OVERVIEW OF THE JANE CARLSON WILLIAMS ’60 ARCHIVAL COLLECTIONS

Materials of significant historical value are added to Lakeside’s archives on an ongoing basis and collected and cared for regardless of format. Transferred or donated by internal and external sources, these materials are arranged under 30 separate groups. Archival records fall under two distinct types of materials: Office Records are materials created, received, and/or kept by school offices and departments during the course of school business; “Artificial Collections” refer to materials gathered and arranged according to subject, format, or type.

Examples of historical materials kept in the archives:
- school committee meeting minutes
- student newspapers
- performance recordings
- yearbooks and other student publications
- school publications and other printed matter
- curriculum guides
- building blueprints
- sports rosters
- photographs
- artifacts (trophies, letter jackets, etc.)

Archives Record Groups
ADM - ADMISSIONS OFFICE. All School. Office Records.
Records created and kept by the admissions office, a flat structure that spans Middle and Upper schools. Examples include enrollment statistics, admissions department policies and evolution over time, admissions visits and events, and financial aid office records. *Individual admissions/student files are not kept by the archives.

ALM - ALUMNI COLLECTIONS. All School. Artificial Collection.
Records include materials created and kept by alumni (and related to their time at the school). Alphabetical by alumni last/maiden name.

ARC - ARCHIVES AND RECORDS MANAGEMENT OFFICE. All School. Office Records.
The archives program collects, preserves, and makes available historical records of the school. The records management program creates, oversees, and updates the school’s records retention schedule and helps the community manage its active records. Records include those related to the archives and records management programs, events, activities, and operations.
ARO - ALUMNI RELATIONS OFFICE. All School. Office Records. 
Records include those created by the Alumni Association and the Alumni Board, and materials related to alumni events.

ATH - ATHLETICS OFFICE. MS/US. Office Records. 
Records include athletics policies, directors’ records, game schedules, scorebooks, rosters, etc. School athletics have included: archery, baseball, basketball, boxing, cheerleading, fencing, field hockey, football, golf, lacrosse, riding (horseback), rifle club, rowing (crew), ski team, soccer, softball, speedball, swimming, tennis, track, volleyball, and wrestling.

AVC - AUDIOVISUAL COLLECTIONS. All School. Artificial Collection. 
Records include motion picture film, still photographs (prints, negatives, transparencies), filmstrips, sound and video recordings, posters and other graphic works, and multimedia productions in analog, magnetic, digital, and other formats. Lakeside’s Audiovisual Collection consists of materials that relate to Lakeside/Moran-Lakeside/ Moran/St. Nicholas schools, their board, faculty, parents, staff, or students.

*Most audiovisual materials that come to the archives are included within other record groups, however, the AVC record group is for materials without a specific or relevant donor or originating office/department. *Audiovisual materials featuring Lakeside community members but not directly related to Lakeside/St. Nicholas schools are not kept by the archives.

BLD - BUILDINGS AND GROUNDS COLLECTIONS. All School. Artificial Collection. 
Records include building deeds, plans, photographs, and other materials related to the schools’ many buildings, building locations, moves, renovations, grounds and landscaping, artwork, stained glass, and sculptural elements, and other building- and campus-related materials. *Only architectural records related to specific Lakeside/Moran-Lakeside/Moran/St. Nicholas school buildings and/or projects are kept by the archives.

BOT - BOARD OF TRUSTEES OFFICE. All School. Office Records. 
Records include minutes of the board and committee meetings, materials on issues discussed by the board, and information on and papers of individual board members. Board meeting minutes are closed for a period of 80 years and are made available to researchers at the discretion of the board.

BUS - BUSINESS OFFICE. All School. Office Records. 
Records created and kept by various divisions under the Chief Operating Officer of Lakeside. Facilities, Food Service, Human Resources, and Maintenance department records are all part of the Business Office. Records include meal planning, employee policies, building maintenance, ledgers, annual budgets, and auditor’s reports. *Personnel files and/or records of Individual financial transactions are not kept by the archives.
CLF - CLASS FILES. Artificial Collection.
Collection of materials related to specific graduating classes and the activities, events, and time spent as students at Lakeside/Moran/Moran-Lakeside/St. Nicholas schools. Physical and digital files include photographic negatives, prints, and digital images taken for school publications (yearbooks, directories, Tatler, alumni magazine, etc.); copies of school publications; written student histories and graduation speeches; and other materials of particular significance to specific graduating classes. *Biographical information and materials related to specific alumni after they graduated are filed under ALM.

COL - COLLEGE COUNSELING OFFICE. US. Office Records.
Records include yearly school profiles, national merit semi-finalist and finalist records, lists of college choices by year, etc.

COM - COMMUNICATIONS OFFICE. All School. Office Records.
Records include those related to the school’s marketing and public relations efforts. Examples include marketing plans, media consent denied lists, style sheets, web site and social media content records, etc. *Copies of publications are part of the PUB record group.

CSL - COUNSELING/STUDENT LIFE DEPARTMENT. MS/US. Office Records.
Records include counseling office trainings and other offerings created for students, parents/guardians, and school employees.

CUR - CURRICULUM. MS/US. Office Records.
Records created by school departments that relate to school course, project, or program curriculum including photographs of courses in-session, course and project planning materials and descriptions, examples of student work, assessment rubrics, curriculum review records, course- or curriculum- related student surveys, student support materials, student computer agreements, class rosters, learning resources, curriculum guides, syllabi, plans for individual departments, school field trip records, etc. *Collections of records created and kept by specific faculty or staff are filed under FAS.

