on James E. Yeatman with Comments	2004
17	16	Mississippi County Local Records Grant Denial	1998
17	17	<i>Missouri: A Bibliography</i> Correspondence	1994
17	18	<i>Missouri Bar Bulletin</i>	November, 1996
17	19	Missouri Botanical Gardens	2002
17	20	Missouri Conference on History	1998
17	21	Missouri Conference on History 2004 Sessions	2004
17	22	Missouri Conference on History	2004
17	23	Missouri Conference on History Development Meetings	2004
17	24	Missouri Conference on History OAH (Organization of American Historians) Meeting	2000
17	25	Missouri Context of Early Mormonism Missouri	2006
17	26	Missouri Express	1998
18	1	Missouri Heritage Bibliography	1994
18	2	Missouri Historical Land Survey Project	C. 2004
18	3	MHRAB (Missouri Historical Records Advisory Board) Appointments	2007
18	4	MHRAB (Missouri Historical Records Advisory Board)-KOPN* Grant Request  *Radio station	2006
18	5	MHRAB (Missouri Historical Records Advisory Board)/MHRGP (Missouri Historical Records Grant Program)	2000-2002
18	6	MHRAB (Missouri Historical Records Advisory Board) Minutes	June 5, 2002
18	7	MHRAB (Missouri Historical Records Advisory Board) NHPRC (National Historical Publications and Records Commission) Electronic Records Grant	2006
18	8	MHRAB (Missouri Historical Records Advisory Board) NHPRC (National Historical Publications and Records Commission) Re-Grant Program	2000



<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
18	9	MHRAB (Missouri Historical Records Advisory Board) Strategic Planning Grant	1994
18	10	MHRAB (Missouri Historical Records Advisory Board) Grant Program	2000-2005
18	11	Missouri History Timeline	C. 1998
18	12	Missouri Latter-Day Saints History Foundation	2001
18	13	Missouri Memories: A History in Photographs Exhibit	2006
18	14	Missouri Mormon Experience Conference	2006
18	15	Missouri-Nebraska Boundary Compact	2000
18	16	Missouri State Archives Cooper County Work	C. 1999
18	17	Missouri State Archives Policies	Undated
18	18	Missouri Waltz: Search for the Lyriced Recorded Version	2001
18	19	Missouri Writer's Week	1992
18	20	Missouri Writer's Week	1993
18	21	Moriarity, Judy	1993-1995
18	22	Mormon Essay	1998
18	23	Mormon Missionary	1990-2000
18	24	Morris, James McGrath Correspondence	2005-2006
18	25	Morse, Betty Schider Genealogical Collection	1996
19	1	National Association of Secretaries of State 100 <sup>th</sup> Anniversary	2003-2004
19	2	National Council on Public History Robert Kelley Memorial Award Application Letters	2004
19	3	NEH (National Endowment for the Humanities)-Cape Girardeau Civil War Museum	2005
19	4-5	NEH (National Endowment for the Humanities) Civil War Grant Application	2002
19	6	NEH (National Endowment for the Humanities) Civil War Grant Response	2003
19	7	NEH (National Endowment for the Humanities) Civil War Conference	June 23-24, 2005
19	8	NEH (National Endowment for the Humanities) Consultant Grant	2005
50	3	NEH (National Endowment for the Humanities) Consultant Grant (product of the Principal Assistant for Boards and Commissions)	2005
19	9	NEH (National Endowment for the Humanities) Consultant Grant Book Reviews	C. 2005

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
19	10	NEH (National Endowment for the Humanities) Preservation and Access Grant	2005
50	4	NEH SLCCRP Civil War Grant #PA-51922-06	2006
50	5	NEH SLCCRP Civil War Grant #PA-51922-06 Final Performance Report	August 28, 2009
49	7	NEW (National Endowment for the Humanities) We the People Grant	2005
19	11	National Forum on Archival Continuing Education Meeting	October 26, 1999
19	12	National Forum on Archival Continuing Education Meeting	April 29, 2000
19	13	National Forum on Archival Continuing Education 2000 Survey for Missouri	2000
19	14	National Forum on Archives Education	1999-2000
19	15	National Forum on Archival Continuing Education	Undated
19	16	National Frontier Trails Museum Advisory Board	2003-2005
19	17	National Frontier Trails Museum Advisory Board	February 9, 2005
20	1	National Frontier Trails Museum Advisory Board	April 13, 2005
20	2	National Frontier Trails Museum Advisory Board	June 8, 2005
20	3	National Frontier Trails Museum Advisory Board	February 8, 2006
20	4	National Guard Digital Initiative	2007
20	5	NHPRC (National Historical Publications and Records Commission) Administrative Grant	2005-2006
20	6	NHPRC (National Historical Publications and Records Commission) Annotation Article	June, 2004
20	7	NHPRC (National Historical Publications and Records Commission) Commission Meeting	1998
20	8	NHPRC (National Historical Publications and Records Commission) General	2004-2005
20	9	NHPRC (National Historical Publications and Records Commission) Grant (Civil War)- Completed Sections	2002-2004
20	10	NHPRC (National Historical Publications and Records Commission) Interim Report	2001-2004
20	11	NHPRC (National Historical Publications and Records Commission) Report	2002

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
20	12	NHPRC (National Historical Publications and Records Commission)-SLCCRP (St. Louis Circuit Court Records Project; Civil War)	2004
20	13	Naturalization Records	2004
20	14	New Madrid Probate Record Digitization Project	2006
20	15	Nodler, Senator Gary	2005-2006
20	16	Northern Cherokees	Undated
20	17	Office of State Court Administrators Rule 8	2006
20	18	Official Manual Essay-1896 Presidential Election	Undated
20	19	Official Manual Essay-The 1920s	Undated
20	20	Official Manual Essay-1991 St. Louis School Board Election	1999
21	1	Official Manual Essay 1993	1993
21	2	Official Manual Essay 1995-1996 by Margot Ford McMillen	1996
21	3	Official Manual Essay 2001-2002	2002
21	4	Official Manual Essay 2001: Thompson on the Black Church in Missouri	2001
21	5	Official Manual Essay 2005-2006	2006
21	6	Official Manual Essay 2007-2008	2008
21	7	Official Manual Essay-Folk	1999
21	8	Official Manual Essay, Gary Kremer, 2001-2002	2002
21	9	Official Manual Essay Illustrations	1999
21	10	Official Manual Essay-Initiative and Referendum	C. 1994
21	11	Official Manual Essay-It All Adds Up	1999
21	12	Official Manual Essay-Peter Kaston	2004
21	13	Official Manual Essay-St. Louis Immigrant Conditions	1999
21	14	Official Manual Essay: Third Parties	Undated
21	15	Official Manual Essay: Travel to Jefferson City in 1900	Undated
21	16	Official Manual Essay, Potential: Kim Schrek	2005
21	17	Old Drum	2006-2007
21	18	Original Minutes for the Board of Inspectors for Missouri State Penitentiary	1997
21	19	Paper Storage Essay	1998
21	20	Permission Agreements	1998-2003
21	21	Permission to Reprint Letters: Jane Greer	2002
21	22	Petrovic, Alex Reading Room	2005
21	23	Phillips, Christopher-The 1860s Election	2005

