



Michigan Health Sciences Libraries Association

1983

TO: Officers and Committee Members

FROM: Helen Howley, Archivist

RE: CHECKLIST of materials to be kept for the Archives, original copies when possible. The following materials should be sent for safekeeping.

1. Presidential Address and Farewell Speech.
2. Treasurer's Report
3. List of conference Registrants - Pre and late registrations
4. Minutes of the Executive Board meetings
5. Minutes of the Annual Business meeting
6. Minutes and Reports of all Standing Committees, include agendas, handouts, etc.
7. Minutes and Reports of all AdHoc Committees, include agendas, handouts, etc.
8. Minutes and Reports of all 'Special Committees'.
9. Details on annual meetings, workshops, seminars and continuing education offerings as to their planning, organization, financing, reservations, printing, speakers, honorariums, evaluations, etc.
10. Conference financial statements
11. All correspondence
12. Annual membership list (Directory)
13. Photographs of Incoming Officers and of the Executive Board
14. Photographs of meetings from informal social snapshots to posed photographs

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