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American Society for Public Administration (ASPA), Capital District Chapter; Records

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M.E. Grenander Department of Special Collections & Archives

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Summary Information

Repository:	M.E. Grenander Department of Special Collections & Archives
Title:	American Society for Public Administration (ASPA), Empire State Capital Area Chapter Records
ID:	apap009
Date [inclusive]:	1952-1989
Physical Description:	9.5 cubic ft.
Physical Location:	The materials are located onsite in the department.
Language of the Material:	English .
Abstract:	Founded to encourage and advance training and professionalism in public administration for New York State

Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, American Society for Public Administration (ASPA), Empire State Capital Area Chapter Records, 1952-1953. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as ASPA, Empire State Capital Area Chapter Records).

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Administrative History

The Empire State Capital Area Chapter of the American Society of Public Administration (ASPA) was organized in 1942 as a discussion group of twenty-five persons to address the lack of professionalism and training in the newly expanded state government. The chapter (known until July 1989 as the Capital District Chapter) was officially chartered on December 5, 1945. The objectives and goals were to foster an "exchange of knowledge and results of experience of persons interested in the field of public administration", "to encourage the collection, compilation and dissemination of information on matters relating to public administration", and "to advance generally the science, processes and art of public administration" [Constitution of the American Society for Public Administration (National Chapter)].

On July 1, 1989, the chapter changed its name to the Empire State Capital Area Chapter in order to distinguish it from other "capital area" chapters and to more accurately define the area it covers.

The chapter was instrumental in creating the Albany Graduate Program in Public Administration in September 1947. The school was originally co-sponsored by Syracuse University and New York University but is now part of Rockefeller College of Public Affairs and Policy, University at Albany, SUNY (hereafter, "SUNYA"). With the help of the Capital District ASPA, an internship program was initiated in 1947 to give practical experience to the newly graduated professionals. In 1950, a trainee program was begun to train people who were already in state service and who were not necessarily studying for graduate degrees.

The national chapter conducts studies and distributes policy statements to 126 local ASPA chapters across the country. These policy statements serve as guides for the local chapters. The chapters do no lobbying; instead, national and local chapters try to improve government through the sponsorship of seminars and workshops. During the 1980s, the society's main area of concentration has been ethics in government.

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Scope and Contents

There are few records documenting the early history of this organization (1945-55) due to the lack of a permanent office. The earliest extant records (from 1952) were acquired directly from the Capital District Chapter of ASPA. Most of the other records in the collection were donated by former officers of the Capital District Chapter.

These records show attempts by a prominent group of New York State civil service employees to develop standards for its profession. This group wanted to ensure that professional employees of the state would be equipped to handle the increasingly complex matters of running branches of the civil service. To develop a pool of qualified candidates for civil service, the Capital District Chapter worked on the development of the Albany Graduate Program in Public Administration, which subsequently became the Graduate School of Public Affairs at SUNYA. The minutes of meetings and (to a lesser degree) the correspondence elucidate how the chapter progressed in fulfilling its goals, especially at the state level. The annual reports of the chapter (found in the publications file), compiled by graduate students, detail the issues ASPA was involved with during the year.

The Capital District Chapter of ASPA has helped to improve the administration of state government, and, in conjunction with the national ASPA, beginning in the 1960s and 1970s has tackled such issues as discrimination, handicapped employment in the public sector, and the involvement of women and minorities in government. In the 1980s ASPA worked with the Center for Women in Government, SUNY, to address specific problems involving women in government, such as pay equity for women, equal promotional opportunities, and sexual harassment.

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Arrangement of the Collection

Divided into 8 file series.

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Administrative Information

Publication Statement

M.E. Grenander Department of Special Collections & Archives

Revision Description

EAD file created Encoded in EAD by Conversion and encoding by ArchProteus 2014 2016

Processing Information

Processed in 1989 by Barbara Snow and Geoffrey A. Huth (July 13, 1989), Lisa Selander (January 29, 1990), Linda A. Keller (April 24, 1992).

Acquisition Information

All items in this manuscript group were donated to the University Libraries, M.E. Grenander Department of Special Collections and Archives, by the by the Capital District Chapter of ASPA and former officers of the chapter.

Access

Access to this record group is unrestricted.

Copyright

The researcher assumes full responsibility for conforming with the laws of copyright. Whenever possible, the M.E. Grenander Department of Special Collections and Archives will provide information about copyright owners and other restrictions, but the legal determination ultimately

rests with the researcher. Requests for permission to publish material from this collection should be discussed with the Head of Special Collections and Archives.

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Controlled Access Headings

- Public administration -- Study and teaching.
- African Americans -- Civil rights -- New York (State).
- Women in the civil service -- New York (State).
- People with disabilities -- Civil rights -- New York (State).
- Minutes.
- Social Activists and Public Advocates
- Albany, New York
- Public Servants
- Maxwell Graduate School of Citizenship and Public Affairs.
- American Society of Public Administration.
- State University of New York at Albany. Nelson A. Rockefeller School of Government.

Collection Inventory

Presidents' Files, 1962-1964-1966-1973-1975-1985

Physical Description: 1.5 cubic ft.

Scope and Contents

This series contains the files of past presidents of the Capital District Chapter of ASPA. At least three of these files--those of George W. Chesbro, Robert P. Kerker and Charlotte O. Gray--appear to have been donated by the presidents themselves. The rest of these files were collected from people other than the president who created the records, but these do seem to be files kept by those presidents. Most of these files are arranged as day files: items within files are in rough chronological order, and contain incoming and outgoing correspondence, meeting minutes, newsletters, announcements, and some notes. For the most part, files under one name contain the records of one president's term, but a few of these files (notably, those for Robert J. Donahue) contain records that overlap with the terms of other presidents and are filed in the presidents' files for the sake of convenience.

Arrangement

Arranged chronologically.

