

Greater Akron Legal Secretaries Collection
Special Collections – Akron-Summit County Public Library

ACCESSION #: 2002-23

ACQUISITION: This collection was donated by the Greater Akron Legal Secretaries Association in July 2002.

ACCESS: Restricted access: materials fragile; access by request at Main Library Special Collections only; material does not circulate.

VOLUME: six document boxes and 24 scrapbooks, 8 linear ft.

SCOPE AND CONTENT: Contains newsletters, membership documents, event programs, committee descriptions, constitution and bylaws as well as 24 scrapbooks

ARRANGEMENT: Arranged by type of material.

INVENTORY:

SERIES 1: Newsletters

Box 1: *Pad 'N Pencil*, Volume 1 #1, September 1951 – 1972 (with duplicates)

Box 2: *Pad 'N Pencil*, 1973 – 1993 (with duplicates)

Box 3: *Pad 'N Pencil*, 1994 – 2001 (with duplicates)

SERIES 2: Organizational Records

Box 1: FOLDERS 1-7

Folder 1: Committees

Folder 2: Constitution and bylaws

Folder 3: Financial Records, 1998-2000

Folder 4: History

Folder 5: Membership applications

Folder 6: Membership brochures

Folder 7: Membership rosters

Box 2: FOLDERS 8-13

Folder 8: Membership rosters

Folder 9: Membership rosters

Folder 10: Programs – Anniversary

Folder 11: Programs – Anniversary – 50th

Folder 12: Programs – Bosses Night

Folder 13: Programs – Card Party and Style Show

Folder 14: Programs – Miscellaneous

Folder 15: GALSA Profiles: biographical information about members, 1970s

SERIES 3: Plaques and Awards

Box 1:

Framed Proclamations from Akron Mayor, 1995, 2000

Framed Akron Bar Association Resolution on 50th Anniversary

Chairman's Award from the National Multiple Sclerosis Society 1985

SERIES 4: Scrapbooks (unboxed)

24 scrapbooks covering the following years: 1951-1964, 1966-1976, 1981, 1985.

SERIES 5: Photographs

Box 1: various snapshots, most from annual Bosses' Night

Box 2: various larger photographs, most from annual Bosses' Night

SERIES 6: Newsclippings

Folder 1