Archives Report

For June 14, 2017 Board Meeting

Submitted by Miranda Shake

In the past year I have added items from Stacey Knight-Davis tenure as President, 2016 conference materials and 2017 conference planning documents.

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: 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