

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

Administrative Management Society records  
1941-1987

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## Title Statement

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

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## Publication Statement

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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)