

C DSCS Records of the Hull and District Branch 1938-2002
of the Chartered Institute of Secretaries & Administrators

Accession number: 11/31

Historical Background: The Chartered Institute of Secretaries was founded in 1891 as a professional organisation for company secretaries and was incorporated by Royal Charter in 1902. In 1971 the organisation added the word 'Administrators' to its title reflecting a widening of its membership. The Hull and District Branch was formed around 1935. The Hull Branch also ran its own Chartered Secretaries Students section for a number of years as well. The branch ceased its formal meetings in the early 2000s

Custodial history: Deposited by Mr J Smith

Arrangement:

C DSCS/1	Minutes and agenda; 1938-2002
C DSCS/2	Annual Reports and Accounts; 1958-2002
C DSCS/3	Syllabuses; 1951-1981
C DSCS/4	Branch year books and programmes of event; 1988-2002
C DSCS/5	Newletters; 1990-1999
C DSCS/6	Annual Dinner records; 1951-1993
C DSCS/7	Branch conference reports; 1995-1998
C DSCS/8	Business plans; 2000-2002
C DSCS/9	Annual report of the C.I.S.A.; 1958-1959
C DSCS/10	Photographs; 1980s-1990s

Extent: 2 boxes

Access conditions: Access will be granted to any accredited reader

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C DSCS/1	Minutes and agenda for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators	1938-2002
	1 volume 11 bundles	
C DSCS/1/1	Minute book of the Hull and District Branch of the Chartered Institute of Secretaries & Administrators Contains minutes of AGMs, the Council, the Finance Sub-Committee, the Syllabus Sub-Committee and the Students Society General Committee 1 volume	9 Sep 1938- 31 May 1975
C DSCS/1/2	Minutes of the Annual General Meetings of the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 4 bundles	1959-2002
C DSCS/1/2/1	AGM Minutes 1 bundle	14 May 1959- 14 May 1969

Hull History Centre: Hull Branch of the Chartered Institute of Secretaries & Administrators

C DSCS/1/2/2	AGM Minutes 1 bundle	13 May 1970- 29 May 1980
C DSCS/1/2/3	AGM Minutes 1 bundle	28 May 1981- 19 Jun 1991
C DSCS/1/2/4	AGM Minutes 1 bundle	10 Jun 1992- 22 Oct 2002
C DSCS/1/3	Minutes of the Council of the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 6 bundles	1958-2002
C DSCS/1/3/1	Council minutes 1 bundle	8 Sep 1958- 8 Dec 1969
C DSCS/1/3/2	Council minutes 1 bundle	12 Mar 1970- 18 Nov 1974
C DSCS/1/3/3	Council minutes 1 bundle	11 Feb 1975- 21 Nov 1984
C DSCS/1/3/4	Council minutes 1 bundle	24 Jan 1985- 11 Oct 1989
C DSCS/1/3/5	Council minutes 1 bundle	10 Jan 1990- 30 Sep 1998
C DSCS/1/3/6	Council minutes 1 bundle	9 Feb 1999- 8 Jul 2002
C DSCS/1/4	Agenda for Council meetings of the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 1 bundle	1999-2002
C DSCS/1/4/1	Agenda for Council meetings 1 bundle	9 Feb 1999- 2 Jul 2002
C DSCS/2	Annual Reports and Accounts for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 5 bundles	1948-2002
C DSCS/2/1	Annual Reports and Accounts for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators With gaps, the years 1952-1954 and 1957 are missing 1 bundle	1948-1960

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C DSCS/2/2	Annual Reports and Accounts for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 1 bundle	1961-1970
C DSCS/2/3	Annual Reports and Accounts for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 1 bundle	1971-1980
C DSCS/2/4	Annual Reports and Accounts for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 1 bundle	1981-1990
C DSCS/2/5	Annual Reports and Accounts for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 1 bundle	1991-2002
C DSCS/3	Hull and District Branch of the Chartered Institute of Secretaries & Administrators syllabuses The syllabus was in effect the branch year book and included the years programme of events 4 bundles	1951-1981
C DSCS/3/1	Hull and District Branch of the Chartered Institute of Secretaries & Administrators syllabuses With gaps 1 bundle	1951-1960
C DSCS/3/2	Hull and District Branch of the Chartered Institute of Secretaries & Administrators syllabuses With gaps 1 bundle	1962-1969
C DSCS/3/3	Hull and District Branch of the Chartered Institute of Secretaries & Administrators syllabuses 1 bundle	1970-1975
C DSCS/3/4	Hull and District Branch of the Chartered Institute of Secretaries & Administrators syllabuses 1 bundle	1975-1981
C DSCS/4	Branch year books and programmes of events for the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 2 bundles	1988-2003

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C DSCS/4/1	Year books and programmes of events 1 bundle	1988-1993
C DSCS/4/2	Programmes of events 1 bundle	1997-2002
C DSCS/5	Hull and District Branch of the Chartered Institute of Secretaries & Administrators newsletters 3 bundles	1990-1999
C DSCS/5/1	Newsletters 1 bundle	Spring 1990- 1994
C DSCS/5/2	Newsletters entitled 'The Secretary Bird' 1 bundle	Jun 1997- Oct 1999
C DSCS/5/3	Notes compiled for edition Number 4 of the The Secretary Bird 1 bundle	Mar 1999
C DSCS/6	Records relating to the Annual Dinner 5 bundles	1951-1997
C DSCS/6/1	Menus for the Annual Dinner With gaps 3 bundles	1951-1993
C DSCS/6/1/1	Menus for the Annual Dinner 1 bundle	9 Feb 1951- 16 Oct 1972
C DSCS/6/1/2	Menus for the Annual Dinner 1 bundle	26 Nov 1974- 16 Oct 1986
C DSCS/6/1/3	Menus for the Annual Dinner 1 bundle	28 Oct 1988- 19 Nov 1993
C DSCS/6/2	Invitations for the Annual Dinner With gaps 1 bundle	10 Mar 1987- 20 Nov 1992
C DSCS/6/3	Menus for Special Dinners Held for the Chartered Institute of Secretaries & Administrators by Humberside County Council 1 bundle	23 May 1985- 21 May 1997

C DSCS/7	Chartered Institute of Secretaries & Administrators branch conference reports Reports compiled by the Hull and District Branch representative. Conferences held at Reading, Bristol, Keele Universities and St. Aidans College, Durham University 1 bundle	1995-1998
C DSCS/7/1	Branch conference reports 1 bundle	1995-1998
C DSCS/8	Hull and District Branch of the Chartered Institute of Secretaries & Administrators business plans 1 bundle	2000-2002
C DSCS/8/1	Business plans 1 bundle	2000-2002
C DSCS/9	Annual report of the Chartered Institute of Secretaries & Administrators 1 item	1958-1959
C DSCS/9/1	CISA Annual report 1 item	1958-1959
C DSCS/10	Photographs relating to the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 2 bundles	1980s-1993
C DSCS/10/1	Black and white photographs of a social event showing members of the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 1 bundle	n.d. 1980s
C DSCS/10/2	Colour photographs of a tree planting ceremony in Kingston Square, to mark the centenary for the ICOSA. With the Lord Mayor of Hull and Mr Len Harrison, Chairman of the Hull and District Branch of the Chartered Institute of Secretaries & Administrators 1 bundle	1993