

Archives Report
For Nov. 12, 2014 Board Meeting
Submitted by Miranda Shake

Finding aids have been created for the boxes of archival material that has been in storage (in archive chairs offices) for many years. Fran Kovach picked up the boxes on October 22nd and delivered those boxes to the University of Illinois Archives building. I have not heard from the U of I since the delivery was made.

We also worked on a poster for the 2014 conference on our progress over the last 2 years with the archives. Please visit the poster session to see images of our progress.

~~~~~

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