

25/1/50

Admissions and Records

School and College Relations

Illinois Association of Collegiate Registrars and Admissions Officers Archives, 1970-2006

Box 1:

Subject Files

IACRAO

Constitution, 1970-88 (2 folders)

Incorporation with State of Illinois, 1987-90 (3 folders)

Tax Exempt Status, 1988-98

Membership Application Forms, 1977-78

Membership Directories, 1976, 1979-98 (8 folders)

1999-2000

2000-2001

2001-2002

Directory Supplements

Membership Correspondence File, 1980-96

Officer Position Descriptions, ca. 1980, 1989, 1991, 1994, 1997 (3 folders)

Other Organizations

American Association of Collegiate Registrars and Admissions Officers,
Correspondence, 1989-90

Programs of Annual Meetings, 1977, 1979-82, 1989, 1998

Regional Association President's Council Handbook, 1989

Danville Area Community College, Admission Standards and Course List, 1986

Illinois Association of College Admission Counselors, Fiscal Policy Manual,
1991

Organization of Admissions and Records Officers State Universities in Illinois,
Meetings, Minutes, and Correspondence, 1984, 1991 (2 folders)

Administrative Files

Correspondence File kept by President L. F. Robinson, 1974-77 (2 folders)

Correspondence File kept by President Carolyn Bartlett, 1987-90

Box 2:

Correspondence File, President, 1990-92

Executive Committee Minutes, Reports, and Correspondence, including

Treasurer's reports for some years.

1974-79

1980-84

1985-86

1987-88

1989

1990

1991

1992-3
 1994-95
 1996-99
 2000
 2001
 2002
 Executive Committee Correspondence File, 1977-80
 1981-89
 Executive Committee Correspondence and Reports: proposed formation of Great
 Lakes Regional Association of Collegiate Registrars and Admissions
 Officers, 1990
 Executive Committee Correspondence, 1989-91
 1991-93
 1994-97
 Budgets, 1978-95
 District Financial Records, 1991-92
 Treasurer's Correspondence, 1991, 1994-95
 Treasurer's Reports
 1974-93

Box 3:

1990-91
 1994-98
 1999-2002

 National Admittance Test Survey Committee, 1981
 Professional Activities Survey Committee, 1992
 Professional Development Committee, 1987
 SPEEDE - Transcript Information Exchange, 1993-94
 Summaries of Bills Related to Higher Education by State of Illinois Board of
 Higher Education, 1994-96
 Events Files
 Annual Meeting Programs, 1977-80, 1982-88, 1992, 1996
 Annual Meeting Proceedings Summaries, 1976, 1978, 1992
 Annual Meeting Programs and Administrative Files:
 1981
 1983-87 Proceedings
 1984
 1985
 1986
 Program Registration Strategies
 1987

Participant Materials

1988

Budget and Local Arrangements
Procedures and Recorders
Program Committee
Program Topics
Program Evaluation Samples
Program Material Sample
Thank You Letters
Vendors

1989

Correspondence
Exhibitors
Program Committee
Program Topics
Local Arrangements
Thank You Letters
Survey re: Program Format

Box 4:

1990

Exhibitors and Vendors
Local Arrangements
Program Committee

1991

Budget (includes 1992-93)
Exhibitors
Local Arrangements

1992

Conference Program and Session Summaries
Participant Materials
Vendors

1993

Shared Data Files
Participant Materials

1994

Participant Material (Hood's File)
Sample Registration Packet

1995

Participant Material
Local Arrangements

President Elect File
Session Evaluations
1996
Guest Speaker's Considered
Participant Materials
Session Evaluations
1997
1998
1999
2000
2001
2002
Sorter, 1990-2000
Local Arrangements for Annual Meetings, 1988-1994 (5 folders)

Box 5:

East Central District Meeting, 1985-2001
Past President's Dinner, 1990
Summer Workshop, 1982, 1986-96 (3 folders)

Publications

Membership Directories - Filed in Box 1 with membership records
AACRAO Publications, c. 1997
ACT Conference Materials
Brochures and website printouts, 1986, 1992, 1998
Chronicle Newsletter, 1976, 1981-2003 (incomplete)
Chronicle Editor Correspondence, 1992, 1994-95
Confidentiality of Student Records, 1973
Educational Data Specialist Training Data Handbook, n.d. (3 folders)
"Fact Book"- Handbook of Key Catalog Information for Illinois Colleges and
Universities, 1982
Surveys and Questionnaires for Fact Book
University and College Registration Samples

Reports

Archivists Reports to Executive Board, 1998-2002
Archivists Correspondence, 1997-2003 (2 folders)
Historical Sketch of Early IACRAO, n.d.