Box	Folder	Contents	Date
21	24	Political Balance of Missouri House and Senate	Undated
21	25	Potential New Directions for Records Management and Archival Services	July, 1995
21	26	Potential New Directions for Records Management and Archival Services	July, 1996
22	1	Preservation Concerns in Planning a Records Center Slides	May 2, 2005
22	2	Priddy, Bob- "One Great Feast" Summary (about the Capitol building)	2006
22	3	Probate Database	2002
22	4	Programming Meeting Minutes	2004-2006
22	5	Program Summaries	C. 2003
22	6	Provost Marshal	2002
22	7-8	Publicity	1996-2005
22	9	Publicity	2004-2007
22	10	<i>Quest for a Cure</i> Online Exhibit	Undated
22	11	Rare Documents Vault Environment Report	2004
22	12	Recorder of Deeds	2000-2004
22	13	Recorder's Bill	1999
22	14	Records Center	2005-2006
22	15	Record Center Campus Project	C. 2000
22	16	Record Center Project	1998
22	17	Records Custodian	1998-2000
22	18	Records Management Division Comprehensive Plan	2006
22	19	Records Management Division Off-Site Storage Holdings for SOS (Secretary of State)	C. 1994
22	20	Records Management Division Off-Site Storage Holdings for SOS (Secretary of State)	C. 1996
23	1	Record Services Division Strategic Plan	February, 2004
23	2	Records Management-General	1999-2007
23	3	Records Management Meeting Minutes	June 29, 2006
23	4	Records and Space Planning	2004
23	5-6	Reference Room Strategic Plans	1995-1997
23	7	Registre d'Arpentage	2004-2006
23	8	Relief Map School Project River Rendezvous	1999
23	9-12	Replevin Lawsuit (Secretary of State v. Ernest and Linda Jones)	1994
23	13-14	Replevin Lawsuit-Moore Papers	1994-1995
23	15	Republican Control of the Legislature (History)	Undated

Box	Folder	Contents	Date
23	16	Report on the Conversion of Phelps County Jail into Records Center	2002
23	17	Respirator Legalese	2001
23	18	Review Commission (Potential State Archives and State Historical Society Merger)	2005
23	19	River Rendezvous (includes 6 color 4x6 photos and 14 color negative strips)	1998
23	20	River Rendezvous	1999
24	1	River Rendezvous	1998-2001
24	2	Rose International ECM [Enterprise Content Management] Review	2006
24	3	RSMo 109 Review	2001-2003
24	4	RSMo 109 Revision-Governor's Records	2002
24	5	Saluda Commemoration	April 8, 2002
24	6-7	St. Charles Circuit Court	2005-2007
24	8	St. Charles Circuit Court Fundraising	2005
24	9	St. Charles Naturalization Records	2005
24	10	St. Charles-Pink House, Hays House	2004
24	11	St. Louis Bar Foundation	2001
24	12-13	St. Louis Circuit Court Records, Folders 1-2 (Closed)	1999-2005
25	1	St. Louis Circuit Court Records, Folder 3	1999-2005
25	2	St. Louis Circuit Court Records, Civil War	2003
25	3	St. Louis Circuit Court Records Project Advisory Board Meeting	November, 2004
25	4	St. Louis Circuit Court Records Project Advisory Board Meeting	January, 2006
25	5	St. Louis Circuit Court Records Criminal Records	2004
25	6	St. Louis Circuit Court Records Deeds of Emancipation	2005
25	7	St. Louis Circuit Court Records Fundraising Initiative	2001
25	8	St. Louis Circuit Court Records HEC (St. Louis' Home of Education, Arts, and Culture) Film Project	C. 2003
25	9	St. Louis Circuit Court Records: Henry Shaw	2002
25	10	St. Louis Circuit Court Records-Incorporation Records	2005
25	11	St. Louis Circuit Court Records: Kemper	2003
25	12	St. Louis Circuit Court Records-Mechanic's Liens	2001-2006

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
25	13	St. Louis Circuit Court Records-Memorandums of Understanding with Missouri Historical Society and Washington University	2002
25	14	St. Louis Circuit Court Records-Missouri Historical Society	2002-2005
25	15	St. Louis Circuit Court Records Naturalization Records	2000-2005
25	16	St. Louis Circuit Court Records Native American Records (includes items relevant to Lewis and Clark)	2004
25	17	St. Louis Circuit Court Records Photocopying	2004
25	18	St. Louis Circuit Court Records Publicity	1999-2004
25	19	St. Louis Circuit Court Records Timeline	Undated
25	20	St. Louis Circuit Court Records-University of Virginia	2001
25	21	St. Louis Circuit Court Records-University of Missouri-St. Louis	2000
25	22	St. Louis Circuit Court Records/Washington University Freedom Suits	2001-2004
25	23	St. Louis Circuit Court Records Washington University Imaging Project	2000-2002
25	24	St. Louis City Coroner	Undated
25	25	St. Louis County Public Library Programs	July 28, 2001
26	1	St. Louis Court System Abstract	Undated
26	2	St. Louis Genealogical Society Microfilm Problem	1999
26	3	St. Louis Genealogical Society Naturalization Records	2004-2005
26	4	St. Louis Lawyer Article	March, 2000
26	5	St. Louis Missouri State Archives	2004
26	6	St. Louis Missouri State Archives Dedication	2006
26	7	St. Louis Probate/Guardianship	2001-2005
26	8	St. Louis Probate Press Conference	November, 2002
26	9	St. Louis Public Schools Archive	2003
26	10	St. Louis University	2004
26	11	Save America's Treasures Grant	2000-2006
50	6	Save America's Treasures Grant	March, 2000
26	12	Save America's Treasures Grant Media Event	2000

Box	Folder	Contents	Date
26	13	Save America's Treasures Grant: OCLC (Online Computer Library Center) Preservation Service Center Consultant's Report to the Local Records Division	2004
26	14	School Record Policies	1992
26	15	Second State Capitol Commission Meeting	April 28, 2003
26	16	Second State Capitol Commission Meeting	August 25, 2003
26	17	Second State Capitol Commission Meeting	March 1, 2004
26	18	Second State Capitol Commission Meeting	June 24, 2004
26	19	Second State Capitol Commission Meeting	September 14, 2004
26	20	Second State Capitol Commission Meeting	November 30, 2004
26	21	Second State Capitol Commission Meeting	July, 2005
26	22	Second State Capitol Commission Meeting	November, 2005
26	23	Second State Capitol Commission Meeting	April, 2006
26	24	Second State Capitol Commission Meeting	September, 2006
26	25	Second State Capitol Commission Meeting Miscellaneous (includes 3 8.5x11 color lithographs of Capitol artwork)	2003-2004
26	26	Second State Capitol Commission-Review Commission (Closed)	2006
26	27	Second State Capitol Commission True Murals	2006
26	28	SOS (Secretary of State) Accomplishments and Goals, Folder 1	1995-1996
27	1	SOS (Secretary of State) Accomplishments and Goals, Folder 2	1995-1996
27	2	SOS (Secretary of State) Constitutional and Statutory Mandates	Undated
27	3	SOS (Secretary of State) Imaging Procedures	1998
27	4	SOS (Secretary of State) Operations Manual	1994
27	5	SOS (Secretary of State) Press Releases	1996-1997
27	6	SOS (Secretary of State) Strategic Planning 2001, Record Services	2001
27	7	SOS (Secretary of State) Vision Thing	1995
27	8	SOS (Secretary of State) Vision Thing, Communications	1995

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
27	9	SOS (Secretary of State) Vision Thing, Corporations	1995
27	10	SOS (Secretary of State) Vision Thing, DP (Information Systems Division)	1995
27	11	SOS (Secretary of State) Vision Thing, Elections	1995
27	12	SOS (Secretary of State) Vision Thing, Franchise Tax	1995
27	13	SOS (Secretary of State) Vision Thing, Local Records	1995
27	14	SOS (Secretary of State) Vision Thing, Publications	1995
27	15	SOS (Secretary of State) Vision Thing, Records Management	1995
27	16	SOS (Secretary of State) Vision Thing, Securities	1995
27	17	SOS (Secretary of State) Vision Thing, State Library	1995
27	18	SOS (Secretary of State) Vision Thing, Uniform Commercial Code	1995
27	19	Shaw, Henry Essay	Undated
27	20	Shear, Sue	1998
27	21-22	Shear, Sue Video Project	1999
27	23	Slavery Apology	2007
27	24	Soldier's Database Meeting	2004
27	25	Spencer/Hans Mill	Undated
28	1	Staff Ideas for Future Development	2004
28	2	Staff Start Dates and Degrees	C. 1997
28	3	State Capitol Commission Christmas Ornament	2004
28	4	State Capitol Commission Copyright Issue	2004
28	5	State Capitol Commission Donations	
28	6	State Capitol Commission-Department of Natural Resources Grant	2004
28	7	State Capitol Commission-Agreements and Contracts	2004
28	8	State Capitol Commission Website	2006
28	9-10	State Fair Exhibit	1990-1993
28	11	State Fair Ham Breakfast Speech	August 15, 2002
28	12	State Fair Historic Preservation Committee	1998
28	13	State Fair Records Talk	May 8, 1993



