

# **Finding Aid for the Kent Educational Associates Collection 403**

**Finding aid prepared by Melissa Fox**

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This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

Grand Rapids Public Library, Grand Rapids History and Special Collections Department

May 2014

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## Table of Contents

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<u>Summary Information</u> .....	3
<u>Biographical/Historical note</u> .....	4
<u>Scope and Contents note</u> .....	4
<u>Controlled Access Headings</u> .....	4
<u>Collection Inventory</u> .....	6

## Summary Information

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<b>Repository</b>	Grand Rapids Public Library, Grand Rapids History and Special Collections Department
<b>Title</b>	Kent Educational Associates
<b>Date [inclusive]</b>	1954-1996
<b>Extent</b>	1.0 Linear feet Two Boxes
<b>Language</b>	English
<b>Abstract</b>	Kent Educational Associates formed in 1954 to work toward the professionalization of the educational secretary. This collection includes documents for the organization for the years 1954-1996, including meeting minutes, annual banquet information, rosters, and newsletters.

## **Biographical/Historical note**

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Kent Educational Associates was organized in 1954 as the Grand Valley Educational Secretaries to work toward the professionalization of the educational secretary, to strive to improve communication between faculty, parents, and students. Membership was open to anyone engaged in education secretary work in the Grand Valley area. By 1968 the organization changed its name to Kent Area Educational Secretaries, and ten years later, in 1978, was known as the Kent Area Educational Office Personnel Association. In 1982 the group changed its name again, this time to the Kent Educational Associates, and membership was open to secretaries, clerks, aides, bookkeepers, and those who worked as office personnel in administration, libraries, maintenance or transportation in the Kent Intermediate School District.

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## **Scope and Contents note**

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The Kent Educational Associates collection contains documents related to the organization for the years 1954-1996 such as meeting minutes, annual banquet information, rosters, and newsletters.

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## **Administrative Information**

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### **Publication Information**

Grand Rapids Public Library, Grand Rapids History and Special Collections Department May 2014

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## **Controlled Access Headings**

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### **Geographic Name(s)**

- Grand Rapids (Mich.) -- History

- Kent County (Mich.) -- History

**Subject(s)**

- Clubs -- Michigan -- Grand Rapids

## Collection Inventory

	<b>Box</b>	<b>Folder</b>
Documents 1964-1965	1	1
Documents 1966-1967	1	2
Documents 1967-1968	1	3
Documents 1968-1969	1	4
Documents 1969-1970	1	5
Documents 1970-1971	1	6
Documents 1971-1972	1	7
Documents 1972-1973	1	8
Documents 1973-1974	1	9
Documents 1974-1975	1	10
Documents 1975-1976	1	11
Documents 1976-1977	1	12

Documents 1977-1978	1	13
Documents 1978-1979	1	14
Documents 1979-1980	1	15
Documents 1980-1981	1	16
Documents 1981-1982	1	17
Documents 1982-1983	1	18
Documents 1983-1984	1	19
Documents 1984-1985	1	20
Documents 1985-1986	1	21
Documents 1986-1987	1	22
Miscellaneous Documents 1954-1996	2	10
Notebook 1969-1978	2	11
Documents 1987-1988	2	1
Documents 1988-1989	2	2

Documents 1989-1990	2	3
Documents 1990-1991	2	4
Documents 1991-1992	2	5
Documents 1992-1993	2	6
Documents 1993-1994	2	7
Documents 1994-1995	2	8
Documents 1995-1996	2	9