Archives Report

HSLI Board Meeting

October 4, 2013

Submitted by Miranda Shake

There have been no updates since our last meeting regarding the archives. This report is submitted only to remind members of what items should be submitted to me for inclusion in the archives.

Please Include: Do Not Include:

Bylaws Multiple Copies

Minutes Bills

Labeled photographs Checks or copies of checks

Newsletters Accounting Records

Meeting Places Correspondence related to

Policy/Procedure manuals program planning

Final Annual Membership Lists

Committee Reports

Historical Reports

Correspondence (not related to program planning)

Speeches

Presidential Papers

Illinois State Council Papers