<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
28	14	State Historical Society of Missouri Digital Newspaper Project	2007
28	15	State Historical Society: History Day in Missouri Memorandum of Agreement	1994
28	16	State Historic Preservation Office	2005
28	17	State Motto/State Seal	2004
28	18	State Record Commission Correspondence	1998-2001
28	19	State Records Commission House Bill No. 986 Truly Agree to and Finally Passed Signed by Governor Mel Carnahan (Two autographed copies)	1998
28	20	State Seal Revision	2002
28	21	Statesman Interview	2000
28	22	Statewide Program Descriptions	2002
28	23	Stoddard County Record Center	1993
28	24	Standifer Project	1993
28	25	Strategic Plan: 2000 Missouri State Archives Reference Services	July 21, 2000
28	26	Supreme Court of Missouri Historical Society Annual Meeting	2005
29	1	Supreme Court Bibliography	2000
29	2	Supreme Court Centennial Project	C. 2004
29	3	Supreme Court of Missouri Historical Society MBA	September, 2005
29	4	Supreme Court of Missouri Database	2003
29	5	Supreme Court Files-Transfer of Documents	1992
29	6	Supreme Court Historical Society	1998-2005
29	7	Supreme Court of Missouri Historical Society Fellowship and Internship Application Posting	2005
29	8	Supreme Court of Missouri Historical Society Internship Paper	2006
29	9	Supreme Court of Missouri Historical Society Fellowship Paper-Dennis K. Boman	2006
29	10	Supreme Court of Missouri Historical Society Internship/Fellowship Paper	1999-2006
29	11	Supreme Court of Missouri Historical Society Seiler Fellowship	2005
29	12	Supreme Court Portrait Locations	Undated
29	13	Supreme Court Records	2000-2006
29	14	Tax Votes	C. 2002
29	15	Teaching American History Grant Program	2002
29	16	Teaching American History Grant Program	2004-2005
29	17	Teaching with Documents	1997

Box	Folder	Contents	Date
29	18	Technology Policy for Archives Reference	2005
29	19	Times Beach, Missouri	1995
29	20	Trademarks	C. 1997
29	21	Transition Planning	2004-2005
29	22	Transportation Museum	1996-1998
29	23	Tourism Division Films	2005
29	24	UCC Microfilm Retention	1997
29	25	Underground Railroad Initiative	2000-2001
29	26	Underground Railroad: Sources in Government Documents at the Missouri State Archives	Undated
29	27	Unmarked Burial Law	2002
29	28	U.S. Senators Filling Vacancies in Office 1918-1976	2000
29	29	Valencius, Conevery and the New Madrid Earthquake	2005
29	30-31	Vandervelde, Lea-Mrs. Dred Scott	1997-1988
30	1	Vanishing Missouri	1995
30	2	Verdict of History Article	2000
30	3	Veteran's Records	2004
30	4	Virtual City Project (St. Louis)	2004-2006
30	5	Virtually Missouri	2004-2006
30	6	Visual Materials Clerk Proposal (Costs Associated with Reproductions)	2000-2007
30	7	Vital Records	2001-2004
30	8	Volunteer Opportunities at the Missouri State Archives	C. 1996
30	9	Vouchers	1994
30	10	Website Project	2004-2005
30	11	Web Server Statistics	1997-2001
30	12	Web Team Meeting	2001-2003
30	13	Wells, Robert Painting (includes 5 color 4x6 photographs)	1999
30	14	Westlaw (Closed)	2005
30	15	Whites, LeeAnn	2005
30	16	Winch, Julie	2005
30	17	Women's Suffrage and Marie L. Bynum, First Missouri woman to Vote	C. 1996
30	18	World War I Database	2002
30	19	Workspace Changes, Microfilm Room (Closed)	Undated

## Patsy Luebbert, 1992-2010

*Extent:* 1 cubic ft. (2.5 Hollinger boxes)

### Scope and Content

Patsy Luebbert worked at the Missouri State Archives for 35 years, during which she held the position of senior archivist and reference supervisor from 1992 until 2010. Since 2010, Luebbert has served as a senior archivist and administrator of the Missouri Digital Newspaper Project at the State Historical Society of Missouri. She received her master's degree in history from Lincoln University in Jefferson City.

Folder "Strategic Plan-Part 2" was labeled by Luebbert. However, this folder contains a mismatch of files not related to the title.

### Move to MISC (Missouri State Information Center), 1987-1990

*Arrangement:* Alphabetical

Series contains records pertaining to the move to the Missouri State Information Center, which was later renamed the Kirkpatrick State Information Center, the building which housed the Missouri State Archives since 1990.

Blueprints are restricted under [RSMO 610.021 \(19\)](#).

M.C. stands for Map Cabinet. Substitute drawer for box.

Box	Folder	Contents	Date
60	1	Analysis of Missouri State Archives Move Report (2 copies)	February 3, 1990
60	2	Archives Floor Plans	C. 1990
6	2	Archives Floor Plans	C. 1990
60	3	Employee Task Force on MSIC Move	1989
60	4	Inventory (Closed)	No date
60	5	Internal Memos	1988-1990
60	6	Memos About the Move (Closed)	1991
60	7	Missouri State Archive Move Committee Notes	1988-1990
60	8	Missouri State Archives Move Report (2 copies) (Closed)	February 2, 1990
60	9-10	Moving Services Bid Packages (Closed)	1990
6	2	Moving Services Bid Packages (Closed)	1990
60	11	Research on Moving Facilities	C. 1978-1989
60	12	Sample Move Bids From Other Archives	1987-1988

Box	Folder	Contents	Date
60	13	Employee Responsibility Documents	1988

## Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, and daily operations.

Blueprints are restricted under [RSMO 610.021 \(19\)](#).

Box	Folder	Contents	Date
46	22	Betty S. Morse Collection	1988-1996
46	24	Book Cataloging Project	1999
46	23	Cataloging and Classification Project	1996
46	25	Civil War NEA Consultant Grant	C. 2005
46	25	Collection Development Policy	1996
46	26	Creating Access to the Civil War Military Records of the State of Missouri Grant	2002
47	1	Disaster Plan (Closed)	1995
47	2	Elley, Christyn Correspondence	1997
47	3	Genealogical Advisory Committee	1998-1999
47	4	Goals and Accomplishments	1995
47	5	Missouri State Archives Collection Development Policy and Related Documents	1996-1997
47	6-9	Land Researcher Legal Issues (Closed)	2006-2007
47	10	Report on Improving Intellectual Access to the Missouri State Archives	1991
47	11	St. Louis Circuit Court Project: Board Notes, General Notes, Topical Notes	2001-2004
47	12	Strategic Plan: 2000 Missouri State Archives Reference Services	July 21, 2000
47	13	Strategic Planning	1996-1997
46	21	Strategic Plan-Part 2	1997
47	14	Tobacco Lawsuit	1998-1999
47	15-16	Volunteer Manual	C. 1997
48	1	Westlaw Correspondence	2005

## Shelly Croteau, 1993-2020

*Extent:* .6 cubic ft. (1.5 Hollinger boxes)

### Scope and Content

Shelly Croteau served as the Assistant State Archivist from 1993 to 2021. In this role, she served as the Missouri State Archives fiscal agent, overseeing grants and internships. She also supervised processing and education staff. Prior to working at the Archives, Croteau served as a Latin instructor and public school teacher and as a manuscript specialist at the University of Missouri Archives. During her tenure she taught public history courses at Lincoln University and William Woods University. Her oversight of the regional National History Day in Missouri competitions, including incorporating virtual competitions prior to COVID, were innovative and copied across the state. Throughout her career, she was active in several archives and historical associations, often serving on the boards, including the Missouri Association of Museums and Archives, and the Academy of Certified Archivists. Croteau passed away in 2024.