DEV - DEVELOPMENT OFFICE. All School. Office Records.
Records created and kept by the development department including major and planned giving, Lakeside Fund (annual fund), and special events and lectures.

DIV - DIVERSITY, EQUITY, AND INCLUSION OFFICE. All School. Office Records.
Records include diversity, equity, and inclusion office trainings and other offerings created for students, parents/guardians, and school employees.

EXP - EXPERIENTIAL EDUCATION OFFICE. All School. Office Records.
Experiential education includes global service learning (GSL), service learning (local), and outdoor education. Records include planning and curriculum, trip/volunteer site information and programs, photographs, and audiovisual materials, etc.
FAS - FACULTY AND STAFF COLLECTIONS. All School. Artificial Collection.
Collections created and kept by faculty and staff related to their work as employees of Lakeside School. Also includes work for hire records created and kept by individuals and organizations otherwise unaffiliated with the school.

HDS - HEAD OF SCHOOL COLLECTIONS. Artificial Collection.
Collections of materials created and kept by headmaster/headmistress/head of Moran/Moran-Lakeside/Lakeside/St. Nicholas schools. Includes both professional (school-related) and personal materials.

HIS - HISTORICAL AND BIOGRAPHICAL COLLECTIONS. All School. Artificial Collections.
Collections of biographical files, information, and photographs related to specific school alumni, board members, and employees; as well as histories written about the school, campuses, buildings, grounds, artworks, events, activities, projects, programs, or traditions, authored internally and externally, both published and unpublished.

ITS - INFORMATION TECHNOLOGY SUPPORT OFFICE. All School. Office Records.
Records include technology policies, training, and other offerings created for students, parents/guardians, and school employees.

LEEP - LAKESIDE EDUCATIONAL ENRICHMENT PROGRAM OFFICE. Office Records.
In 1965, Lakeside began the Lakeside Educational Enrichment Program (LEEP) which sought to introduce 9th grade students from all over the Seattle area to Lakeside and enrich their learning experiences over the summer. LEEP records include founding documents, faculty rosters, student rosters, enrollment information, evaluations, photographs and audiovisual materials, program development records, promotional materials, publicity, photographs, and yearbooks and other publications.

MEM - MEMORABILIA COLLECTION. All School. Artificial Collection.
Collection of “orphaned” artifacts and objects donated/transferred to the archives anonymously or without a specific or relevant donor. Scrapbooks, memory books, clothing, pins, medals, trophies, plaques, banners, and more. *When historical artifacts are donated by a specific office or donor, they remain a part of that specific collection or record group.

OHC - ORAL HISTORY COLLECTION. All School. Artificial Collection.
Include all materials associated with oral history interviews including but not limited to recordings, transcripts, and records documenting the oral history process. Interviews are conducted by the archivist and trained faculty/staff members. Interviewees include notable alumni/ae and former employees of St. Nicholas/Lakeside Schools.

OPS - SCHOOL OPERATIONS AND ADMINISTRATION OFFICES. All School/MS/US. Office Records.
Records created and kept by administrative offices and members of the administration of Moran/Moran-Lakeside/Lakeside/St. Nicholas schools. Includes Front (All School) office, Upper School and Middle School offices, Middle and Upper School directors and assistant directors,
grade level coordinators, and department heads. *Records of the directors of school offices are filed under those specific offices, for example, head of school records are kept under HDS.*

PGA - PARENTS AND GUARDIANS ASSOCIATION OFFICE. All School. Office Records.
Includes records of the Parents and Guardians Association (2015-present), the Parents Association (1990-2015), the Parents Club (1978-1989) and the Mothers’ Club (1941-1977). Records include ROAR (annual auction), Rummage sale, and other PGA event records; PGA board and committee records, and more.

PPR - PRESS AND PUBLICITY. All School. Artificial Collection. (chronological)
Collection of materials created by outside press and media that contain information about the school/community members.

PUB - PUBLICATION COLLECTION. All School. Artificial Collection. Published materials authored by employees, volunteers, students, parents, and board members in the course of school business. Examples include yearbooks, newspapers, magazines, event invitations, programs, handbooks, brochures, and more.

RBK - RARE BOOK COLLECTIONS. All School. Artificial Collection. Collections of published works of fiction and non-fiction donated by school departments and individuals. Works of significant age, historical value, and/or unique value originally used (but no longer actively used) by employees and/or students of Lakeside, Moran-Lakeside School, Moran School, or St. Nicholas School. *Books authored by St. Nicholas/Lakeside alumni/ae, faculty, or staff that are otherwise unrelated to Lakeside are not kept by the archives.*

STU - STUDENT GROUPS AND ORGANIZATIONS. MS/US. School Records.
Records created by students while attending Lakeside/Moran/Moran-Lakeside/St. Nicholas schools. Include student club and organization records; student special program or project records; and other student records that fall outside of regular curriculum. *Records donated by alumni after departure/ graduation are filed under ALM.*

SUM - SUMMER SCHOOL. All School. Office Records.
Summer School programs include Upper School academic classes, and Middle School camps and athletics camps offered during the summer months. The Bridges program (for 9th graders coming into the Upper School) also falls under the umbrella of summer programs. *Lakeside Educational Enrichment Program records are filed under LEEP.*