Title/Description	Instances
Ellis T. Riker, 1962	

	Box 1 (1- Presidents' Files)	Folder 1
Daniel Klepak, 1964	Box 1 (1- Presidents' Files)	Folder 2
Morris Schaefer, 1966	Box 1 (1- Presidents' Files)	Folder 3
Basil Y. Scott, 1966-1967	Box 1 (1- Presidents' Files)	Folder 4
Gerald E. Dunn, 1968-1969	Box 1 (1- Presidents' Files)	Folder 5
Martin Ives, 1969-1970	Box 1 (1- Presidents' Files)	Folder 6
June Martin, 1970-1971	Box 1 (1- Presidents' Files)	Folder 7
George W. Chesbro, 1971	Box 1 (1- Presidents' Files)	Folder 8
George W. Chesbro, 1971-1972	Box 1 (1- Presidents' Files)	Folder 9
George W. Chesbro, 1972	Box 1 (1- Presidents' Files)	Folder 10
George W. Chesbro, 1972-1973 <u>Physical Description</u> : 2 folders	Box 1 (1- Presidents' Files)	Folder 11-12
Andrew Krieger, 1972-1973	Box 1 (1- Presidents' Files)	Folder 13
Douglas R. Martin, 1975	Box 1 (1- Presidents' Files)	Folder 14
Douglas R. Martin, 1975-1976	Box 1 (1- Presidents' Files)	Folder 15
Douglas R. Martin, 1976	Box 1 (1- Presidents' Files)	Folder 16
Kathryn F. Minnock, 1976		

	Box 1 (1- Presidents' Files)	Folder 17
Kathryn F. Minnock, 1977 <u>Physical Description</u> : 2 folders	Box 1 (1- Presidents' Files)	Folder 18-19
Robert J. Donahue, 1976	Box 1 (1- Presidents' Files)	Folder 20
Robert J. Donahue, 1977	Box 1 (1- Presidents' Files)	Folder 21
Robert J. Donahue, 1977-1978 <u>Physical Description</u> : 2 folders	Box 1 (1- Presidents' Files)	Folder 22-23
Robert J. Donahue, 1978	Box 1 (1- Presidents' Files)	Folder 24
Eugene K. Tyksinski, 1978-1979	Box 1 (1- Presidents' Files)	Folder 25
D. David Brandon, 1979-1980	Box 1 (1- Presidents' Files)	Folder 26
D. David Brandon, 1980-1981	Box 1 (1- Presidents' Files)	Folder 27
Charlotte O. Gray, 1982	Box 2 (1- Presidents' Files)	Folder 1
Charlotte O. Gray, 1982-1983	Box 2 (1- Presidents' Files)	Folder 2
Charlotte O. Gray--Awards Committee, 1983 <u>Physical Description</u> : 2 folders	Box 2 (1- Presidents' Files)	Folder 3-4
Charlotte O. Gray--Council Meetings, 1982-1983	Box 2 (1- Presidents' Files)	Folder 5
Charlotte O. Gray--Council Meetings, 1983	Box 2 (1- Presidents' Files)	Folder 6
Charlotte O. Gray--Institute Committee, 1982-1983	Box 2 (1- Presidents' Files)	Folder 7
Charlotte O. Gray--Luncheon Forums, 1982-1983		

	Box 2 (1- Presidents' Files)	Folder 8
Charlotte O. Gray--Public Policy Issues Committee, 1982-1983	Box 2 (1- Presidents' Files)	Folder 9
Charlotte O. Gray--New York State Interagency Information Group, 1982	Box 2 (1- Presidents' Files)	Folder 10
Robert P. Kerker, 1983-1984	Box 2 (1- Presidents' Files)	Folder 11
Robert P. Kerker, 1984	Box 2 (1- Presidents' Files)	Folder 12
Terence P. Curran, 1984-1985 <u>Physical Description</u> : 4 folders	Box 2 (1- Presidents' Files)	Folder 13-16
60 Years of BPW, 1979	Box 1	Folder 1
60th Anniversary, 1987	Box 1	Folder 2
60th Anniversary Party Slides, 1987	Box 1	Folder 3
65th Anniversary, 1992-1993	Box 1	Folder 4
A History of the National Federation of Business and Professional Women's Clubs Inc., 1994	Box 1	Folder 5
BPW of Schenectady History (1 of 3), 1999-2001	Box 1	Folder 6
BPW of Schenectady History (2 of 3), 1999-2001	Box 1	Folder 7
BPW of Schenectady History (3 of 3), 1999-2001	Box 1	Folder 8
BPW Vision, 1994	Box 1	Folder 9
BPW Vision Cassette Tape, 1994	Oversized 1	
Club Highlights, 1927-1962	Box 1	Folder 10
Club History, 1966	Box 1	Folder 11
Club History, 1976	Box 1	Folder 12
Club History, 1982	Box 1	Folder 13
Club History, 1983	Box 1	Folder 14
Club History, 1984	Box 1	Folder 15
Club History, 1986	Box 1	Folder 16
Club History, 1991	Box 1	Folder 17
Club History, 1992	Box 1	Folder 18