### Internship and Fellowship Files

*Arrangement:* Chronological

Series contains records pertaining to the four internship and fellowship programs offered within the Missouri State Archives including position advertisements, offer letters, and final project reports. These were: African American History Initiative Internship, William E. Foley Research Fellowship, Supreme Court of Missouri Seiler Fellowship and Supreme Court of Missouri Seiler Internship. Both Seiler awards are in honor of former Missouri Supreme Court Judge Robert Eldridge Seiler (1912-1998) with the fellowship existing for established scholars and doctoral candidates to study court records and for interns to process and index Supreme Court records. The Foley Fellowship supports the use of public records in scholarly research to further the state of national history through the use of records held within the Archives.

See John Dougan's Internship and Fellowship Files for post-2020 internship and fellowship files.

Box	Folder	Contents	Date
45	22	African American History Initiative Internship	2002
45	23	African American History Initiative Internship	2003
45	24	African American History Initiative Internship (includes 1 color 5x7 photo)	2004
45	25	African American History Initiative Internship	2005
45	26	African American History Initiative Internship	2006
45	27	African American History Initiative Internship	2007
45	28	African American History Initiative Internship	2008
45	29	African American History Initiative Internship	2009

Box	Folder	Contents	Date
45	30	African American History Initiative Internship	2010
45	31	African American History Initiative Internship	2011
45	32	African American History Initiative Internship	2012
45	33	William E. Foley Research Fellowship	2007
45	34	William E. Foley Research Fellowship	2008
45	35	William E. Foley Research Fellowship	2009
45	36	William E. Foley Research Fellowship	2010
45	37	William E. Foley Research Fellowship	2011
45	38	William E. Foley Research Fellowship	2012
45	39	William E. Foley Research Fellowship	2013
45	40	William E. Foley Research Fellowship	2014
46	1	William E. Foley Research Fellowship	2016
46	2	William E. Foley Research Fellowship	2017
46	3	William E. Foley Research Fellowship	2018
46	4	William E. Foley Research Fellowship	2019
46	5	William E. Foley Research Fellowship	2020
46	6	Supreme Court of Missouri Historical Society Fellowship and Internship	2007
46	7	Supreme Court of Missouri Historical Society Fellowship and Internship	2010
46	8	Supreme Court of Missouri Historical Society Fellowship and Internship	2011
46	9	Supreme Court of Missouri Historical Society Fellowship and Internship	2012
46	10	Supreme Court of Missouri Historical Society Fellowship and Internship	2015
46	11	Supreme Court of Missouri Historical Society Fellowship and Internship	2016
46	12	Supreme Court of Missouri Historical Society Fellowship and Internship	2017
46	13	Supreme Court of Missouri Historical Society Fellowship and Internship	2018

## Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, and daily operations.

Box	Folder	Contents	Date
46	14	Capitol Fire Documents Background	Undated
46	15	Death Records Transfer HB 1634	August 28, 2004
46	16	Death Records Restrictions: United States, Territories, Canada	May, 2008

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
46	17	Missouri Digital Heritage Initiative	2005-2008
46	18	Meeting with the Osage	2016
46	19	Register D'Arpentage	June, 2001
46	20	State Documents Preservation Fund, Senate Bill No. 670	1996





## Craig Kelso, 2007-2012

*Extent:* 1 folder

### Scope and Content

Craig Kelso served as Director of Records Management from 2007-2012. From 2012 to present, Kelso has served as the State Records Manager for Texas.

### Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to daily operations of the Records Center.

Box	Folder	Contents	Date
61	19	Instructions for Completing the Record Center Services Phase I Log	2007

## John Dougan, 2007-

*Extent:* 5.8 cubic ft. (15 Hollinger boxes and 2 audio discs)

### Scope and Content

John Dougan has served as Missouri's State Archivist and Director of Record Services since 2007. Prior to this appointment, Dougan earned a Master's in History from the University of Memphis, taught social studies, spent eight years in various library and archives roles at the Memphis-Shelby County Public Library and Information Center, and served nearly eight years as the archivist and records manager for the Shelby County Archives in Memphis, TN. In the latter role, Dougan oversaw daily operations, streamlined the retention schedules, and helped create an online records portal. In his current role, Dougan oversees all Records Services Division operations including processing, reference, records management, imaging, and local records. During his tenure a focus was placed on better digital access and improvement to reference and preservation services. He was instrumental in the creation and maintenance of Missouri Digital Heritage, Missouri's online records portal and the additions of several online databases with upgrades and major additions to the existing databases. An online indexing portal for death certificates was begun in and completed in 2011 to increase indexing efficiencies by the Archives online volunteer group while From the Page and FamilySearch were used for remote indexing other projects including the Missouri Slave Census Schedules and Missouri Marriages. He also oversaw the shift to digital equipment in the State Imaging Lab and the creation of the Records Center Annex.

Dougan serves on the Missouri Historical Records Advisory Board, Missouri Board of Geographic Names, Local Records Board and State Records Commission in addition to a support role for the Missouri State Capitol Commission. He has previously served on the boards for the Missouri Civil War 150 (2010-2015), Missouri Bicentennial Commission (2017-2021) and for the Council of State Archivists (COSA; 2016-2021, including serving as COSA president in 2019-2020.

Note that the State Capitol Commission ("Second Board" on other finding aids, not to be confused with the 1911-1924 version), Second State Capitol Commission, and Missouri State Capitol Commission were all names for the same organization over the years.

### Correspondence, 2007-

*Arrangement:* Chronological

Correspondence includes thank you letters, letters of recommendation, and letters from researchers. Additional correspondence can be found filed in the relevant subject file in the Subject Files series.

Box	Folder	Date
30	23	2008

Box	Folder	Date
30	24	2009
30	25	2010
30	26	2011
30	27	2012
30	28	2013
30	29	2014
30	30	2015
30	31	2017
30	32	2018
30	33	2019
31	1	2020
31	2	2021
31	3	2022
31	4	2023

### Internship and Fellowship Files, 2020-present

*Arrangement:* Chronological

Series contains records pertaining to the internship and fellowship programs offered within the Missouri State Archives including position advertisements, offer letters, and final project reports. The Foley Fellowship supports the use of public records in scholarly research to further the state of national history through the use of records held within the Archives.

Box	Folder	Contents	Date
51	4	William E. Foley Research Fellowship	2021
51	5	William E. Foley Research Fellowship	2022
51	6	William E. Foley Research Fellowship	2023

### Presentations, 2009-2016

*Arrangement:* Chronological

Presentations Dougan presented at assorted conferences on audio disc.

Barcode	Contents	Date
CD 0005451292	ACA at 20: The Evolution, Challenges, and the Future of Certification, Disc 1 of 2	August 13-15, 2009
CD 0005451293	ACA at 20: The Evolution, Challenges, and the Future of Certification, Disc 2 of 2	August 13-15, 2009

Barcode	Contents	Date
CD 0005451296	Archives and Records: DC 2010, Joint Annual Meeting of COSA, NAGARA, and SAA CD-ROM 2 of 3	August 13-15, 2010
CD 0005451297	History Does Not Stand Still: What's New at the Missouri State Archives? (45F) from the 45 <sup>th</sup> Annual Family History Conference	April 2, 2016
CD 0005013364	Missouri Digital: Accessing Our Collective Past (W-125) from National Genealogical Society Conference	May 13-15, 2015
CD 0005013367	Show Me Military Records: What You Can Find in your State's Adjutant General Records (T-258) from National Genealogical Society Conference	May 13-15, 2015
CD 0005451294	Using State Militia and National Guard Records for Genealogical Research (41D)	August 30, 2011

## Subject Files, 2007-

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, daily operations, grants, and terms of service on various boards, including the Civil War 150, Missouri Historical Records Advisory Board, and Second State Capitol Commission. Dougan's subject files could include items from his predecessors' projects that were continued. Correspondence, both letters and printed e-mails, is also filed topically with other relevant items in these files. Some minutes are filed as part of this series, but full sets can be obtained in the board or commission's record group.

