

Tarleton Area Educational Office Personnel (TAEOP) Records, 1987-2005

A Guide

Descriptive Summary

Creator: Tarleton Area Educational Office Personnel (TAEOP)

Title: Tarleton Area Educational Office Personnel (TAEOP) Records, 1987-2005

Inclusive Dates: 1987-2005

Abstract: The records document the activities of the Tarleton Area Educational Office Personnel (TAEOP) Association a professional organization founded in Stephenville, Texas for educational support personnel working in public schools, colleges, and universities. The records contain organizational materials, membership information, guidelines for applying for scholarships, correspondence, and records of the activities of the association.

Identification: UA 31

Extent: 2 cubic feet (4 boxes)

Shelf location: 6:F:4

Language(s): Collection is predominantly in English.

Repository: Tarleton State University, Dick Smith Library, Archives and Special Collections, Stephenville, Texas

Organizational History

The Tarleton Area Educational Office Personnel (TAEOP) Association was a professional organization founded in Stephenville, Texas for educational support personnel working in public schools, colleges, and universities. The organization began in 1987 when it was known as the Cross Timbers Educational Office Personnel Association. The name changed in 1991. The purposes of the organization were to improve the standards of its members by providing professional development opportunities and educational scholarships and to increase the interest in school and community relationships. Membership was open to all persons engaged in clerical/secretarial work in education systems. The activities of the organization included monthly local meetings, area workshops, annual Fall Conference, and annual Summer Work Conference.

Scope and Contents

The records document the activities of the Tarleton Area Educational Office Personnel (TAEOP) Association. They contain organizational records, membership information, guidelines for applying for scholarships, correspondence, and records of the activities of the association. Formats found in the collection are a constitution and bylaws, minutes of meetings, emails and faxes, application forms, membership lists, flyers and brochures, programs, handbooks, copies of the organization's magazine, photographs, and scrapbooks.

Applications for membership and scholarships were removed and shredded due to personal information included on the forms. Excessive copies of some materials were also removed from the collection.

Organization

The Tarleton Area Educational Office Personnel (TAEOP) Records are organized in two series:

- Series I. Records
- Series II. Scrapbooks

Rights and Access

Access Restrictions

Collection is open for research.

Physical Access Restrictions

None.

Technical Access Restrictions

None.

Publication Rights

Copyright restrictions may apply.

Reproduction Note

Reproductions must be made from surrogates (microfilm, digital scan, photocopy of the original held by Archives/Special Collections, Dick Smith Library, Tarleton State University), when available. Only archives staff may photocopy collection documents.

Index Terms

Organizations

- Cross Timbers Educational Office Personnel Association
- Tarleton Educational Office Personnel Association

Subjects

- Handbooks and manuals
- Minutes (Records)
- Yearbooks—Tarleton Educational Office Personnel Association

Places

- Stephenville (Tex.)

Administrative Information

Provenance

Donated to the Dick Smith Library at Tarleton State University by Sharon Iley in 2016.

Preferred Citation

Tarleton Area Educational Office Personnel (TAEOP) Records, UA 31, Box [no.], Folder [no.], Series [no.], Tarleton State University, Dick Smith Library, Archives and Special Collections, Stephenville, Texas.

Processing Information

Finding aid prepared by Phyllis Kinnison, 2020.

Note to the Researcher

The collection is processed, but advance notice is required with time allowed to retrieve the records from an offsite location before conducting research. There may be occasions when staffing or weather conditions may delay or prevent retrieval of the records. For more information, contact Librarian/Archivist Phyllis Kinnison at pkinnison@tarleton.edu.

Container List

<u>Stack Location</u>	<u>Box</u>	<u>Folder(s)</u>	<u>Series Title and Folder Contents (with dates)</u>
6:F:4	1	1	Constitution and Bylaws, Treasurer's Report, and Meeting Minutes, 1991, 2001
		2	Application forms – scholarships, 2001
		3	Application form – revisions, 1995
		4	Ballot forms, undated
		5	Correspondence, 2001
		6	Leadership handbook, 1993-1994
		7	Letterhead, undated
		8	Membership lists, 1996-1997, 2001, undated
		9	Miscellaneous, 2001
		10	Scholarship criteria, 1995, 2001
		11	Scholarship committee 2002
		12	Scholarship committee 2001
		13	Scholarship committee 2000
		14	Scholarship committee 1999
		15	Scholarship committee 1997
		16	Support Staff of the Year Award (SSOTY), 1994
		17	TAEOP Membership 2004-2005, 2004

		18	TAEOP Membership 2002-2003, 2003
		19	TAEOP Membership 2001-2002, 2002
		20	TAEOP Membership 2000-2001, 2001
		21	TAEOP Membership 1999-2000, 2000
		22	TAEOP Officer elections, 2002-2005
		23	Meeting minutes, 1999-2003
		24	TESA Information/Correspondence, 1990-1994
		25	NAEOP Information/Correspondence, 1991, undated
6:F:4	2	1	Example of Procedures Manual, undated
		2	Workshop information, 1992-1993
		3	TAEOP historical information, 1994, undated
		4	Minutes – Executive Board, 1991-1992
		5	General Correspondence, 1989-1992, undated
		6	TAEOP Legislative Program, undated
		7	Minutes – Regular meetings, 1990-1996
		8	TAEOP flyers, 1996-1997, undated
		9	Minutes, 1986-1998, undated
		10	Yearbooks, 1995-1997
		11	<i>The Texas Secretary</i> , 1992, 1994-1996
		12	Miscellaneous, 1995-1997
		13	Cross Timbers Educational Office Personnel Association, 1987-1993 (1 of 3)
6:F:4	3	1-2	Cross Timbers Educational Office Personnel Association, 1987-1993 (2 and 3 of 3)
		3	TAEOP Service Project Handbook, 1991, 1995-1997, 2000
		4	TAEOP offices and committees, 1996-1997, 1990-1993
6:F:4	4	1	Green scrapbook: Tarleton Area Educational Office Personnel, 1994-1998
		2	Brown scrapbook: Cross Timbers Educational Office Personnel Association, 1987-1993