Archives Report

For September 26, 2018 Board Meeting

Submitted by Miranda Shake

My duties as President have meant my role as Archivist has taken a back seat. Once my term is up I hope to focus on the boxes that have been donated from the ECIC and Metropolitan consortia. Also items from daily business and conference planning are being collected as usual.

No board action.

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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: 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