Some records are restricted due to the inclusion of blueprints under [RSMO 610.021 \(19\)](#). Redacted copies of records will be provided to researchers. One included short story has copyright still held by the author.

Box	Folder	Contents	Date
31	6	19 <sup>th</sup> Amendment Meeting	February 7, 2019
31	5	2015 Time Capsule at the Capitol (State Capitol Commission)	2015
31	7	Adam Mathew Digital	2010
31	8	Adjutant General-Missouri Military Museum	2012
61	21	Adoption Records Law	2018

Box	Folder	Contents	Date
31	9	Agri-Land Survey	2010
31	10	American Association of State and Local History Annual Meeting	2018
45	19	Amick, Jeremy Daughters of the American Revolution History Award Medal	2022
31	11	Ancestry Agreement Records Exchange, 0 Executed	2009-2011
61	22	Ancestry Proposal Draft	2017-2018
31	12	Anonymous in the Archives Research (aka mystery John solved)	2022
31	13	Archives Alive	2010
31	14	Archives Alive	2011-2013
31	15	Archives Alive Script: Molly and Walter Talk About the Power of History	Undated
31	16	Archives Alive Script Revision	2015
31	17	Archives on the Hill Briefing	August 14, 2008
31	18	Archives Staffing Thursday Evenings and Saturdays	2009
31	19	Archives Tour Scripts-Stacks, Lobby, and Famous Missourians	2018
31	20	Arkansas, Territorial Lawrence County	2011
31	21	Bates County Records Transfer	2015
31	22	Best Practices Exchange	2010
6	1	Blueprints: Micrographics (Restricted)	No date
31	23	Boone County Historical Society 25 <sup>th</sup> Anniversary	July 11, 2015
31	24	Bureau of Vital Records	2017-2018
31	25	Carnahan, Robin Administration Record Services Division Yearly Reports	2006-2012
31	26	Capitol Commission China	2019
31	27	Capitol Composite Assessment-3 <sup>rd</sup> and 4 <sup>th</sup> Floors	July-August, 2022
31	28	Centennial Business Project	2015
61	23	Central Missouri National History Day	2018

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
31	29	Civil War 150: 6 <sup>th</sup> Missouri Cavalry Flag Background Research	2011
31	30	Civil War 150: Audio Tours	2010-2012
31	31	Civil War 150: Battle of Lexington	2011
31	32	Civil War 150: Executive Order and Press Release	2008-2010
31	33	Civil War 150: Jefferson City	2009-2010
31	34	Civil War 150: Jefferson City Reenactment	May 4-6, 2012
31	35	Civil War 150: Meeting	April 6, 2010
32	1	Civil War 150: Meeting	July 16, 2010
32	2	Civil War 150: Meeting	December 17, 2010
32	3	Civil War 150: Meeting	June 8, 2011
32	4	Civil War 150: Meeting	March 9, 2012
32	5	Civil War 150: Meeting	June 15, 2012
32	6	Civil War 150: Meeting	February 15, 2013
32	7	Civil War 150: Meeting	November 25, 2013
32	8	Civil War 150: Meeting	February 6, 2014
32	9	Civil War 150: Meeting (includes Baylee Jo's BBQ and Seafood Grill's 150 <sup>th</sup> Anniversary of the Battle of Pilot Knob special anniversary laminated menu)	August 12, 2014
CD 0005451300		Civil War 150: Missouri Civil War Destination Videos by Wide Awake Films DVD	2010-2015
32	10	Civil War 150: Roundtable of the Ozarks 50 <sup>th</sup> Anniversary (includes 3 8.5 x 11 color photos)	2010
32	11	Civil War 150: Roundtable of the Ozarks, Battle of Memphis	May 14, 2014
32	12	Civil War 150: Western Sharpshooters	2011
32	13	Civil War 150: Wilson's Creek	2011

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
60	17	Civil War 1864 Campaign Missouri: A History Symposium	October 12, 2024
61	24	Colonial Dames Annual Conference of the Missouri Society	March 17, 2018
32	15	Corrections Replevin	2015
45	20	Communications Strategy Agenda	2017
32	14	COGNA (Council of Geographic Names Authorities in the United States)	2010
60	18	Council of Geographic Name Authorities, COGNA 2024 Conference	September 16-19, 2024
32	16	Council of State Archivists (with IPER [Intergovernmental Preparedness for Essential Records] Preconference)	2008
32	17	Council of State Archivists	2009
32	18	Council of State Archivists	2010
32	19	Council of State Archivists	2012
32	20	Council of State Archivists	2013
32	21	Council of State Archivists	2014
32	22-23	Council of State Archivists (with SERI [State Electronic Records Initiative] Self-Assessment)	2015
32	24-25	Council of State Archivists	2016
33	1-3	Council of State Archivists	2016
33	4-7	Council of State Archivists	2017
61	25	Council of State Archivists	2007-2018
33	8	Council of State Archivists	2018
33	9-10	Council of State Archivists	2019
33	11	Council of State Archivists	2020
33	12	Council of State Archivists	2021
34	1	Council of State Archivists	2022
60	19	Council of State Archivists	2023-2024
60	20	Council of State Archivists, Archives on the Hill	2023
34	2	Council of State Archivists: Awards Committee	2018
34	3	Council of State Archivists: Board and Awards Committee	2015-2016
34	4	Council of State Archivists- Closest to Home-Local Records	2008

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
61	1	Council of State Archivists Digital Preservation Capability Self-Assessment	April 1, 2024
61	26	Council of State Archivists Grant Information	2007
34	5	Council of State Archivists: PAHR (Preserving the American Historical Record)	2007-2009
34	7	Council of State Archivists: State of the State Records	2007
34	6	Council of State Archivists: State of the State Records	2011
49	1	Council of State Archivists: State of the State Records Report	2013
49	2	Council of State Archivists: State of the State Records Report	2015
49	3	Council of State Archivists: State of the State Records Report	2017
49	4	Council of State Archivists: State of the State Records Report	2019
49	5	Council of State Archivists: State of the State Records Report	2021
34	8	Council of State Archivists: Survey	2008
34	9	Council of State Archivists: Survey	2010
34	10	Council of State Archivists: Survey	2012
34	11	Council of State Archivists: Survey	2013
34	12	Council of State Archivists: Survey	2014
34	13	Dade County Project Completion	Undated
34	14	Daughters of the American Revolution Archives	2013
34	15	Death Certificate Relocation	2014
61	27	Delivery Research	2018
34	16	Department of Natural Resources: Flag Storage	2009
34	17	Department of Natural Resources: Fort Davidson Historic Site	2010
34	18	Department of Natural Resources: State Museum Space Needs	2009
34	19	Digital Government Summits	2012-2013



Box	Folder	Contents	Date
34	20	Digital Public Library of American Missouri Hub	2015
CD 0005451301 and 0005451303		Discover Fame: Selected Historically Significant Documents from the National Archives in St. Louis CD-ROM (2 copies)	2011
34	21	Elections Petitions Scanning	2015
61	28	Executive Staff Files	2016-2018
34	22	Exhibit: Archives 50 <sup>th</sup> Anniversary	2014
34	23	Exhibit: Civil War	2007-2010
35	1	Exhibit: Missouri Department of Conservation 75 <sup>th</sup> Anniversary	2011
35	2	Exhibit: Missouri Memories: A History in Photographs	2006
35	3	Exhibit: Pillars of the State	Undated
35	4	Facebook Page	2010
35	5	Family Search 1940 Census Indexing Project	2012
35	6	Family Search Advisory Council	2011
35	7	Family Search Agreement	2009, 2012, 2023
35	8	Family Search Background	C. 2009
35	9	Family Search Potential Missouri Projects	2011-2012
35	10	Family Search-Missouri Acquisition Plan (Acquired after 2010)	2006
35	11	Federation of Genealogical Societies Sponsorship Agreement	2020
35	12	FEMA (Federal Emergency Management Agency) Class: State of Missouri L209 Training Long Term Disaster Recovery	April-May, 2018
35	13-14	FEMA (Federal Emergency Management Agency) Class: State Recovery Planning and Coordination Student Manual, September, 2016	April-May, 2018
35	15	Finance Division Microfilming	Undated
35	16	A Fire Bell in the Past: Re-Assessing the Missouri Crisis at 200	February 15-16, 2019
35	17	Friends Advocacy Committee	2013

