

National Capital Area Chapter American Society for Public Administration Records

An inventory of National Capital Area Chapter American Society for Public Administration at DC Public Library

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English

Describing Archives: A Content Standard

Test

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Summary Information

Repository:	Test
Title:	National Capital Area Chapter American Society for Public Administration Records
ID:	013
Date [inclusive]:	1986-1991
Physical Description:	9.5 linear feet; 22 boxes
Language of the Material:	English
Language of the Material:	English
Language of the Material:	English

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Biographical / Historical

The National Capital Area Chapter is one of the largest chapters of the American Society for Public Administration. Its membership consists of public servants and managers in the nation's capital. The Chapter developed the professional journal, the Bureaucrat.

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Scope and Contents

The collection includes budgets, financial statements, membership information, newsletters, handbooks, conference materials, annual reports, and meeting minutes from the Society's office files and past officers of the Society. The collection is divided into series by the origin of the materials as follows: Presidential papers, offices files, and treasurer's records.

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Administrative Information

Publication Statement

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Custodial History

John Stone and Michael Carmichael, former officers in the NCAC-ASPA, donated the records of the National Capital Area Chapter-American Society for Public Administration (NCAC-ASPA) in 1988 and 1989.

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Controlled Access Headings

- Associations, institutions, etc

Collection Inventory

Series 1: Presidential papers, 1985-1989

Scope and Contents

This series contains Michael Carmichael's presidential papers arranged alphabetically by topic or type of material. It includes budgets, correspondence, the Society's constitution, conference materials, budgets, membership lists, handbooks, newsletters, and other topics. National Society information and annual conference materials appear at the end of the series.

Title/Description	Instances	
Administrative Procedures, Undated	Box 1	Folder 1
Annual report, Undated	Box 1	Folder 2
Awards, Undated	Box 1	Folder 3
Award reception, Undated	Box 1	Folder 4

Board minutes/agendas, Undated	Box 1	Folder 5
Budget and finance, Undated	Box 1	Folder 6
Budget and finance, Undated	Box 1	Folder 7
COMPA, Undated	Box 1	Folder 8
NCAC Comm. Sheet, Undated	Box 1	Folder 9
Conference, Undated	Box 1	folder 10
Special Note, Undated	Box 1	folder 11
Conference reference materials, Undated	Box 2	Folder 1
Conference materials, 1986-1987	Box 2	Folder 2
Constitution, Undated	Box 2	Folder 3
D.C. group, Undated	Box 2	Folder 4
Elections, Undated	Box 2	Folder 5
Executive director, Undated	Box 2	Folder 6
Events listing, Undated	Box 2	Folder 7
Luncheons, Undated	Box 2	Folder 8
Medina lectures, Undated	Box 2	Folder 9
Member survey, Undated	Box 2	Folder 10
Membership, List of Activities, Undated	Box 2	Folder 11
Membership Development Kit, Undated	Box 2	Folder 12
Membership, Undated	Box 3	Folder 1
Membership meeting, Undated	Box 3	Folder 2
Newsletters, Undated	Box 3	Folder 3
Newsletters, Undated	Box 3	Folder 4
Conference, 1991	Box 3	Folder 5
Conference, 1991	Box 3	Folder 6
Org. Liaison, Undated	Box 3	Folder 7
Policy issues, Undated	Box 3	Folder 8
Policy issues, Undated	Box 3	Folder 9
Proof development comm., Undated	Box 3	Folder 10
Professional organizations, Undated	Box 4	Folder 1
Public image, Undated	Box 4	Folder 2
Round tables, Undated	Box 4	Folder 3

Sections, Undated	Box 4	Folder 4
Strategic PLG, Undated	Box 4	Folder 5
Students and student conference, Undated	Box 4	Folder 6
Treasurer reports, Undated	Box 4	Folder 7
Volunteers, Undated	Box 4	Folder 8
Volunteer names, Undated	Box 4	Folder 9
National Information, Undated	Box 5	Folder 1
National Information, Undated	Box 5	Folder 2
National Information, Undated	Box 5	Folder 3
Miscellaneous information, Undated	Box 5	Folder 4
Miscellaneous information, Undated	Box 5	Folder 5
Executive Director information, Undated	Box 5	Folder 6
NCAC, 1987-1988	Box 5	folder 7
NCAC, 1987-1988	Box 5	folder 8
Annual Conference, 1985-1988	Box 6	Folder 1
Handbooks, 1987	Box 7	Folder 1

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Series 2: Office files, 1978-1991

Scope and Contents

Contains the Society's office files arranged alphabetically by topic. The files include the Society's by-laws, some annual reports, Society Conference materials (1978-1991), expense vouchers, meeting minutes, newsletters, financial reports, and handbooks (1984-1989). The series also contains 5 audiotapes of 1984 conference presentations.

