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Interdepartmental Relations Committee (IRC) records, 1972-2014

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Interdepartmental Relations Committee (IRC) records MS.000688

Finding aid prepared by the Arkansas State Archives

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Describing Archives: A Content Standard

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Summary Information

Repository	Arkansas State Archives
Title	Interdepartmental Relations Committee (IRC) records
Date [inclusive]	1972-2014
Extent	12.32 Cubic feet 14 boxes, 1 oversize folder, 13 reels microfilm
Language	English
Language of Materials	Materials entirely in English.

Preferred Citation

Interdepartmental Relations Committee (IRC) records, Arkansas States Archives, Little Rock, Arkansas.

Biographical/Historical Note

The Interdepartmental Relations Committee (IRC) was formed in 1972, during Governor Dale Bumpers administration, with the purpose of improving communications and working relations between the governor and the governor's cabinet. The group was originally called the Executive Secretaries Committee, but the name was changed to the Interdepartmental Relations Committee because some of the members were not executive secretaries, and the new name better reflected the committee's purpose. The IRC works to promote understanding of how different state government departments and agencies function and builds working relationships between them. Members are appointed by the head of each department or agency. The appointed member is usually the administrative assistant to the department head. The committee holds a seminar, the Annual Conference for Administrative Professionals, in the fall of each year.

Scope and Contents

This collection is comprised of three record groups transferred to the Arkansas State Archives from IRC member agencies.

The first record group contains programs from IRC Executive Secretarial Seminars from 1972 through 2008, a guestbook signed from the seminars as well as other IRC events, and discs from the 2007 IRC Christmas luncheon.

The second record group contains files mostly collected by Dorothy Gilliam, former executive secretary to the education commissioner and former chair of the Interdepartmental Relations Committee. It contains files related to IRC finance, meetings, and seminars. It also includes governor's proclamations related to the committee and audio files and photographs from the annual seminars. These files cover the years 1972 to 2014.

The third record group contains files with information about the organization's history and purpose, meeting minutes, and miscellaneous material from meetings and seminars, mostly from the 1970s.

Administrative Information

Publication Information

Arkansas State Archives 09/09/2015

Revision Description

8/17/2019

Conditions Governing Access

This collection is open for research use.

Conditions Governing Use

The copyright law of the United States (Title 17-U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this material is liable for any infringement.

Immediate Source of Acquisition

Multiple sources and dates.

A2015.0007

Collection Inventory

A2015.0007	Box 1
Programs: Executive Secretarial Seminar, 1972-2008	
Programs: Executive Secretarial Seminar, 1972	
Programs: Executive Secretarial Seminar, 1973	
Programs: Executive Secretarial Seminar, 1974	
Programs: Executive Secretarial Seminar, 1975	
Programs: Executive Secretarial Seminar, 1976	
Programs: Executive Secretarial Seminar, 1978	
Programs: Executive Secretarial Seminar, 1981	
Programs: Executive Secretarial Seminar, 1982	
Programs: Executive Secretarial Seminar, 1983	
Programs: Executive Secretarial Seminar, 1984	

Programs: Executive Secretarial Seminar, 1972-2008

Programs: Executive Secretarial Seminar, 1985

Programs: Executive Secretarial Seminar, 1986

Programs: Executive Secretarial Seminar, 1987

Programs: Executive Secretarial Seminar, 1988

Programs: Executive Secretarial Seminar, 1989

Programs: Executive Secretarial Seminar, 1990

Programs: Executive Secretarial Seminar, 1991

Programs: Executive Secretarial Seminar, 1992

Programs: Executive Secretarial Seminar, 1993

Programs: Executive Secretarial Seminar, 1994

Programs: Executive Secretarial Seminar, 1995

Programs: Executive Secretarial Seminar, 1996

Programs: Executive Secretarial Seminar, 1997

Programs: Executive Secretarial Seminar, 1998

A2016.0023

Programs: Executive Secretarial Seminar, 1999

Programs: Executive Secretarial Seminar, 2000

Programs: Executive Secretarial Seminar, 2005

Programs: Executive Secretarial Seminar, 2006

Programs: Executive Secretarial Seminar, 2007

Programs: Executive Secretarial Seminar, 2008

Guestbook: 1990 – 2013

Box

DVD: IRC Christmas Luncheon, 2007 December [2 copies]