Box	Folder	Contents	Date
35	18	Friends Annual Meeting	2010
35	19	Friends Annual Meeting	2013
35	20	Friends Annual Meeting	2017
35	21	Friends Annual Meeting	2019-2021
61	2	Friends Annual Report 2023-2024	2024
61	29	Friends Board of Directors	2017-2018
35	22	Friends Board Meetings	2016-2019
35	23	Friends Board Meetings	2020-2022
50	8	Friends Board Meetings	2023
60	3	Friends Board Meetings	2024
35	24	Friends Humanities Council Grant, Civil War Speakers Series	2010
35	25	Friends Meeting	2007
35	26	Friends Meeting	2008
35	27	Friends Meeting	2009
35	28	Friends Meeting	2010
36	1	Friends Meeting	2011
36	2	Friends Meeting	2012
36	3	Friends Meeting (Closed)	2013
36	4	Friends Meeting	2014
36	5	Friends Meeting	2015
36	6	Friends Meeting	2016
61	30	Friends Meeting	2017
50	9	Friends Meeting	2023-2024
36	7	Friends Nominating Committee	2019
61	31	Friends Speaker Series, 2018 Schedule	2018
36	8	Friends Speaker Series, 2022-2023 Schedule	C. 2022
36	9	Friends Speaker Series Introductions	2018-2022
50	10	Friends Speaker Series Introductions	2023
61	4	Friends Speaker Series Introductions	2024
61	5	Friends Volunteer Award Speech	2024
36	10	Friends Volunteer Receptions	2012-2016
36	11	Genealogy Archives	2009
36	12	Geo Mapping	2010
61	32	Genealogy COMO 2017	2017
61	33	Genealogy KC	2018
36	13	German Heritage Corridor of Missouri (Missouri Humanities Council)	2016

Box	Folder	Contents	Date
36	14	Great Missouri Treasure Hunt	2011
36	15	Great Seal of Missouri of the State of Missouri MSA (Missouri State Archives) Loan to Missouri State Museum for 12 Months from 16 Nov., 2020 (Closed)	2020
36	16	Health and Senior Services Vital Records	2014
45	21	H.R. 2256, U.S. House of Representatives, Annotated Bill	2009
50	7	IMLS Connecting to Collections (produced by the Principal Assistant for Boards and Commissions)	2009-2011
6	1	Indiana State Archives "Are Your Electronic Records at Risk?" Poster	2017
36	17	IT Monthly Meetings	2010-2012
36	18	IT E-Volunteer Online Indexing Project Death Certificates	2010
36	19	IT Judicial Records Project	2014
36	20	IT Land Records Project	2016
62	1	Jefferson County Genealogy Presentation	c. 2017-2018
36	21	Jefferson County Genealogical Society Family History Fair	2016
36	22	Kansas City Public Library-Civil War on the Western Border	June 30, 2010
36	23	Legislative House Bills	Undated
36	24	Lewis and Clark Network	2008
36	25	Library Services and Technology Act Projects	2008
36	26	Local Records	2008
36	27	Local Records Board Meeting	August 24, 2010
37	1	Local Records Board Meeting	August 19, 2014
37	2	Local Records Board Meeting	August 25, 2015
37	3	Local Records Board Meeting	August 24, 2016
62	2	Local Records Board Meetings	2017
37	4	Local Records Board Meetings	2018-2022
50	11	Local Records Board Meetings	2023

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
37	5	Local Records: Carter County Flood	2019
61	6	Local Records Fund	November 28, 2022
37	6	Local Records Funding	2010
37	7	Local Records Quarterly	2010-2014
37	8	Local Records Quarterly	2017-2022
61	7	Local Records Quarterly	2024
37	9	Local Records: Records Management Guidelines	2010
37	10	Memorandum of Understanding: Missouri State Museum for Civil War Flags Collection	February 24, 2009
62	3	Mercantile Library	2017
37	11	Microfilm Vinegar Syndrome Treatment Recommendation	Undated
37	12	Mid America Conference on History	2008
37	13	Midwest Archives Conference	2009
62	4	Missouri Association for Museums and Archives Conference	2017
37	14	Missouri Association for Museums and Archives and Missouri Humanities Council Joint Conference	2016
37	15	Missouri Bicentennial Alliance	2017
62	5	Missouri Bicentennial Alliance and Commission (includes one sticker)	2017-2018
37	16	Missouri Bicentennial Commission	2017
37	17	Missouri Bicentennial Commission	2019
37	18	Missouri Bicentennial Commission	2020
37	19	Missouri Bicentennial Commission	2021
37	20	Missouri Board on Geographic Names	2009-2012
37	21	Missouri Board on Geographic Names	2013-2016
62	6	Missouri Board on Geographic Names (includes two photos)	2018

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
37	22	Missouri Board on Geographic Names	2018-2019
37	23	Missouri Board on Geographic Names	2020-2022
50	12	Missouri Board on Geographic Names	2023
61	8	Missouri Board on Geographic Names	2024
37	24	Missouri Board on Geographic Names: Carnahan Research (includes artifact: directions handwritten on a small piece of wood)	2014
37	25	Missouri Board on Geographic Names: Correspondence and Bylaws	2012-2013
37	26	Missouri Board on Geographic Names: Profit/Proffit Mountain	2015
38	1	Missouri Conference on History	2009
38	2	Missouri Conference on History	2010
38	3	Missouri Conference on History	2011
38	4	Missouri Conference on History	2012
38	5	Missouri Conference on History (State Flag Centennial)	2013
38	6	Missouri Conference on History	2014
38	7	Missouri Conference on History	2016
38	8	Missouri Conference on History	2017
38	9	Missouri Conference on History	2018
38	10	Missouri Conference on History	2019
38	11	Missouri Conference on History	2020
38	12	Missouri Conference on History	2021
38	13	Missouri Conference on History	2022
50	13	Missouri Conference on History	2023
61	9	Missouri Conference on History	2024
62	7	Missouri Conference on History	2025
62	8	Missouri Conference on History Planning	2017
38	14	Missouri Digital Heritage	2010-2011
38	15	Missouri Digital Heritage Civil War Digitization Summit	July 20, 2010
38	16	Missouri Digital Heritage Initiative	2007
38	17	Missouri Digital Heritage Initiative, Future	2008

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
38	18	Missouri Digital Heritage Initiative, Marketing	2007-2008
38	19	Missouri Digital Heritage Initiative Meetings	2009
38	20	Missouri Digital Heritage Initiative Meetings	2010
38	21	Missouri Digital Heritage Initiative Priorities	2007
38	22	Missouri Digital Heritage Initiative Quality Control	2008
38	23	Missouri Digital Heritage Initiative Submitted	2007
38	24	Missouri Digital Heritage Initiative Usability Studies	2010
38	25	Missouri Digital Heritage Initiative Webpage Changes	2008-2009
38	26	Missouri Digital Heritage Collection Development Policy	2015
39	1	Missouri Digital Heritage Content DM Meetings	2008
62	9	Missouri Digital Heritage Planning	2012-2018
39	2	Missouri Digital Heritage Redesign	2011
39	3	Missouri Digital Heritage, Student Paper	2012
39	4	Missouri Digitization Conference	2009
62	11	Missouri German Heritage Project	2017
39	5	Missouri Historical Records Advisory Board	2008
39	6	Missouri Historical Records Advisory Board	2009
39	7	Missouri Historical Records Advisory Board	2010
39	8	Missouri Historical Records Advisory Board	2011-2014
39	9	Missouri Historical Records Advisory Board	2015-2016
39	10	Missouri Historical Records Advisory Board	2016-2021
61	10	Missouri Historical Records Advisory Board	2024
39	11	Missouri Historical Records Advisory Board, Electronic	Undated