Club History, 1993	Box 1	Folder 19
Club History (1 of 4), 1994	Box 1	Folder 20
Club History (2 of 4), 1994	Box 1	Folder 21
Club History (3 of 4), 1994	Box 1	Folder 22
Club History (4 of 4), 1994	Box 1	Folder 23
Club History (1 of 2), 1995	Box 1	Folder 24
Club History (2 of 2), 1995	Box 1	Folder 25
Club History, 1996	Box 1	Folder 26
Club History, 1997	Box 1	Folder 27
Club History, 1998	Box 1	Folder 28
Club History, 1999	Box 1	Folder 29
Club History, 2000	Box 1	Folder 30
Club History, 2001	Box 1	Folder 31
Club History, 2002	Box 1	Folder 32
Club History, 2003	Box 1	Folder 33
Club History, 2004	Box 1	Folder 34
Club History, Undated	Box 2	Folder 1
Club History Photographs, Undated1938	Box 2	Folder 2
Community Projects, 1984-1985	Box 2	Folder 3
Green Satchel, Undated	Oversized 2	
Highlights in the History, 1927-1939	Box 2	Folder 4
History of BPW Schenectady, 1983-19841987199219941997	Box 2	Folder 5
President Caroline Osan's Scrapbook, 1937-193919511962-19631948		
Scrapbook, 1978-1979	Oversized 4	
Scrapbook, 1979-1980	Oversized 4	
Scrapbook, 1983	Box 2	Folder 6
Scrapbook (1 of 2), 1984-1985	Box 2	Folder 7
Scrapbook (2 of 2), 1984-1985	Box 2	Folder 8
Scrapbook (1 of 2), 1985-1986	Box 2	Folder 9
Scrapbook (2 of 2), 1985-1986	Box 2	Folder 10
Scrapbook, 1986-1987	Box 2	Folder 11
Scrapbook, 1989-1991		

	Box 2	Folder 12
Scrapbook (1 of 2), 1991-1993	Box 2	Folder 13
Scrapbook (2 of 2), 1991-1993	Box 2	Folder 14
Scrapbook (1 of 2), 1992-1993	Box 2	Folder 15
Scrapbook (2 of 2), 1992-1993	Box 3	Folder 1
Scrapbook (1 of 2), 1993	Box 3	Folder 2
Scrapbook (2 of 2), 1993	Box 3	Folder 3
Scrapbook, 1997-1999	Box 3	Folder 4
Scrapbook, 2003	Box 3	Folder 5
Further Equipping Church Leaders Who Oppose the Death Penalty in Kentucky, Draft, 2011 April 13		
Email from Marian McClure Taylor to Pat Delahanty Regarding Summary of Equipping Project, Attached, 2011 May 2		
Email from Marian McClure Taylor Regarding the Possibility of Berea Equipping Conference, 2011 May 4		
The Record Newsletter, Vol. 133 No. 29, 2011 July 28		
Berea Friends Meeting, Rental Agreement, 2011 September 3		
Education for Justice, "Respect for Life: CST and the Death Penalty, 2011", 2011 September 26		
Letter to Catholic Clergy from Pat Delahanty, 2011 October 12		
Catholic Conference of Kentucky Letter Offering Clergy Education About the Death Penalty, 2011 October 13		
Pastoral Equipping Event Planning Meeting, 2011 November 14		
Training for Pastoral Leaders to End the Death Penalty in Kentucky, Registration List, 2011 November 20		
Constant Contact List for Equipping Pastoral Leaders to Advocate for Abolition, 2011 November 20		
Event Notes by Don Vish, 2011 December 20		
Event Notes by Marian McClure, 2011 December 20		
Letter to Governor Brownback and Members of the Kansas Legislature, 2012 July 24		
Death Penalty Information Center "What to Say Messaging from DPIC's Report, "Struck by Lightning," and Results from a Survey of 1500 Registered Voters Nationwide" Presentation, 2011 November		
Life Matters: The Death Penalty Brochure, 2011		

Schedule for Equipping Pastoral Leaders to Advocate for Abolition Event, 2011 November 16-2011 November 17

Kentucky Council of Churches, Draft Executive Board Roster, 2013-2014

Text for Yahoo Group Invitation for Equipping Pastoral Leaders to Advocate for Abolition Event, Unknown

"For the Health of the Nation: An Evangelical Call to Civic Responsibility" Document, 2004

Kentucky Council of Churches, Executive Board Roster, 2012-2012

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Meeting Minutes, 1959-1960 1963-1982 1984-1988

Physical Description: 1 cubic ft.

Scope and Contents

This series contains minutes and agendas. The earliest minutes are verbatim transcripts of meetings. These transcripts give a full picture of the discussion held during the meetings but lasted only from 1959 to 1960. The regular minutes from 1961 and 1962 have not survived.

Arrangement

Arranged chronologically.

Title/Description	Instances	
Meeting Minutes--Transcripts, 1959-1960	Box 1 (2-Meeting Minutes)	Folder 1
Meeting Minutes--Transcripts, 1960	Box 1 (2-Meeting Minutes)	Folder 2
Meeting Minutes, 1963-1967	Box 1 (2-Meeting Minutes)	Folder 3
Meeting Minutes, 1968-1969	Box 1 (2-Meeting Minutes)	Folder 4
Meeting Minutes, 1970-1971	Box 1 (2-Meeting Minutes)	Folder 5
Meeting Minutes, 1971-1972	Box 1 (2-Meeting Minutes)	Folder 6
Meeting Minutes, 1973-1975		

	Box 1 (2-Meeting Minutes)	Folder 7
Meeting Minutes, 1976	Box 1 (2-Meeting Minutes)	Folder 8
Meeting Minutes, 1977-1978	Box 2 (2-Meeting Minutes)	Folder 1
Meeting Minutes, 1979-1980	Box 2 (2-Meeting Minutes)	Folder 2
Meeting Minutes, 1981-1982	Box 2 (2-Meeting Minutes)	Folder 3
Meeting Minutes, 1984-1985	Box 2 (2-Meeting Minutes)	Folder 4
Meeting Minutes, 1986 <u>Physical Description</u> : 2 folders	Box 2 (2-Meeting Minutes)	Folder 5-6
Meeting Minutes, 1987 <u>Physical Description</u> : 3 folders	Box 3 (2-Meeting Minutes)	Folder 1-3
Meeting Minutes, 1988	Box 3 (2-Meeting Minutes)	Folder 4

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Subject Files, 1953-1959-1960-1963-1989

Physical Description: 4 cubic ft.

