Emory University
Emory Law Archives
Hugh F. MacMillan Law Library
1301 Clifton Road
Atlanta, GA 30322
404-727-0059

Descriptive Summary

**Creator:** National Network of Law School Officers.
**Title:** National Network of Law School Officers records, 1980-2016
**Call Number:** L-030
**Extent:** 1.8 linear ft. (4 boxes)
**Abstract:** Records of the National Network of Law School Officers including administrative records, executive committee and financial records, correspondence, and newsletters and surveys.
**Language:** Materials entirely in English.

Administrative Information

**Restrictions on Access**
Unrestricted access.

**Terms Governing Use and Reproduction**
All requests subject to limitations noted in departmental policies on reproduction.

**Source**
Gift, 2011. Additional accessions given annually by the Secretary of the National Network of Law School Officers.

**Citation**
[after identification of item(s)], National Network of Law School Officers records, Emory Law Archives, Hugh F. MacMillan Law Library, Emory University.

**Processing**
Collection Description

Administrative History
The National Network of Law School Officers (NNLSO) was founded in 1980 by a group of law school registrars and admissions officers who met through their common membership in the American Association of Collegiate Registrars and Admissions Officers. A nonprofit, professional organization, NNLSO is dedicated to the educational and professional development of all law school officers.

Scope and Content Note
The collection consists of the papers of the National Network of Law School Officers from 1980 to present. The papers include administrative records, executive committee and financial records, correspondence, and newsletters and surveys. The collection documents activities and events in the organization's history.

Arrangement Note
Organized into four series: (1) Administrative records, (2) Executive Committee and financial records, (3) Correspondence, and (4) Newsletters and surveys.
Description of Series

Series 1: Administrative records, 1980-2016
Series 2: Executive Committee and financial records, 1987-2016
Series 3: Correspondence, 1983-2005
Series 4: Newsletters and surveys, 1980-2016
Series 1
Administrative records, 1980-2016
Box 1

Scope and Content Note
This series contains copies of the constitution and by-laws of the NNLSO, membership lists and brochures, and manuals on best practices for law school registrars.

Arrangement Note
Arranged alphabetically, and chronologically therein.

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>&quot;A Brief History of the NNLSO,&quot; 1989</td>
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<td>Budget statement, 2015</td>
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<td>Conflict of interest forms, 2013-2015</td>
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<td>4</td>
<td>Constitution and by-laws, 1993-2012</td>
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<td>Executive Committee and Board of Directors membership lists, 1980-2009</td>
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<td>Executive Director reports, 2014-2016</td>
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<td>7</td>
<td>Membership brochures, 1994-2005</td>
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<td>Membership directory, 1988-1989</td>
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<td>Membership directory, 1992-1993</td>
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<td>Membership directory, 1996-1997</td>
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<td>Membership directory, 1997-1998</td>
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<td>Membership directory, 2003</td>
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<td><em>The Administrator's Handbook</em>, 1999</td>
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<td>18</td>
<td>Website, 1999-2008, undated</td>
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</table>
Series 2
Executive Committee and financial records, 1987-2016
Box 2

Scope and Content Note
This series consists of minutes and agendas of the Annual Business Meeting and Executive Committee, as well as election records, and treasurer's reports.

Arrangement Note
Arranged alphabetically, and chronologically therein.

Annual Business Meeting
<table>
<thead>
<tr>
<th>Box</th>
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<tbody>
<tr>
<td>2</td>
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<td>Meeting minutes, 2011-2013</td>
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Executive Committee
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<td>Minutes and agendas, 1987-1992</td>
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<td>Minutes and agendas, 1993-1999</td>
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<td>Minutes and agendas, 2005-2009</td>
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<td>Minutes and agendas, 2011-2012, undated</td>
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<td>2</td>
<td>7</td>
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<td>2</td>
<td>8</td>
<td>Elections, 1990-1999</td>
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<td>Schedules, 1989-1995</td>
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Financial records
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<td>Tax exempt status, 2009-2010</td>
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<td>Treasurer's reports, 2001-2009</td>
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</table>
Series 3
Correspondence, 1983-2005
Box 3

Scope and Content Note
This series consists of correspondence primarily between executive officers of the NNLSO. Frequent topics include the NNLSO annual meeting and the addition of new members.

Arrangement Note
Arranged chronologically.

<table>
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<td>1992-1995</td>
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<tr>
<td>3</td>
<td>4</td>
<td>1996-2005</td>
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</table>
Series 4  
Newsletters and surveys, 1980-2016  
Box 4  

Scope and Content Note  
Newsletters of the NNLSO are filed in this series. Copies of surveys sent to NNLSO members are also included. The results of many of these surveys were published in the newsletters.

Arrangement Note  
Newsletters arranged chronologically; surveys arranged alphabetically by topic.

Newsletters  
<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>2004-2012</td>
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<td>2012-2016</td>
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<td>Correspondence about newsletters, 1992-1996</td>
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</table>

Surveys  
<table>
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<tbody>
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<td>4</td>
<td>9</td>
<td>Staffing, 1996</td>
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<tr>
<td>4</td>
<td>10</td>
<td>Other, 1984-1992, undated</td>
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