Box	Folder	Contents	Date
		Records Sent to MSA (Missouri State Archives)	
39	12	Missouri Historical Records Advisory Board/Local Records Grant FY23 Meeting	May 20, 2022
39	13	Missouri Historical Records Advisory Board Presentation: Electronic Records Management for Small Institutions and Repositories	Undated
62	12	Missouri Historical Records Advisory Board/SMART System	2017
39	14	Missouri Historical Records Advisory Board, State Historical Society	Undated
39	15	Missouri Historical Records Advisory Board Strategic Planning	2009
39	16	Missouri Historical Records Advisory Board Plan Statistics	2009
39	17	Missouri History Museum Census Project	2012
39	18	Missouri Humanities Council National Endowment of the Humanities Site Visit	Undated
39	19	Missouri Mansion Preservation	2010
39	20	Missouri Preservation	2008
39	21	Missouri Society Colonial Dames XVII Century Translation and Digitization of 1766 Census of Spanish Louisiana	C. 2017
40	1	Missouri: St. Louis Genealogical Society Family History Conference	2009
62	13	Missouri State Archives 50 <sup>th</sup> Anniversary	2015
40	2	Missouri State Archives Color Book (Concept, Final, and Updated Versions)	Undated
50	14	Missouri State Archives Newest Database Presentation	2023
40	3	Missouri State Archives Traveling Exhibit Schedule	2012-2013
40	4	Missouri State Capitol Commission	2016

Box	Folder	Contents	Date
62	14	Missouri State Capitol Commission	2017
62	15	Missouri State Capitol Commission ( <b>resticted</b> )	2018
40	5	Missouri State Capitol Commission	2018
40	6	Missouri State Capitol Commission ( <b>Closed</b> )	2019
40	7	Missouri State Capitol Commission	2021
40	8	Missouri State Capitol Commission	2022
50	15	Missouri State Capitol Commission	2023
61	11	Missouri State Capitol Commission ( <b>Closed</b> )	2024
40	9	Missouri State Genealogical Association Annual Conference	2011
40	10	Missouri State Genealogical Association Annual Conference	2012-2013
40	11	Missouri State Genealogical Association Annual Conference	2014-2015
40	12	Missouri State Genealogical Association Annual Conference	2017
62	10	Missouri State Genealogical Association Annual Conference	2018
40	13	Missouri State Penitentiary (MSP) Database Launch	2015
40	14	Moments in Missouri History	Undated
40	15	Museum of Missouri Military History Grand Opening	December 7, 2014
40	16	National Archives at Kansas City Possible Digitization Projects	2008
40	17	National Archives at Kansas City Provost Marshal 3	Undated
40	18	NAGARA/COSA (National Association of Government Archives and Records Administrators/Council of State Archivists)	2012
40	19	NAGARA (National Association of Government Archives and Records Administrators)	2017
40	20	National Association of Secretaries of State Conference	2015



<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
40	21	National Constitutions Center Loan	2016
62	16	National Constitution Center Load	2017
62	17	Natural and Cultural Resources Recovery Support Function	2017
40	22	National Endowment for the Humanities Grant, St. Louis Circuit Court #PA-51922-06	2008
40	23	National Genealogical Society Conference	2008
40	24	National Genealogical Society Family History Conference	2015
41	1-2	National Genealogical Society Family History Conference	2019
41	3	National Genealogical Society Family History Conference Exemptions Presentation	2019
41	4	National Genealogical Society Family History Conference Librarian's Day Presentation	2015
41	5	National Genealogical Society Family History Conference Plats Presentation	2019
41	6	National Genealogical Society Family History Conference Presentations	2019
41	7	National Genealogical Society Family History Conference Spanish Census	2019
41	8	National Genealogical Society's Research in Missouri Edits	2007
41	9	National Historical Publications and Records Commission Electronic Records Archives (ERA) Grants	2011-2015
62	22	National Historical Publications and Records Commission Electronic Records Archives (ERA) Grants (Safferty Grant)	2015-2016
41	10	National Historical Publications and Records Commission Supreme Court Digitization Grant	2010
41	11	National History Day in Missouri Letter of Agreement	2011
41	12	Official Manual Essay	2008

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
62	18	Ozark Genealogical Society Program	2018
6	1	Pennsylvania State Archives “Preserve Your Digital Archives” Poster	2016
41	13	Perry County: 1880 Perry County Census Pages Found	2018
41	14	Pettis County Historical Society Dr. Saugrain Journals	2013
41	15	Postmark Collector’s Club Museum	2017
41	16	Presentation: Ensuring Access Through Reference	Undated
42	1	Presentation: Fundamentals of Archives Preservation	2017
42	2	Presentation: Gateway to the West: Genealogical Resources at the Missouri State Archives	Undated
61	12	Presentation: Increasing Patron Engagement with Limited Resources, Rootstech 2023	2023
42	3	Presentation: Lessons from the Slave Schedule Indexing Project	Undated
62	19	Presentation: Missouri’s Electronic Records Archives: A Solution for the State’s Permanent Digital Records	c. 2018
61	13	Presentation: Missouri Records and Resources (Part 2), IGHR (Institute of Genealogy and Historical Research)	2024
42	4	Presentation: Preservation and Access: A Death Certificate’s Journey to Online Availability	2021
42	5	Program Ideas	2017-2019
42	6	Program Ideas	2020
62	20	Record Center Space Study (Restricted)	2015-2016
42	7	Records Management	2007
42	8	Records Management-Records Center Delivery Study	2008
42	9	Records Management-Record Center Expansion	2010
42	10	Records Management-Record Center Move	2010

Box	Folder	Contents	Date
42	11	Records Management-State Records Commission Meeting Notes	2009-2015
42	12	Record Services Division Volunteer Reception	2018
42	13	Record Services Fiscal Year 2011 Annual Report	2011
42	14	Record Services Social Media Content	Undated
42	15	Record Services Statistics	2001-2018
42	16	Robinett Research	Undated
42	17-18	St. Louis Archives (Missouri State Archives-St. Louis)	2006-2009
42	19	St. Louis Circuit Court Memorandum of Understanding	2009
42	20	St. Louis Genealogical Society	2009
42	21	St. Louis Genealogical Society	2011
43	1	St. Louis Genealogical Society	2013-2014
43	2	St. Louis Genealogical Society	2016
51	8	St. Louis Genealogical Society Family History Conference and Fall Speaker's Series	2012
43	3	St. Louis Genealogical Society Family History Conference	2017
62	21	St. Louis Genealogical Society Family History Conference	2018
43	4	St. Louis Genealogical Society Family History Conference	2018
50	16	St. Louis Genealogical Society Family History Conference	2023
61	14	St. Louis Genealogical Society Family History Conference	2024
43	5	St. Louis Genealogical Society Missouri Research Institute	2017
43	6	St. Louis Probate Court	2009
43	7	St. Louis (City) Recorder	2014
43	8	St. Louis Recorder of Deeds	January 17, 2019
43	9-10	Salt Lake Institute of Genealogy	2021
43	11	Second State Capitol Commission (Closed)	April 14, 2008
43	12	Second State Capitol Commission	2009
43	13	Second State Capitol Commission	2010-2011