Scope and Contents

This series contains correspondence, budgets, the records of ASPA conferences (especially the regional conference this chapter held in Albany in 1978), the national and local associations' constitutions, a few publications from organizations with related interests, videotapes of ASPA educational programs (May 1988), and files on subjects they were working on, such as civil service reform. Other records in this series include correspondence that was not a part of the presidents' files or the secretary's files. The bulk of the correspondence is that with the National Association, though much of that consists of memoranda sent to local chapters.

Arrangement

Arranged alphabetically.

Title/Description	Instances
Affirmative Action Advisory Council, 1985-1987	

	Box 1 (3-Subject Files)	Folder 1
Application for the Fred K. Hoehler Chapter Award of the American Society for Public Administration, 1963	Box 1 (3-Subject Files)	Folder 2
ASPA Conference in Atlanta, 1977	Box 1 (3-Subject Files)	Folder 3
ASPA Conference in Phoenix, 1977-1978	Box 1 (3-Subject Files)	Folder 4
Audit Correspondence, 1986-1987	Box 1 (3-Subject Files)	Folder 5
Audit Reports, 1982-1985	Box 1 (3-Subject Files)	Folder 6
Background Summary - ASPA, 1987	Box 1 (3-Subject Files)	Folder 7
Benson, Anne--Director's Files, 1974-1976	Box 1 (3-Subject Files)	Folder 8
Blacks in Government (BIG), 1985	Box 1 (3-Subject Files)	Folder 9
Budget and Expenses, 1975-1977	Box 1 (3-Subject Files)	Folder 10
Budget and Expenses, 1977-1978	Box 1 (3-Subject Files)	Folder 11
Budget and Expenses, 1979-1980	Box 1 (3-Subject Files)	Folder 12
Budget and Expenses, 1984-1985	Box 1 (3-Subject Files)	Folder 13
Budget and Expenses, 1986-1987	Box 1 (3-Subject Files)	Folder 14
Budget and Expenses, 1988-1989	Box 1 (3-Subject Files)	Folder 15
By-Laws and Constitution, 1986	Box 1 (3-Subject Files)	Folder 16
By-Laws, ESCAC, 1990	Box 1 (3-Subject Files)	Folder 17
Civil Service Reform--Correspondence and Legislative Acts, 1977-1978	Box 1 (3-Subject Files)	Folder 18
Clippings, 1986-1989	Box 1 (3-Subject Files)	Folder 19
Conference on the Impact of Judicial Intervention on State and Local Government Prerogatives, 1980	Box 1 (3-Subject Files)	Folder 20
Constitution--National, ca. 1988		

	Box 1 (3-Subject Files)	Folder 21
Constitution--Revision for Chapter, 1989	Box 1 (3-Subject Files)	Folder 22
Constitution--Revision for National Association, 1977-1978	Box 1 (3-Subject Files)	Folder 23
Constitutions--Chapter's and National's, 1959	Box 1 (3-Subject Files)	Folder 24
Correspondence, 1976-1977	Box 1 (3-Subject Files)	Folder 25
Correspondence, 1978-1979	Box 1 (3-Subject Files)	Folder 26
Correspondence, 1985-1986	Box 1 (3-Subject Files)	Folder 27
Correspondence, 1987	Box 1 (3-Subject Files)	Folder 28
Correspondence, 1988-1989	Box 1 (3-Subject Files)	Folder 29
Correspondence and Mailing List, 1978-1982	Box 1 (3-Subject Files)	Folder 30
Correspondence--National Chapter, 1975-1978	Box 1 (3-Subject Files)	Folder 31
Correspondence--National Chapter, 1978-1982	Box 1 (3-Subject Files)	Folder 32
Correspondence--National Chapter, 1982-1983	Box 1 (3-Subject Files)	Folder 33
Correspondence--National Chapter, 1986-1987	Box 1 (3-Subject Files)	Folder 34
Correspondence--National Chapter, 1987	Box 1 (3-Subject Files)	Folder 35
Economic Development Recommendations for the Capital Region, 1989	Box 1 (3-Subject Files)	Folder 36
Economic Development Strategy for the Capital Region, 1989	Box 1 (3-Subject Files)	Folder 37
Education for Public Administration in New York (Proposed Program), by ASPA, Capital District Chapter, 1953 April	Box 1 (3-Subject Files)	Folder 38
Election Materials, 1986-1987	Box 1 (3-Subject Files)	Folder 39
International Personnel Management Association, 1979	Box 1 (3-Subject Files)	Folder 40
JMPA Info, vol. 1, no. 1 (Journal of the Albany District Chapter of International, Undated	Box 1 (3-Subject Files)	Folder 41

Personnel Management Association), 1978 November	Box 1 (3-Subject Files)	Folder 42
Luncheon Program, 1984-1985	Box 1 (3-Subject Files)	Folder 43
Luncheon Program, 1985 <u>Physical Description</u> : 2 folders	Box 1 (3-Subject Files)	Folder 44-45
Membership Development Kit, 1986-1987	Box 1 (3-Subject Files)	Folder 46
Membership Information System Report, 1987	Box 1 (3-Subject Files)	Folder 47
Membership Information, 1986-1987	Box 2 (3-Subject Files)	Folder 1
Membership Lists, 1975/1976/1978/1979/1982/1983-1983/1984	Box 2 (3-Subject Files)	Folder 2
Membership Lists, 1980	Box 2 (3-Subject Files)	Folder 3
Membership Lists, APSA Officers, 1985-1987	Box 2 (3-Subject Files)	Folder 4
Membership Reports, 1984	Box 2 (3-Subject Files)	Folder 5
Membership Reports, 1986	Box 2 (3-Subject Files)	Folder 6
Membership Survey, 1978	Box 2 (3-Subject Files)	Folder 7
Membership Survey, 1985	Box 2 (3-Subject Files)	Folder 8
Membership Survey, 1988	Box 2 (3-Subject Files)	Folder 9
Membership Survey, 1990	Box 2 (3-Subject Files)	Folder 10
Memoranda and Newsletters from National ASPA, 1979-1980	Box 2 (3-Subject Files)	Folder 11
Merit System Report--Change or be Changed, ca. 1976	Box 2 (3-Subject Files)	Folder 12
National Conference--1991-Information, 1983/1985-1986	Box 2 (3-Subject Files)	Folder 13
National Council Meeting, 1985	Box 2 (3-Subject Files)	Folder 14
National Membership Reports, 1985	Box 2 (3-Subject Files)	Folder 15
National Membership Reports, 1985-1986		

