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