Title/Description	Instances	
Administration/management, Undated	Box 8	Folder 1
Agency Liaison network, Undated	Box 8	Folder 2
Agenda, Undated	Box 8	Folder 3
Annual reports, Undated	Box 8	Folder 4
Audit, Undated	Box 8	Folder 5
Awards/reception, Undated	Box 8	Folder 6
Budget, Undated	Box 8	Folder 7
Budget, Undated	Box 8	Folder 8

Bureaucrat, Undated	Box 8	Folder 9
By-laws, Undated	Box 9	Folder 10
Calendar, Undated	Box 9	Folder 11
Civil service, Undated	Box 9	Folder 12
Commemorative stamps, Undated	Box 9	Folder 13
COMPA, Undated	Box 9	Folder 14
Conference, 1987-1991	Box 9	Folder 15
Conference, 1987-1991	Box 9	Folder 16
Conference, 1978-1986	Box 10	Folder 1
Conference, 1978-1986	Box 10	Folder 2
D.C. Government group, Undated	Box 10	Folder 3
Directory, Undated	Box 10	Folder 4
Elections, Undated	Box 10	Folder 5
Events planning, Undated	Box 10	Folder 6
Expense vouchers, Undated	Box 10	Folder 7
Expense vouchers, Undated	Box 10	Folder 8
Finance committee, Undated	Box 11	Folder 1
Finance reports, Undated	Box 11	Folder 2
Financial reports and financial management, Undated	Box 11	Folder 3
Holiday reception, Undated	Box 11	Folder 4
Insurance Leadership posters, Undated	Box 11	Folder 5
Luncheon committee, Undated	Box 11	Folder 6
Medina lecture series, Undated	Box 11	Folder 7
Meeting rooms, Undated	Box 11	Folder 8
Membership committee, Undated	Box 11	Folder 9
Membership meetings, Undated	Box 12	Folder 1
Minutes of meetings, Undated	Box 12	Folder 2
National ASPA, Undated	Box 12	Folder 3
National Council of Association for Policy Sciences, Undated	Box 12	Folder 4
PMI, Undated	Box 13	Folder 1
Planning, Undated	Box 13	Folder 2
Nominating Committee, Undated	Box 13	Folder 3

Policy issues, Undated	Box 13	Folder 4
Post office, Undated	Box 13	Folder 5
Potomac planning, Undated	Box 13	Folder 6
PRACADEMIC, Undated	Box 13	Folder 7
Presidents' messages, Undated	Box 13	Folder 8
Professional development committee, Undated	Box 13	Folder 9
Professional organization, Undated	Box 13	Folder 10
Public/private sector issues, Undated	Box 13	Folder 11
Public relations, Undated	Box 13	Folder 12
Retreat, Undated	Box 13	Folder 13
Roundtables, Undated	Box 13	Folder 14
Student consortium, Undated	Box 13	Folder 15
Newsletters, Undated	Box 13	Folder 16
Newsletters, Undated	Box 13	Folder 17
Stationary Samples, Undated	Box 13	folder 18
Tax exemption, Undated	Box 14	Folder 1
Volunteer, Undated	Box 14	Folder 2
YPI/NCAC, Undated	Box 14	Folder 3
NCAC directory, Undated	Box 14	Folder 4
Miscellaneous folder, Undated	Box 14	Folder 5
Annual Report Background Information PCA, 1987-1988	Box 14	folder 6
Leadership handbook, 1984-1989	Box 15	Folder 1
Leadership handbook, 1984-1989	Box 15	Folder 2
Leadership handbook, 1984-1989	Box 15	Folder 3
Miscellaneous items, Undated	Box 15	Folder 4
Audiocassette - Peter Edelman and Jon Herbers - Great Society Retrospective, 12/6/1984	Box 16	Folder 1
Audiocassette - K. Hunter et al. - 10 Years After the Congressional Budget Process, 12/6/1984	Box 16	Folder 2
Audiocassette - William Gregory - Space: The Last Frontier, 12/7/1984	Box 16	Folder 3
Audiocassette - Patterson - Closing Plenary session, 12/7/1984	Box 16	Folder 4

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Series 3: Treasurer's records, 1984-1988

Scope and Contents

Includes bank statements, bank vouchers, financial reports, maintained by the Society's Treasurer.

Title/Description	Instances	
Bank statements/vouchers, Undated	Box 17	Folder 1
Bank statements/vouchers, Undated	Box 17	Folder 2
Bank statements/vouchers, Undated	Box 17	Folder 3
Bank statements/vouchers, Undated	Box 17	Folder 4
Bank statements/vouchers, Undated	Box 17	Folder 5
Bank statements/vouchers, Undated	Box 17	Folder 6
Voucher/Financial policy, 1984-1985	Box 18	Folder 1
Bank statements, Undated	Box 18	Folder 2
Financial status reports w/receipts, 1985	Box 19	Folder 1
Financial status reports w/receipts, 1986	Box 20	Folder 1
Financial status reports w/receipts, 1987	Box 21	Folder 1
Financial status reports w/receipt, 1988	Box 22	Folder 1
Miscellaneous papers, Undated	Box 22	Folder 2

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