

Archives Report
For June 28, 2013 Board Meeting
Submitted by Miranda Shake

My last report was that the surplus of archival materials had been sorted, boxed and placed in folders but needed finding aids created. Those finding aids have been completed for the U of I. Our next step is to schedule with the U of I a day to deposit the materials.

Fran and I have made several attempts to contact the archives department but have not heard anything yet. I hope to schedule the deposit sometime in July.



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