



## 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 31 distinct series. These series contain materials that span the organization as well as records that are specific to each.

### Archival Materials that Span the Organization

- Announcements and Mailings
- Annual Reports
- Artifacts and Memorabilia
- Budget Records
- Committee/Council/Team Records
- Historical and Biographical Records
- Job Descriptions
- Organizational Charts
- Photographic and Audiovisual Records
- Planning and Project Records
- Policy and Procedure Records
- Publications and Printed Materials
- Training and Orientation Records

### Archival Collection Series

ADM Admissions Department Records

Records include enrollment statistics and information. *Individual admissions/student files are not kept by the archives.*

ALM Alumni Relations Department Records

Alumni Relations organizes events, serves as a liaison for the Alumni Association, and works to strengthen and foster strong relationships with Lakeside students past and present. Records include Alumni Association, Alumni Board, and alumni event materials.

ARC Archives Program Records

The archives program collects, preserves, and makes available historical records of the school. Records include archival donation logs, reference request logs, and information about the collections.

ATH Athletics Department Records

Records include schedules, scorebooks, and rosters. 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 Collection

Collections of audiovisual materials donated/transferred to the archives anonymously or without a specific or relevant donor. Recordings relate to Lakeside or St. Nicholas schools, their board, faculty, parents, staff, or students. Recordings are kept on a variety of media, in variety of formats. *Audiovisual recordings featuring Lakeside community members but not directly related to Lakeside/St. Nicholas schools are not kept by the archives.*

BLD Building and Grounds Records

Deeds, plans, and records of the schools' various building locations, moves, renovations, and grounds and landscaping. Included are records related to valuable items (including artwork) owned by the school. Only architectural records related to specific Lakeside/St. Nicholas school projects are kept by the archives.

BOT Board of Trustees Records

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 Records

Ledgers, office files, annual budgets, and auditor's reports. *Records of individual financial transactions are not kept by the archives.*

CLF Class Files

Artificial arrangement of materials related specifically to class years and alumni who graduated in those class years. Each class file contains an amalgamation of materials including but not limited to photographs, newspaper articles, class graduation lists, records related to class activities, and class reunion materials, as well as records compiled by the archives about specific alumni.

COM Communications Department Records

Media consent denied lists, publications and promotional material creation and production records, strategic planning records, and multimedia records.

CUR Curriculum Records

Records of curricular and co-curricular programs. Copies of evaluations, curricula, syllabi, and plans for individual departments; blank copies of report cards/assessment forms; examples of

individual students' work, if transferred internally; and more. *Individual students' work donated by alumni is part of SPC (Special Collections).*

DEV Development Department Records

Annual fund, major and planned giving, endowment, campaign, and special event records. *Alumni Relations records are part of their own series (ALM). Financial information related to specific individuals is not kept by the archives.*

DIR Director's Office Records

Upper and Middle School director's office records. *Records of individual students (student files) are not kept by the archives.*

FAS Faculty and Staff Information Files

Collections of materials compiled by the archives about a specific faculty/staff member or about the faculty/staff as a group. *Collections of records donated by individual faculty/staff that relate to their time at Lakeside and their individual contributions to the life of the school and students, are a part of SPC (Special Collections).*

GSL Global Service Learning Program Records

Records of the Upper and Middle School Global Service Learning (GSL) program. The Global Service Learning program grew out of other programs including the Lakeside Intercultural Program (LIP) and the Service Learning program. GSL sends students out into the developing world to stay for several weeks and serve another community as part of their Lakeside education. The first GSL trips, in the summer of 2005, took students to India, China, and Peru. GSL records include: trip planning and preparation records; materials that document individual trips including photographs, video recordings, journals, blogs, and copies of student assignments; and more.

HDS Head of School's Office Records

Records created and kept by the Head's office including organizational reports and strategic planning documents. *Collections of records donated by individual Heads/Headmasters/Headmistresses that relate to their time at Lakeside and their individual contributions to the life of the school and students, are a part of SPC (Special Collections).*

HIS Histories and Biographies

Contributed histories written about the school and/or events that happened at the school, and biographies of school-related individuals, both published and unpublished.

ITS Information Technology Support Services and Network Operations Records

Records created by the technical support/computer services and network operations departments. *Does not include technology/computer course curricula which are filed under CUR (Curriculum Records).*

LEEP Lakeside Educational Enrichment Program Records

In 1965, Lakeside began the Lakeside Educational Enrichment Program (LEEP) which sought to introduce 9<sup>th</sup> 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, enrollment information, and program development records.

MEM Memorabilia Collection

“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.

OHC Oral History Collection

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 faculty and staff of St. Nicholas/Lakeside Schools.

OUT Outdoor Program/Wilderness Program Records

Lakeside’s Wilderness Program, as it was first called, officially began in 1975 with the hiring of William Vanderbilt. The Outdoor Program, as it is now called, has Middle and Upper School components. Through outdoor education, students learn new skills, gain self-confidence, reflect on their responsibility to the natural world, and build meaningful relationships in a way rarely possible in a traditional classroom setting. Records include trip planning and description records, rosters, journals and logs, and more.

PGA Parents and Guardians Association Records

Records of the Parents and Guardians Association (2015-present), formerly the Parents Association (1990-2015), the Parents Club (1978-1989) and the Mothers’ Club (1941-1977). ROAR (annual auction), Rummage sale, and other PGA event records; PGA board and committee records, and more.

PIC Pictures and Photographs

Collections of images donated/transferred to the archives anonymously or without a specific or relevant donor. Includes photographic slides, negatives, prints, oversize prints, and digital images spanning the history of St. Nicholas (1910-1971) and Lakeside (1919- ) schools.

PPR Publicity and Press

Records (regardless of format) created by outside press and media that contain information about Lakeside or St. Nicholas school.

PRO Program Records

Records of non-curricular Lakeside programs. Include programs such as Staff Council, the Dexter K. Strong (DKS) Committee, Diversity Committee, Faculty/Staff Academy (FSA), and more.

PUB Publication Collection

Published materials authored by faculty, staff, 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 Books Collection

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 faculty/staff and/or students of Lakeside, Moran-Lakeside School, Moran School, or St. Nicholas School. Many pre-date 1980, contain written notes or inscriptions by school-related individuals, and/or offer a primary source perspective on a given subject, location, individual, group, institution, and/or organization. *Books authored by St. Nicholas/Lakeside alumni/ae, faculty, or staff that are otherwise unrelated to Lakeside are not kept by the archives.*

SPC Special Collections

Distinct collections that have been given to the school's archives by those inside and outside the Lakeside community. Those from inside are often donated/transferred upon or after retirement/graduation. Collections typically contain records that are both personal and institutional in nature. Examples include the Frederick Bleakney Papers (former faculty member); the A.D. Ayrault Papers (former head of school); the Bruce V. Bailey '59 Papers (alumnus and former faculty and staff member); the Jane Carlson Williams '60 Papers (former St. Nicholas School alumna and former staff member).

STU Student Collections

Records created by students while attending school. Include student club and organization records; student special activity or project records; and other student records that fall outside of regular curriculum. *Records donated by alumni after departure/graduation are part of SPC (Special Collections).*

SUM Summer School Records

Summer School programs include Upper School academic classes, Middle School camps and Athletics camps offered during the summer months. The Bridges program (for 9th graders coming into the Upper School) and LEEP also fall under the umbrella of summer programs. *LEEP records are part of their own series (LEEP).*