	Box 2 (3-Subject Files)	Folder 16
National Membership Reports, 1986-1987	Box 2 (3-Subject Files)	Folder 17
National Young Professionals Forum, 1987-1988	Box 2 (3-Subject Files)	Folder 18
Newsletter Materials, 1986-1987	Box 2 (3-Subject Files)	Folder 19
New York State Department of Civil Service, ca. 1985	Box 2 (3-Subject Files)	Folder 20
New York State Public Administrators Intern and Trainee Program, 1987	Box 2 (3-Subject Files)	Folder 21
Nominations, 1988	Box 2 (3-Subject Files)	Folder 22
Office Location, 1986	Box 2 (3-Subject Files)	Folder 23
Officers, Chapter Council and Committee Chairs, 1987-1988 - 1990-1991	Box 2 (3-Subject Files)	Folder 24
Past Presidents' Roundtable, 1986-1988	Box 2 (3-Subject Files)	Folder 25
Portfolio (Vinyl) from Northeast Regional Conference, 1986	Box 2 (3-Subject Files)	Folder 26
The President and Executive Management, 1976	Box 2 (3-Subject Files)	Folder 27
Presidents' Plaque, Photographs and Negatives, ca. 1985	Box 2 (3-Subject Files)	Folder 28
Press Releases, 1986	Box 2 (3-Subject Files)	Folder 29
Press Releases, 1987	Box 2 (3-Subject Files)	Folder 30
Press Releases, 1989-1990	Box 2 (3-Subject Files)	Folder 31
Private Sector Affairs, 1985-1987	Box 2 (3-Subject Files)	Folder 32
ASPA Publications and Correspondence, 1984-1988	Box 2 (3-Subject Files)	Folder 33
Public Administration Associates Program, 1985-1987	Box 2 (3-Subject Files)	Folder 34
Public Relations Materials, 1982-1985-1988	Box 2 (3-Subject Files)	Folder 35
Questionnaires on Continuing Education, ca. 1977	Box 2 (3-Subject Files)	Folder 36-37

Physical Description: 2 folders

Rebates from National Association--Petitions, 1975-1976	Box 2 (3-Subject Files)	Folder 38
Regions I/II Annual Conference--Correspondence, 1978 <u>Physical Description</u> : 2 folders	Box 2 (3-Subject Files)	Folder 39-40
Regions I/II Annual Conference--Correspondence after Conference, 1978-1979	Box 2 (3-Subject Files)	Folder 41
Regions I/II Annual Conference--News Releases, 1978	Box 2 (3-Subject Files)	Folder 42
Regions I/II Annual Conference--Planning Documents, 1978 <u>Physical Description</u> : 3 folders	Box 2 (3-Subject Files)	Folder 43-45
Regions I/II Annual Conference--Summary Reports on Conference, 1977-1978	Box 2 (3-Subject Files)	Folder 46
Regions I/II Annual Conference--Programs and Announcements, 1978	Box 2 (3-Subject Files)	Folder 47
Regions I/II Annual Conference, 1986 <u>Physical Description</u> : 2 folders	Box 2 (3-Subject Files)	Folder 48-49
Regions I/II Annual Conference at Boston, Folder 1, 1985	Box 2 (3-Subject Files)	Folder 50
Regions I/II Annual Conference at Boston, Folder 2, 1985	Box 3 (3-Subject Files)	Folder 1
Sasso, Michael--Election, 1986-1987	Box 3 (3-Subject Files)	Folder 2
Section for Business and Government, 1985-1986	Box 3 (3-Subject Files)	Folder 3
Section for Business and Government, 1987-1988	Box 3 (3-Subject Files)	Folder 4
Section for Women in Public Administration (SWPA), 1987	Box 3 (3-Subject Files)	Folder 5
"Smoking as a Condition of Employment: An Informational Brief". Prepared by: Elliott I. Alvarado, 1987	Box 3 (3-Subject Files)	Folder 6
Society for the Advancement of Management, 1979	Box 3 (3-Subject Files)	Folder 7
State Academy for Public Administration, 1977	Box 3 (3-Subject Files)	Folder 8
Treasurer's Report, 1984-1986	Box 3 (3-Subject Files)	Folder 9
"Women on the Move". An ASPA Conference, 1986		

Box 3 (3-
Subject Files) Folder 10[^ Return to Table of Contents](#)**Annual Institute, Records, 1965-196619701977-197919831985-1989**Physical Description: 1 cubic ft.**Scope and Contents**

This series contains the records from the chapter's annual institutes. Types of records include minutes, correspondence, and planning documents. The annual institutes are small conferences centered around a subject in public administration. The institutes include sessions on more specific topics, installation of ASPA officers and the presentation of ASPA's annual awards. For the agenda to the annual institutes, see the publications file. ASPA-- Empire State Capital Area Chapter.

Arrangement

Arranged chronologically and alphabetically thereunder.

