

Archives Report
For July 10, 2012 Board Meeting
Submitted by Miranda Shake

Fran Kovach and I have met on three occasions this spring and began the process of sorting through the five xerox boxes of archival materials Karen Douglas had accumulated.

Most of the papers have been placed in folders and labeled accordingly. There is only a small pile left to sort through.

The next step will be to create a finding aid and contact the University of Illinois and find out the procedure for bringing the items over. I hope to have this completed by summers end.

Fran and I hope to create a Poster for the HSLI meeting in November showing our hard work.

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