Archives Report

August 6, 2020 Board Meeting

Submitted by Miranda Shake

No formal report at this time.

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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