1

CD: IRC Christmas Luncheon, 2007 December [2 copies]

1

A2016.0023**Notebooks: Executive Secretarial Seminar, 1972-2013****Box**

Executive Secretarial Seminar, 1972

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Executive Secretarial Seminar, 1973

Notebooks: Executive Secretarial Seminar, 1972-2013

Executive Secretarial Seminar, 1974

Executive Secretarial Seminar, 1979

Executive Secretarial Seminar, 1979-1998

Executive Secretarial Seminar, 1981

Executive Secretarial Seminar, 1985

Executive Secretarial Seminar, 1986

Executive Secretarial Seminar, 1996

Executive Secretarial Seminar, 1996

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Box

Executive Secretarial Seminar, 1998

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Executive Secretarial Seminar, 1999

Executive Secretarial Seminar, 2000

Executive Secretarial Seminar, 2001

Box

Notebooks: Executive Secretarial Seminar, 1972-2013

Executive Secretarial Seminar, 2002

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Executive Secretarial Seminar, 2003

Executive Secretarial Seminar, 2004

Box

Executive Secretarial Seminar, 2005

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Executive Secretarial Seminar, 2006

Executive Secretarial Seminar, 2007

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Executive Secretarial Seminar, 2007

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Executive Secretarial Seminar, 2008

Executive Secretarial Seminar, 2008

Box

Executive Secretarial Seminar, 2009

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Executive Secretarial Seminar, 2009

Executive Secretarial Seminar, 2010

Notebooks: IRC Finance, 2011-2013

Executive Secretarial Seminar, 2010

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Executive Secretarial Seminar, 2011

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Executive Secretarial Seminar, 2011

Executive Secretarial Seminar, 2012

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Executive Secretarial Seminar, 2012

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Executive Secretarial Seminar, 2013

Executive Secretarial Seminar, 2013

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Executive Secretarial Seminar, 2014

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Executive Secretarial Seminar, 2014

Notebooks: IRC Finance, 2011-2013

IRC Finance, 2011

IRC Finance, 2012

Notebooks: IRC Paid Expenses, 2010

IRC Finance, 2013

Notebooks: IRC Paid Expenses, 2010

**Box
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IRC Paid Expenses, 2010

Notebooks: IRC Work Session, 2008-2012

IRC Work Session, 2008

IRC Work Session, 2009

IRC Work Session, 2011

IRC Work Session, 2012

Programs: Executive Secretarial Seminar, 1972-2002

Executive Secretarial Seminar, 1972

Executive Secretarial Seminar, 1973

Executive Secretarial Seminar, 1974

Executive Secretarial Seminar, 1975

Executive Secretarial Seminar, 1976 [3 copies]

Programs: Executive Secretarial Seminar, 1972-2002

Executive Secretarial Seminar, 1977

Executive Secretarial Seminar, 1978 [2 copies]

Executive Secretarial Seminar, 1979

Executive Secretarial Seminar, 1980

Executive Secretarial Seminar, 1981

Executive Secretarial Seminar, 1982

Executive Secretarial Seminar, 1983

Executive Secretarial Seminar, 1984

Executive Secretarial Seminar, 1985

Executive Secretarial Seminar, 1986

Executive Secretarial Seminar, 1987

Executive Secretarial Seminar, 1988

Executive Secretarial Seminar, 1989

Executive Secretarial Seminar, 1990

Programs: Conference for Professional Assistants, 2003-2014

Executive Secretarial Seminar, 1991

Executive Secretarial Seminar, 1992 [2 copies]

Executive Secretarial Seminar, 1993

Executive Secretarial Seminar, 1994 [2 copies]

Executive Secretarial Seminar, 1995 [3 copies]

Executive Secretarial Seminar, 1996 [3 copies]

Executive Secretarial Seminar, 1997

Executive Secretarial Seminar, 1998

Executive Secretarial Seminar, 1999

Executive Secretarial Seminar, 2000

Executive Secretarial Seminar, 2001

Executive Secretarial Seminar, 2002 [2 copies]

Programs: Conference for Professional Assistants, 2003-2014

Conference for Professional Assistants, 2003 [2 copies]

