The patterns of arrangement

Exercise # 2: Corporate records

Possible Answers

Board of Directors/Administration

 Charter

 Constitution and Bylaws

 Minutes

Finance

 Application for tax-exempt status

 Bank statements

 Quarterly financial reports

 Tax Returns

House Committee

 Furniture Acquisitions log

 Furniture Acquisitions files

 Repairs

 Costume Patterns

Frog Ball Planning Committee

 Committee files

 Frog Ball photographs

Press Releases

Volunteers (Docents)

 AASLH Docent Workshop

 Docent schedules

 Docent training

 Training manuals

Scrapbooks