Title/Description	Instances	
Annual Institute--Planning Documents, 1965	Box 1 (4- Annual Institute, Records)	Folder 1
Annual Institute--Planning Documents, 1966	Box 1 (4- Annual Institute, Records)	Folder 2
Annual Institute--Planning Documents, 1970	Box 1 (4- Annual Institute, Records)	Folder 3
Annual Institute--Planning Documents, 1977	Box 1 (4- Annual Institute, Records)	Folder 4
Annual Institute--Planning Documents, 1978	Box 1 (4- Annual Institute, Records)	Folder 5
Annual Institute--Planning Documents, 1979	Box 1 (4- Annual Institute, Records)	Folder 6
Annual Institute--Planning Documents, 1983 <u>Physical Description</u> : 4 folders	Box 1 (4- Annual	Folder 7-10

	Institute, Records)	
Annual Institute--Advertising, 1986	Box 1 (4- Annual Institute, Records)	Folder 11
Annual Institute--Biographies of Speakers, 1986	Box 1 (4- Annual Institute, Records)	Folder 12
Annual Institute--Budget, 1986	Box 1 (4- Annual Institute, Records)	Folder 13
Annual Institute--General Correspondence, 1986	Box 1 (4- Annual Institute, Records)	Folder 14
Annual Institute--Meeting Schedules and Minutes, 1986	Box 1 (4- Annual Institute, Records)	Folder 15
Annual Institute--Panels and Sessions, 1986	Box 1 (4- Annual Institute, Records)	Folder 16
Annual Institute--Program and Committee Members, 1986	Box 1 (4- Annual Institute, Records)	Folder 17
Annual Institute--Site Arrangements, 1986	Box 1 (4- Annual Institute, Records)	Folder 18
Annual Institute--Women's Opportunities Conference, 1986	Box 1 (4- Annual Institute, Records)	Folder 19
Annual Institute--Administration, 1987	Box 1 (4- Annual Institute, Records)	Folder 20
Annual Institute--Attendance, 1987	Box 1 (4- Annual Institute, Records)	Folder 21
Annual Institute--Awards Ceremony, 1987	Box 1 (4- Annual	Folder 22

	Institute, Records)	
Annual Institute--Awards Correspondence, 1987	Box 1 (4- Annual Institute, Records)	Folder 23
Annual Institute--Awards Luncheon, 1987	Box 1 (4- Annual Institute, Records)	Folder 24
Annual Institute--Bids for Management Services, 1987	Box 1 (4- Annual Institute, Records)	Folder 25
Annual Institute--Committee Meeting Agenda and Minutes, 1987	Box 1 (4- Annual Institute, Records)	Folder 26
Annual Institute--Council and SAPA, 1987	Box 1 (4- Annual Institute, Records)	Folder 27
Annual Institute--Exhibitors, 1987	Box 1 (4- Annual Institute, Records)	Folder 28
Annual Institute--Facilitators for Academic Papers, 1987	Box 1 (4- Annual Institute, Records)	Folder 29
Annual Institute--Financial Statements, 1987	Box 1 (4- Annual Institute, Records)	Folder 30
Annual Institute--Hospitality Reception, 1987	Box 1 (4- Annual Institute, Records)	Folder 31
Annual Institute--Leaflets, 1987	Box 1 (4- Annual Institute, Records)	Folder 32
Annual Institute--Meeting Agendas and Minutes, 1987	Box 1 (4- Annual Institute, Records)	Folder 33
Annual Institute--Photographs, Negatives and Contact Sheets, 1987	Box 1 (4- Annual	Folder 34

	Institute, Records)	
Annual Institute--Photographs of Panelists, 1987	Box 1 (4- Annual Institute, Records)	Folder 35
Annual Institute--Planning Committee, 1987	Box 1 (4- Annual Institute, Records)	Folder 36
Annual Institute--Planning Committee, Membership Lists, 1987	Box 1 (4- Annual Institute, Records)	Folder 37
Annual Institute--Program Planning, 1987	Box 1 (4- Annual Institute, Records)	Folder 38
Annual Institute--Programs, 1987	Box 1 (4- Annual Institute, Records)	Folder 39
Annual Institute--Public Relations, 1987	Box 1 (4- Annual Institute, Records)	Folder 40
Annual Institute--Publicity, 1987	Box 1 (4- Annual Institute, Records)	Folder 41
Annual Institute-- Registrations and Budget, 1987	Box 1 (4- Annual Institute, Records)	Folder 42
Annual Institute--Schedules, 1987	Box 1 (4- Annual Institute, Records)	Folder 43
Annual Institute--Speakers, 1987	Box 1 (4- Annual Institute, Records)	Folder 44
Annual Institute--Vendors and Advertisements, 1987	Box 1 (4- Annual Institute, Records)	Folder 45
Annual Institute--Women's Conference, 1987	Box 1 (4- Annual	Folder 46

	Institute, Records)	
Annual Institute--Awards, 1988	Box 1 (4- Annual Institute, Records)	Folder 47
Annual Institute--Bids for Management Services, 1988	Box 1 (4- Annual Institute, Records)	Folder 48
Annual Institute--Bids for Management Services, No Bids, 1988	Box 1 (4- Annual Institute, Records)	Folder 49
Annual Institute--Budget, 1988	Box 1 (4- Annual Institute, Records)	Folder 50
Annual Institute--Career Development Conference, 1988	Box 1 (4- Annual Institute, Records)	Folder 51
Annual Institute--Committee Members, 1988	Box 1 (4- Annual Institute, Records)	Folder 52
Annual Institute--Evaluations, 1988	Box 1 (4- Annual Institute, Records)	Folder 53
Annual Institute--Handouts, 1988	Box 1 (4- Annual Institute, Records)	Folder 54
Annual Institute--Letter to Edward V. Regan, 1988	Box 1 (4- Annual Institute, Records)	Folder 55
Annual Institute--Panels, 1988	Box 1 (4- Annual Institute, Records)	Folder 56
Annual Institute--Programs, 1988	Box 1 (4- Annual Institute, Records)	Folder 57
Annual Institute--Publicity, 1988	Box 1 (4- Annual	Folder 58

	Institute, Records)	
Annual Institute--Registration, 1988	Box 1 (4- Annual Institute, Records)	Folder 59
Annual Institute--Schedules for Conference, 1988	Box 1 (4- Annual Institute, Records)	Folder 60
Annual Institute--Site Arrangements, 1988	Box 1 (4- Annual Institute, Records)	Folder 61
Annual Institute--Speakers, 1988	Box 1 (4- Annual Institute, Records)	Folder 62
Annual Institute--Exhibitor Listings, 1989	Box 1 (4- Annual Institute, Records)	Folder 63
Annual Institute--Planning, 1989	Box 1 (4- Annual Institute, Records)	Folder 64
Annual Institute--Programs, 1989	Box 1 (4- Annual Institute, Records)	Folder 65

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Committee Files, 1961-19661968-19711975-1988

Physical Description: 1.25 cubic ft.

