

A Guide to the Administrative Management Society records, 1941-1987 M 226

Administrative Management Society records

1941-1987



Title Statement

A Guide to the Administrative Management Society records, 1941-1987 M 226

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Profile Description

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Descriptive Summary

Unit ID

M 226

Unit Date

1941-1987

Unit Date

1941-1987

Language

English .

Creator

Administrative Management Society. Richmond (Va.) Chapter

Creator

National Office Management Association. Richmond (Va.) Chapter

Extent

4 Linear Feet

Repository

VCU James Branch Cabell Library

Administrative Information

Access Restrictions

No restrictions on access.

Use Restrictions

No restrictions on use.

Acquisition Information

The collection was donated to the Department by Clyde T. Jeffrey in September and November of 1986.

Preferred Citation

Box/folder, Administrative Management Society Archives, M 226, Special Collections and Archives, James Branch Cabell Library, Virginia Commonwealth University

Biographical/Historical Information

The Richmond Chapter of the National Office Management Association was organized in 1940 with 31 charter members. Coinciding with a change in the name of the national (international) organization, the name of the chapter was changed on January 1, 1964 to the Richmond Chapter of the Administrative Management Society. The objectives of the Richmond Chapter are: 1. To promote a free exchange of ideas in office organization, operation and management. 2. To promote efficiency and economy in office administration by encouraging the application of scientific methods and standardization. 3. To assist educational institutions in interpreting the needs of commerce and industry relating to suitable training for a business career. 4. To hold meetings from time to time to consider and discuss subjects of mutual interest in the general field of administrative management. 5. To encourage the professionalization of the Chapter in the Society's program for certification of administrative managers.

Scope and Contents

The Administrative Management Society files consist of Public Information and NOMA scrapbooks (1960-1969), early miscellaneous information (1941-1970) and the President's files (1981-1987).

Keywords

Office management -- Societies, etc.

Administrative Management Society. Richmond (Va.) Chapter -- Archives

National Office Management Association. Richmond (Va.) Chapter -- Archives

Arrangement

Materials arranged alphabetically and chronologically therein. The papers of the Administrative Management Society are arranged in 3 series. Series I--Early Miscellaneous Files (1941-1970), Series II--President's Files (1981-1987), Series III--Public Information Albums and NOMA Scrapbook (1960-1969). The scrapbooks are stored with other scrapbooks in the old stack area. Papers within each folder proceed chronologically from back to front of folder.

Description of Subordinate Components

Early Miscellaneous Files

Unit Date 1941-1970

Anniversary Celebration--20th

Unit Date 1960

Mixed Materials 1 (box)

Annual Report--President

Unit Date 1949

Mixed Materials 1 (box)

Area Report

Unit Date 1958

Mixed Materials 1 (box)

Chapter Services

Unit Date 1965-1968

Mixed Materials 1 (box)

Charter Information

Unit Date 1941

Mixed Materials 1 (box)

Constitution and By-Laws

Unit Date 1961

Mixed Materials 1 (box)

Meeting Reports

Unit Date 1970

Mixed Materials 1 (box)

Membership Notices

Unit Date 1968-1969

Mixed Materials 1 (box)

Minutes

Unit Date 1946

Mixed Materials 1 (box)

Minutes

Unit Date 1946-1960

Mixed Materials 1 (box)

Newsletters

Unit Date 1965

Mixed Materials 1 (box)

NOMA Fellowship Award

Unit Date 1960

Mixed Materials 1 (box)

Papers and Speeches

Unit Date 1956

Mixed Materials 1 (box)

President's Annual Report

Unit Date 1953

Mixed Materials 1 (box)

Salary Surveys

Unit Date 1959

Mixed Materials 1 (box)

Treasurer's Reports

Unit Date 1957

Mixed Materials 1 (box)

Yearbooks

Unit Date 1969-1970

Mixed Materials 1 (box)

President's Files

Unit Date 1981-1987

AMS Conference Day

Unit Date 1985-1987

Mixed Materials 2 (box)

Administrative Services

Unit Date 1981-1986

Mixed Materials 2 (box)

Advisory

Unit Date 1985-1986

Mixed Materials 2 (box)

Agendas

Unit Date 1985-1987

Mixed Materials 2 (box)

Area IV

Unit Date 1985

Mixed Materials 2 (box)

Attendance and Social

Unit Date 1985-1987

Mixed Materials 2 (box)

Budgets, Financial Reports, Treasurer's Operations--1st folder

Unit Date 1985

Mixed Materials 2 (box)

Budgets, Financial Reports, Treasurer's Operations--2nd folder

Unit Date 1985

Mixed Materials 2 (box)