Box 6:

Subject Files
IACRAO

Bright Ideas
 Family Educational Rights and Privacy Act (FERPA)
 Membership Directories, 1982-1998 (4 folders)
 Membership Directories, undated, 2000-2002 (4 folders)
 Membership
 Officer Position Descriptions, 1997, 2000
 Website

Other Organizations

American Association of Collegiate Registrars and Admissions Officers,
 INDY National Conference - Newsletter, Postcards, Program
 Annual Meeting Materials (2 folders)
 Reports and Publications (2 folders)
 Bell, Boyd & Lloyd; Non-profit activities
 ICCAROO
 Stein Roe Mutual Funds
 University of Illinois Archives

Administrative Files

General Comm. Program Sessions, Emails - Lisle LAC- Program
 IACRAO Email Correspondence (3 folders)
 Meeting Notes (2 folders)

Events Files

Annual Meeting Materials, 1965, 1970-71
 Annual Meeting Materials, 1979, 1982-1985 (6 folders)

Box 7:

Annual Meeting Materials, 1985-2006 (20 folders)
 Workshops,
 NE District - Letters, Contact Lists (*Events, Spring Workshops*)
 IACRAO 1995-6 Correspondence, Feb. 9 & May 3 Meetings
 IACRAO 1990 Seminar Workshop - Brochures, Articles
 IACRAO Northeast District Meeting, 2003
 Pocket Program Updates, Vendors, Fax/Emails - Printing

Box 8:

Executive Committee and Annual Meeting Minutes, 1999-2003 (2 folders)
 Undated Materials

Publications

Chronicle Newsletter, 1976 - 2004 (incomplete) (2 folders)
 Maps, Newspaper Clippings, Articles, Bylaws and Name Change - Salt Lake City

Reports

Supplement to *Use of National Tests by Illinois Colleges and Universities (1981)*, 1982
Report of the Committee on Record Control and Maintenance, 1967
Materials Deposited August, 2007
Memorandum and supporting documents regarding tax exempt status, Bell, Boyd and
Lloyd, Sept 12, 2006
Meeting Minutes and Treasurer's Report

Box 9:

Materials Deposited March, 2008
85th Annual IACRAO Conference
East and West Central District Conference
E-mail Correspondence
Executive Board Meeting Minutes, Agendas, and Treasurer's Reports
IACRAO Illinois Annual Report
IACRAO Scholarship Committee

Box 10:

Archives History, 1998-2005
Conference Materials, 1997-2004
Correspondence, 2003-2004
Correspondence, 2005-2006
Correspondence and Conference Materials, 1994-1999

Box 11:

Conference Materials, 2000
Conference Materials and Executive Board Meeting Minutes, 2001
Conference Materials and Executive Board Meeting Minutes, 2002
Conference Materials and Executive Board Meeting Minutes, 2003
Conference Materials and Executive Board Meeting Minutes, 2004
Conference Materials and Executive Board Meeting Minutes, 2005

[In 2015, 1.0 cubic foot of documents was added, including meeting minutes notes, newsletters, expense reports, and correspondence.]

Box 12:

Data Dispenser Newsletters, 1994-97
Chicago AACRAO Correspondence, 1998
Chicago Local Arrangements Committee Correspondence, 1997-98
Board Meetings Agenda and Expense Reports, 1997-98

Spring Workshop Agenda, 1997-98
IACRAO Board Correspondence, 1997-98
Executive Committee Minutes, 1998
Meeting Schedule and Two-Year College Plans, 1998
Bright Idea Award Finalists and GradTrac and Home Schooling Manuals, 1998
District Meeting and Workplace Etiquette and Safety Training Manuals, 1999
Board Meetings Minutes and Expense Reports, 1999
Correspondence, 1998-99
Bright Idea Award Correspondence, 1999
IACRAO Annual Meeting Agenda, 1999
IACRAO Meeting Schedule and Minutes, 2000
AACRAO Seattle Meeting Agenda and Expense Reports, 2001
OAROSUI Immigration Delays and Active Military Duty Admittance Forms and Records, 2001
IACRAO Meeting Agenda, 2001
IACRAO Death of Irwin Glicken Correspondence and Spring Workshop Agenda, 2003
Chronicle Newsletter, 1980-2001
IACRAO Postition Descriptions and Training Manuals, 2004
IACRAO Officers Cruise Line Expense Reports and NCAA Eligibility Issues PowerPoint
Slideshow Printout, 2005
AACRAO Officers San Diego Trip and Meeting Agenda, 2006
IACRAO Annual Conference Training Manuals, 2006
Northeast District Workshop Agenda and Northern Illinois Tragedy Copies of Newspaper
Clippings, 2008
IACRAO Receipts and Conference Agenda, 2009
IACRAO Conference Reservation Correspondence, 2010
Kirker Smith Minutes and Copies of Newspaper Clippings, 1998-2009
IACRAO Newsletters and Correspondence, 2006-09