Scope and Contents

This series contains records of the committees of the Capital District chapter of ASPA. Many of the records are not the official committee records but rather the retained records of members of the committees. The one apparent exception is the records of the Long Range Planning Committee, which include minutes of committee meetings and which were divided by type into individual folders. Some of the committees are represented by only one folder, but other committees (apparently with more duties or members) have larger files--the Awards Committee, the Membership Committee, and the Training and Professional Development Committee.

Arrangement

Arranged alphabetically.

Title/Description	Instances	
Awards Committee, 1964-1965	Box 1 (5-Committee Files)	Folder 1
Awards Committee, 1969-1971	Box 1 (5-Committee Files)	Folder 2
Awards Committee, 1970-1971	Box 1 (5-Committee Files)	Folder 3
Awards Committee, 1971	Box 1 (5-Committee Files)	Folder 4
Awards Committee, 1975	Box 1 (5-Committee Files)	Folder 5
Awards Committee, 1976	Box 1 (5-Committee Files)	Folder 6
Awards Committee, 1977	Box 1 (5-Committee Files)	Folder 7
Awards Committee, 1978	Box 1 (5-Committee Files)	Folder 8
Awards Committee, 1979	Box 1 (5-Committee Files)	Folder 9
Awards Committee, 1984	Box 1 (5-Committee Files)	Folder 10
Awards Committee, 1984-1985	Box 1 (5-Committee Files)	Folder 11
Insurance Committee, 1968	Box 1 (5-Committee Files)	Folder 12
Long Range Planning Committee--Agenda & Minutes, 1986	Box 1 (5-Committee Files)	Folder 13
Long Range Planning Committee--Correspondence, 1985-1986		

	Box 1 (5-Committee Files)	Folder 14
Long Range Planning Committee--Public Administration Associates Program, 1986	Box 1 (5-Committee Files)	Folder 15
Luncheon Forum Committee, 1976-1983	Box 1 (5-Committee Files)	Folder 16
Membership Committee, 1961	Box 1 (5-Committee Files)	Folder 17
Membership Committee, 1962-1963	Box 1 (5-Committee Files)	Folder 18
Membership Committee, 1964	Box 1 (5-Committee Files)	Folder 19
Membership Committee, 1965-1966	Box 1 (5-Committee Files)	Folder 20
Membership Committee, 1968	Box 1 (5-Committee Files)	Folder 21
Membership Committee, 1975-1976	Box 1 (5-Committee Files)	Folder 22
Membership Committee, 1976-1977	Box 1 (5-Committee Files)	Folder 23
Membership Committee, 1977-1978	Box 1 (5-Committee Files)	Folder 24
Membership Committee, 1978-1979	Box 1 (5-Committee Files)	Folder 25
Membership Committee, 1979-1980	Box 1 (5-Committee Files)	Folder 26
Membership Committee, 1980	Box 1 (5-Committee Files)	Folder 27
Nominating Committee, 1975	Box 1 (5-Committee Files)	Folder 28
Nominating Committee, 1976-1977		

	Box 1 (5-Committee Files)	Folder 29
Nominating Committee, 1977-1978	Box 1 (5-Committee Files)	Folder 30
Nominating Committee, 1979-1980/1982	Box 1 (5-Committee Files)	Folder 31
Nominating Committee, 1988	Box 1 (5-Committee Files)	Folder 32
Policy Issues Committee, 1977-1978	Box 1 (5-Committee Files)	Folder 33
Program Committee, 1984-1985	Box 1 (5-Committee Files)	Folder 34
Public Policy Issues Committee--Reports, 1976	Box 1 (5-Committee Files)	Folder 35
Public Policy Issues Committee, 1982-1983	Box 1 (5-Committee Files)	Folder 36
Public Policy Issues Committee--Workforce Planning Statement, 1983-1984	Box 1 (5-Committee Files)	Folder 37
Public Policy Issues Committee, 1984 <u>Physical Description</u> : 2 folders	Box 1 (5-Committee Files)	Folder 38-39
Public Policy Issues Committee, 1984-1985	Box 1 (5-Committee Files)	Folder 40
Public Policy Issues Committee--Correspondence, 1984-1985	Box 1 (5-Committee Files)	Folder 41
Strategic Planning Committee, 1982-1988	Box 1 (5-Committee Files)	Folder 42
Task Force on Public Policy Issues, 1980-1983	Box 1 (5-Committee Files)	Folder 43
Task Force on Training and Professional Development, 1984	Box 1 (5-Committee Files)	Folder 44
Training and Professional Development Committee, 1979-1980		

	Box 1 (5-Committee Files)	Folder 45
Training and Professional Development Committee, 1980-1981	Box 1 (5-Committee Files)	Folder 46
Awards Committee--S. Kenneth Howard Award, 1986	Box 1 (5-Committee Files)	Folder 47
Long Range Planning Committees, 1984-1986	Box 1 (5-Committee Files)	Folder 48
Long Range Planning Committee Memoranda, 1986-1988	Box 1 (5-Committee Files)	Folder 49
Long Range Planning Committee--Public Administration Associates (PAA), 1985-1986	Box 1 (5-Committee Files)	Folder 50
Nominating Committee, 1983-1984	Box 1 (5-Committee Files)	Folder 51
Program Committee, 1983	Box 1 (5-Committee Files)	Folder 52
Program Committee, 1984-1985	Box 1 (5-Committee Files)	Folder 53
Program Committee, 1985-1987	Box 1 (5-Committee Files)	Folder 54
Program Committee Correspondence, 1984-1985	Box 1 (5-Committee Files)	Folder 55
Public Policy Issues Committee Correspondence, 1985-1987	Box 1 (5-Committee Files)	Folder 56

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Secretary's Files, 1976-19771980-1981

Physical Description: 0.25 cubic ft.

