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 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)**

**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