Box	Folder	Contents	Date
43	14	Second State Capitol Commission (Closed)	2013
43	15	Second State Capitol Commission	2014
43	16	Second State Capitol Commission	2015
44	1	Second State Capitol Commission	2016
44	2	Second State Capitol Commission Composite Photos	2008
44	3	Second State Capitol Commission Cornerstone Removal	2015
44	4	Speeches	C. 2008
44	5	Speeches	Undated
51	1	Speeches	2023
44	6	Speeches, Employee Recognition	C. 2007- 2012
44	7	Speeches, Friends Program Introductions	2010-2022
44	8	Springfield-Greene County Library Over There: Missouri in World War I	2013
44	9	Staff Recommendations	2008-2009
44	10	State Government Information Summit	May 20, 2017
44	11	State Historical Society-Archives Records Stolen from Their Holdings	2015
44	12	State Historical Society New Building Architects	2016
44	13	State Information Center Environnemental Reports	2022
44	14	State Records Commission	2016
44	15	State Records Commission	2018
44	16	State Records Commission	2019
44	17	State Records Commission	2020
44	18	State Records Commission	2021
51	2	State Records Commission	2023
61	15	State Records Commission	2024
44	19	Stolen Records	2013
44	20	Summer Speaker Series	2020
44	21	Sunshine Database Upgrade	2008
44	22	Sunshine Week Panel	2019
45	1	Supreme Court-Dred Scott Loan Agreement	2012
45	2	Supreme Court of Missouri Historical Society	2009

Box	Folder	Contents	Date
45	3	Supreme Court of Missouri Historical Society	2010
45	4	Supreme Court of Missouri Historical Society	2011
45	5	Supreme Court of Missouri Historical Society Annual Meeting	2008/2009
45	6	Supreme Court of Missouri Historical Society Annual Membership Dinner	November 7, 2017
45	7	Supreme Court of Missouri Historical Society Board Meetings	2013-2014
45	8	Supreme Court Operating Rule 8	2009
45	9	Tartan Stone	August 9, 2011
62	23	Territorial Records/Bates County	October 26, 2015
45	10	Transition of Greitens Document to Missouri State Archives	May 31, 2018
45	11	Truman State University Memorandum of Understanding for Interns	2011
45	12	U.S. Geology Web/RootsWeb	2008
45	13	USGS (United States Geographical Survey) Rolla	2008
45	14	University of Missouri Journalism Conference Future of Archives in the Digital Age	2011
45	15	University of Missouri Library Society Dinner, Jim Cogswell Farewell	April 16, 2016
51	7	"A Very Record Services Christmas" by Erika Woehlk (author retains copyright)	2018
62	24	Visit to Arlington Cemetery	c. 2018
51	3	Volunteer's Eagle Scout Ceremony Invitation	October 7, 2023
45	16	Washington University IMLS (Institute of Museum and Library Services) Grant-Freedom Suits	2009
45	18	<i>Who Do You Think You Are?</i> (television show) Cynthia Nixon and Martha Castro	2014
45	17	Women's Suffrage Outline for the Official Manual	Undated

<b>Box</b>	<b>Folder</b>	<b>Contents</b>	<b>Date</b>
62	25	World War I Social Media Extravaganza	2018

## Christina Miller, 2010-

*Extent:* 3 folders

### Scope and Content

Christina Miller is the current Reference Services Manager (starting in 2010, previously titled Senior Reference Archivist), but also served as interim director of Record Management from July 2016 to February 2017. She previously worked as an Electronic Records Archivist for Records Management and a processing archivist for the Missouri State Archives –St. Louis (NEH Grant). Miller earned her Master's in Archival Studies from the University of British Columbia in 2007. She is active in the Missouri Association of Museum and Archives.

### Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to research projects, exhibits, and daily operations.

Box	Folder	Contents	Date
48	2	Great Missouri Treasure Hunt	2011
61	20	Reference Room Goals	2018
48	3	Supreme Court Digitization Grant (#NARA 10-RD-1005-1-102)	2010-2012
48	4	Supreme Court Grant Publicity	2010-2013

## John Korasick, 2013-

*Extent:* 6 folders

### Scope and Content

Korasick is the current Director of Local Records (2013-present). Previous to this, he served as a contract archivist, archivist, and administrative archivist at the Missouri State Archives Local Records Preservation Program. Korasick earned his Masters in History at University of Missouri-St. Louis (1996) and his doctorate in American History at St. Louis University (2005).

### Subject Files

*Arrangement:* Alphabetical

Series contains records pertaining to grants, and daily operations.

More information on all included grants are part of RG5.55 Missouri Historical Records Advisory Board. For each grant, the original grant proposal is in one record group and the supporting documentation in the other.

Box	Folder	Contents	Date
49	6	Court Operating Rule 8 Changes	2009-2018
49	8-10	ERA (Electronic Records Archive) I Grant (NAR13-RE-10053-13)	2014
49	11	ERA (Electronic Records Archive) I Grant (NAR13-RE-10053-13): Electronic Resources Program-MSA R/D Spring 2012	2012
50	1	ERA (Electronic Records Archive) I Grant (NAR13-RE-10053-13): Electronic Records Project: Consultant's Findings and Recommendations by William Saffaday (2 copies)	2014
50	2	ERA (Electronic Records Archive) II Grant (NAR15-RG-50006-15)	2016-2017
61	16	Metropolitan St. Louis Police Department Archive	2009-2019
48	11	Newspaper Clippings	2023



## Other Staff with Authored Material, 2024-

*Extent:* .2 cubic ft. (1/2 Hollinger box)

### Scope and Content

Series contains items authored by other staff whom were or are mid-level managers.

## Jennifer “Jennie” Phelps’ Disaster Planning Files, 2024-

*Arrangement:* Alphabetical

Series contains records pertaining to Missouri State Archives disaster planning records as written by Phelps in collaboration with other senior leadership.

Jennifer “Jennie” Phelps earned a Masters of Arts in Social Sciences at the University of Chicago in 2005 and a Master of Sciences in Conservation Practices from Cardiff University in Wales, United Kingdom. Phelps started with the Missouri State Archive’s Local Records Program’s Conservation Lab in 2019 and was promoted to Senior Conservator in 2024. Prior to this, Phelps held conservation internships at the Field Museum in Chicago and the Carmarthenshire County Museum in Wales.

Some records are restricted due to the inclusion of blueprints under [RSMO 610.021 \(19\)](#).

M.C. stands for Map Cabinet. Substitute drawer for box.

Box	Folder	Contents	Date
51	19	Emergency Preparedness and Response Plan (Closed)	May, 2023
51	20	Emergency Preparedness and Response Plan, Public Version	May, 2023
51	20	Evaluation of Interleaving Materials for Air- drying Coated Papers During Emergency Response Pamphlet	2022
6	1	Evaluation of Interleaving Materials for Air- drying Coated Papers During Emergency Response Poster	2024
51	22	May Day 2021 Flyer	May, 2021
51	23	May Day 2023 Activities	May, 2023
51	24	Missouri State Archives-St. Louis Emergency Preparedness and Response Plan (Closed)	December 5, 2023

## Teaching with Documents, 1987-1988

*Extent:* .2 c.f. (1/2 archival box)

*Arrangement:* Alphabetical

### Scope and Content

The Teaching with Documents series is for the Teaching With Document program created and offered during 1987-1988 by the Missouri State Archives for elementary school students. Since there were three state archivists over the course of the project (Gary Beahan, Billie Smith, and Gary Kremer), this series cannot be attributed to one person.

Box	Folder	Contents	Date
51	9	Correspondence Sampling	1988
51	17	Correspondence Sampling	1988-1989
51	10	Correspondence with Davis P. March	1987
51	11	Development Files	1987
51	12	Document Copies for Schools	c. 1988
51	13	Early Draft	c. 1987
51	14	Glimpses into the Past	c. 1988
51	15	Teacher's Manual	c. 1988
51	16	Transparency	c. 1988

## Miscellaneous, 1984-1993

*Extent:* 3 folders

*Arrangement:* Alphabetical

### Scope and Content

The Miscellaneous series contains files found in the Record Services Administrators collection that could not be attributed to any individual administrator.

Some records are restricted due to the inclusion of blueprints under [RSMO 610.021 \(19\)](#).

M.C. stands for Map Cabinet. Substitute drawer for box.

Box	Folder	Contents	Date
60	14	Harry S Truman State Office Building Schematics (Closed)	C. 1984
6	2	Harry S Truman State Office Building Schematics (Closed)	
60	15	Land and It's Legacy	C. 1990-1992
60	16	The Platte River Purchase Exhibit Brochure	C. 1985-1993