Scope and Contents

This series consists of the chapter secretary's day files. The years 1978 and 1979 are missing, but otherwise the day files give a chronological account of correspondence and other transactions from 1976 to 1981.

Arrangement

Arranged chronologically.

Title/Description	Instances	
Day File, 1976-1977	Box 1 (6-Secretary's Files)	Folder 1
Day File, 1977-1978	Box 1 (6-Secretary's Files)	Folder 2
Day File, 1980	Box 1 (6-Secretary's Files)	Folder 3
Day File, 1980-1981	Box 1 (6-Secretary's Files)	Folder 4

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Publications, 19521956-19831985-1989

Physical Description: 1 cubic ft.

Scope and Contents

The publications series includes publications printed by either the Capital District Chapter of ASPA or the national association. The most important publications in this series are the agendas for the chapter's annual institutes, the chapter's annual reports, and the chapter's newsletters. A fairly large section of this series consists of handbooks the national association published as guides for the local chapters.

Arrangement

Arranged chronologically.

Title/Description	Instances	
Annual Institute--Agenda, 1963-1966	Box 1 (7-Publications)	Folder 1
Annual Institute--Agenda, 1967-1971	Box 1 (7-Publications)	Folder 2
Annual Institute--Agenda, 1972-19781980-19831985	Box 1 (7-Publications)	Folder 3
Annual Meeting Programs, 19631966-197019721974-19751977-1979	Box 1 (7-Publications)	Folder 4

Annual Reports of Capital District Chapter of ASPA, 1956-1961	Box 1 (7-Publications)	Folder 5
Annual Reports of Capital District Chapter of ASPA, 1963-19681974-197819811987	Box 1 (7-Publications)	Folder 6
<i>ASPA News</i> , Vol. 4, 1985-1986	Box 1 (7-Publications)	Folder 7
<i>ASPA News</i> , Vol. 5, 1986-1987	Box 1 (7-Publications)	Folder 8
<i>ASPA News</i> , Vol. 6, 1987-1988	Box 1 (7-Publications)	Folder 9
<i>ASPA News</i> , Vol. 7, 1988-1989	Box 1 (7-Publications)	Folder 10
Capital District Chapter, 1989	Box 1 (7-Publications)	Folder 11
Chapter Officers Newsletter, 1976-1981	Box 1 (7-Publications)	Folder 12
Handbook for Chapters, 1966	Box 1 (7-Publications)	Folder 13
Handbook for Chapters, 1967-1969	Box 1 (7-Publications)	Folder 14
Handbook for Chapters, 1969-1970	Box 1 (7-Publications)	Folder 15
Handbook for Chapters, 1975-1977	Box 1 (7-Publications)	Folder 16
Handbook for Chapters, 1978-1979	Box 1 (7-Publications)	Folder 17
How-To-Handbook, Undated	Box 1 (7-Publications)	Folder 18
Leaflets and Pamphlets, 1962-19681971ca. 197819821989	Box 1 (7-Publications)	Folder 19
Membership Directory, 1988-1989	Box 1 (7-Publications)	Folder 20
Meeting Announcements, 1967-19681978-1981	Box 1 (7-Publications)	Folder 21
Newsletters of Capital District Chapter of ASPA, 1966-19681975-1981	Box 1 (7-Publications)	Folder 22
Newsletters of Capital District Chapter of ASPA, 1982-1983	Box 1 (7-Publications)	Folder 23
Pamphlets from National ASPA, 1978-19791989	Box 1 (7-Publications)	Folder 24
Programs for Anniversary Dinners of the Albany Graduate Program in Public Administration, 19521957		

	Box 1 (7-Publications)	Folder 25
Public Service Frontiers, 1987-1988	Box 1 (7-Publications)	Folder 26
Reprint of a Series of Articles on the Constitutional Convention, 1967	Box 1 (7-Publications)	Folder 27
<i>The Right Word: Guidelines for Avoiding Sex-Biases Language</i> , ca. 1985	Box 1 (7-Publications)	Folder 28
Whole ASPA Catalog, 1985-1986	Box 1 (7-Publications)	Folder 29
Whole ASPA Catalog, 1986-1987	Box 1 (7-Publications)	Folder 30

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NY-SCAN Educational Programs, 1988

Physical Description: 0.5 cubic ft.

Scope and Contents

Contains videotapes of ASPA educational programs broadcast on NY-SCAN on topics such as labor shortages, ethics, AIDS, and waste management.

Arrangement

Arranged chronologically.

Title/Description	Instances	
"A Coming Labor Shortage?", 7 May 1988	Box 1 (8-NY-SCAN Educational Programs)	Folder 1
Welcome by Richardson, 17 May 1988	Box 1 (8-NY-SCAN Educational Programs)	Folder 2
"The Ethics Triangle", 17 May 1988	Box 1 (8-NY-SCAN Educational Programs)	Folder 3
"AIDS Policy", 17 May 1988	Box 1 (8-NY-SCAN Educational Programs)	Folder 4
"Solid Waste Management", 18 May 1988	Box 1 (8-NY-SCAN	Folder 5

	Educational Programs)	
Luncheon, 18 May 1988	Box 1 (8-NY-SCAN Educational Programs)	Folder 6
Scope and Contents		
ASPA--Empire State Capital Area Chapter.		

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