

Archives Report  
For November 1, 2012 Board Meeting  
Submitted by Miranda Shake

Fran Kovach and I sorted most of the archival material in my possession over the summer. We were able to condense the 5 Xerox boxes down to about 3 boxes.

I spoke with Chris Prom at the University of Illinois Archives about our next steps. A complete list of each folder title will be attached to each box, this will serve as a finding aid. This part of the process has not yet been completed; once it is I can deliver the boxes to the U of I for storage.



Please submit any archival materials you might have to me. They can be hand delivered at a meeting or mailed to:

Lakeview College of Nursing  
Library  
903 N Logan Ave  
Danville, IL 61832

Please Include:

Bylaws  
Minutes  
Labeled photographs  
Newsletters  
Meeting Places  
Policy/Procedure manuals  
Final Annual Membership Lists  
Committee Reports  
Historical Reports  
Correspondence (not related to program planning)  
Speeches  
Presidential Papers  
Illinois State Council Papers

Do Not Include:

Multiple Copies  
Bills  
Checks or copies of checks  
Accounting Records  
Correspondence related to  
program planning