Budgets, Financial Reports, Treasurer's Operations--1st folder

Unit Date 1985-1987

Mixed Materials 2 (box)

Budgets, Financial Reports, Treasurer's Operations--2nd folder

Unit Date 1985-1987

Mixed Materials 2 (box)

Chapter Achievement Program

Unit Date 1984-1986

Mixed Materials 2 (box)

Chapter Goals

Unit Date 1981-1985, 1985-1987

Mixed Materials 2 (box)

Chapter Services

Unit Date 1983-1986

Mixed Materials 2 (box)

Committee of 500

Unit Date 1983, 1985-1986

Mixed Materials 2 (box)

Constitution and By-Laws

Unit Date 1982, 1984

Mixed Materials 2 (box)

Correspondence--1st folder

Unit Date 1985

Mixed Materials 2 (box)

Correspondence--2nd folder

Unit Date 1985

Mixed Materials 2 (box)

Correspondence--3rd folder

Unit Date 1985

Mixed Materials 2 (box)

Correspondence

Unit Date 1986-1987

Mixed Materials 2 (box)

Education

Unit Date 1981, 1985-1987

Mixed Materials 2 (box)

Financial Management

Unit Date 1984-1987

Mixed Materials 2 (box)

First Vice President

Unit Date 1984-1986

Mixed Materials 2 (box)

Human Resources

Unit Date 1984-1987

Mixed Materials 2 (box)

International AMS

Unit Date 1986

Mixed Materials 2 (box)

Leadership Reports--1st folder

Unit Date 1985

Mixed Materials 2 (box)

Leadership Reports--2nd folder

Unit Date 1985

Mixed Materials 2 (box)

Leadership Reports

Unit Date 1985-1987

Mixed Materials 2 (box)

Management and Data Processing Salaries Report

Unit Date 1986-1987

Mixed Materials 3 (box)

Management Education

Unit Date 1984-1986

Mixed Materials 3 (box)

Membership-1st folder

Unit Date 1982-1983

Mixed Materials 3 (box)

Membership--2nd folder

Unit Date 1982-1983

Mixed Materials 3 (box)

Membership

Unit Date 1985-1987

Mixed Materials 3 (box)

Membership Retention

Unit Date 1984-1985

Mixed Materials 3 (box)

Membership Survey

Unit Date 1981, 1985-1986

Mixed Materials 3 (box)

Merit Awards

Unit Date 1983, 1985-1986

Mixed Materials 3 (box)

Minutes, Secretary's Operations--1st folder

Unit Date 1984-1985

Mixed Materials 3 (box)

Minutes, Secretary's Operations--2nd folder

Unit Date 1984-1985

Mixed Materials 3 (box)

Minutes, Secretary's Operations--3rd folder

Unit Date 1984-1985

Mixed Materials 3 (box)

Minutes

Unit Date 1985-1987

Mixed Materials 3 (box)

Newsletters

Unit Date 1984

Mixed Materials 3 (box)

Newsletters

Unit Date 1985-1987

Mixed Materials 3 (box)

Office Automation

Unit Date 1984-1987

Mixed Materials 3 (box)

Officer's Meetings

Unit Date 1985

Mixed Materials 3 (box)

Public Information

Unit Date 1985-1987

Mixed Materials 3 (box)

President's Annual Report

Unit Date 1985

Mixed Materials 3 (box)

President's Annual Report

Unit Date 1986

Mixed Materials 3 (box)

Recommendation of Membership Goals for CAP

Unit Date 1985

Mixed Materials 3 (box)

Second Vice President

Unit Date 1984-1985

Mixed Materials 3 (box)

Significant Dates

Unit Date 1984, 1986-1987

Mixed Materials 3 (box)

Third Vice President

Unit Date 1985-1986

Mixed Materials 3 (box)

Scrapbooks

Scope and Contents

Scrapbooks are housed in their own area and have their own numbering system.

Richmond Chapter Administrative Management Society

Unit Date 1963-1964

Mixed Materials 1 (box)

Richmond Chapter Administrative Management Society

Unit Date 1964-1965

Mixed Materials 1 (box)

National Office Management Association

Unit Date 1960-1961

Mixed Materials 2 (box)

Administrative Management Society, Public Information Album

Unit Date 1967-1968

Mixed Materials 2 (box)

Administrative Management Society, Public Information Album

Unit Date 1966

Mixed Materials 3 (box)

Administrative Management Society, Public Information Album

Unit Date 1968-1969

Mixed Materials 3 (box)

National Office Management Association

Unit Date 1958-1959

Mixed Materials 4 (box)