Governor's Proclamation: "Secretaries in State Government Day," 1989-2002

Conference for Professional Assistants, 2004 [2 copies]

Conference for Professional Assistants, 2007

Conference for Professional Assistants, 2008 [3 copies]

Conference for Professional Assistants, 2009 [3 copies]

Conference for Professional Assistants, 2010 [3 copies]

Conference for Professional Assistants, 2011 [3 copies]

Conference for Professional Assistants, 2012 [3 copies]

Conference for Professional Assistants, 2013 [2 copies]

Conference for Professional Assistants, 2014 [2 copies]

Governor's Proclamation: "Secretaries in State Government Day," 1989-2002

"Secretaries in State Government Day," signed by Governor Bill Clinton, 1989 October 25

"Secretaries in State Government Day," signed by Governor Bill Clinton, 1990 November 13

"Secretaries in State Government Day," signed by Governor Bill Clinton, 1992 October 21

"Secretaries in State Government Day," signed by Governor Jim Guy Tucker, 1993 November 2

Governor's Proclamation: "Professional Assistants in State Government Day,..."

"Secretaries in State Government Day," signed by Governor Jim Guy Tucker, 1994 November 8

"Secretaries in State Government Day," signed by Governor Mike Huckabee, 1998 November 12

"Secretaries in State Government Day," signed by Governor Mike Huckabee, 1999 November 5

"Secretaries in State Government Day," signed by Governor Mike Huckabee, 2002 October 20

Governor's Proclamation: "Professional Assistants in State Government Day," 2003-2014

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2003 November 17

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2005 October 25

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2006 October 26

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2007 October 26

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2010 August 17

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2011 September 20

Governor's Proclamation: "Arkansas Charter Schools Week," 2003

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2012
September 18

"Professional Assistants in State Government Day," signed by Governor Mike Huckabee, 2014
September 10

Governor's Proclamation: "Arkansas Charter Schools Week," 2003

"Arkansas Charter Schools Week," signed by Governor Mike Huckabee, 2003 April 21

**Files: Dorothy Gilliam, Former Executive Secretary to the Education Commissioner and Former
IRC Chair**

IRC Themes for Secretarial Seminars, 1972-1992

Speech Cards from 10th Executive Secretarial Seminar, 1981

IRC Meeting Minutes, 1976-2002

Correspondence, 1988-1998

Correspondence, 2009

Seminar Materials, undated

News Clippings, 1989

Audiovisual Material: Executive Secretarial Seminar

Audiovisual Material: Executive Secretarial Seminar	
Photographs: Executive Secretarial Seminar, 1981-2006	
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Executive Secretarial Seminar, 1986	11
Executive Secretarial Seminar, 1989	11
Executive Secretarial Seminar, 1999/2000	11
Executive Secretarial Seminar, 2001	11
Executive Secretarial Seminar, 2003	11
Executive Secretarial Seminar, 2004	11
Executive Secretarial Seminar, 2005	11
Executive Secretarial Seminar, 2006	11
Executive Secretarial Seminar, Undated	11
Executive Secretarial Seminar, Undated	11

Photographs: Executive Secretarial Seminar (CD-ROM)

Executive Secretarial Seminar, Undated 11

Executive Secretarial Seminar, Undated 11

Executive Secretarial Seminar, Undated 11

Executive Secretarial Seminar, Undated 12

Executive Secretarial Seminar, Undated 12

Executive Secretarial Seminar, Undated 12

Executive Secretarial Seminar, Undated 12

Photographs: Executive Secretarial Seminar (CD-ROM) Box 12

Tape Cassettes Box 13

Oversize Material Map-case Folder 181 1

Basic Skills Agreement Preamble undated

Arkansas State Flag on Paper [State Information on the Back] undated

Literary Map of Arkansas undated

SR2019.0009

Box

Organization and Purpose, undated

14

Departments, undated

Meeting Minutes, 1978

Meetings and Seminars, 1972-1975

Meetings and Seminars, 1972-1977

Meetings and Seminars, 1973-1976

Meetings and Seminars, 1976-1980

Meetings and Seminars, 1977-1978

Meetings and Seminars, 1977-1979

Meetings and Seminars, 1978

Seminar, 1978