

Archives Report  
For Oct. 25, 2017 Board Meeting  
Submitted by Miranda Shake

The archives committee of one has been collecting items pertaining to the 2017 conference planning.

These items have been added to a box, marked for the archives, once this box is full and labeled it will be delivered to the University of Illinois Archives for storage.

If anyone is interested in taking over the archives committee chairmanship, I would welcome the reprieve.

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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:

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