

NATIONAL NETWORK OF LAW SCHOOL OFFICERS. National Network of Law School Officers records, 1980-2016

Emory University
Emory Law Archives
Hugh F. MacMillan Law Library
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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

Processed by Joanna C.D. Rogers, 2012. Additions processed by Clayton McGahee.

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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.

Box	Folder	Content
1	1	"A Brief History of the NNLSO," 1989
1	2	Budget statement, 2015
1	3	Conflict of interest forms, 2013-2015
1	4	Constitution and by-laws, 1993-2012
1	5	Executive Committee and Board of Directors membership lists, 1980-2009
1	6	Executive Director reports, 2014-2016
1	7	Membership brochures, 1994-2005
1	8	Membership directory, 1988-1989
1	9	Membership directory, 1992-1993
1	10	Membership directory, 1996-1997
1	11	Membership directory, 1997-1998
1	12	Membership directory, 2000-2001
1	13	Membership directory, 2003
1	14	Membership directory, 2015
1	15	Officer responsibilities, undated
1	16	<i>The Administrator's Handbook</i> , 1999
1	17	<i>The Law Registrar's Handbook</i> , 1989
1	18	Website, 1999-2008, undated

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

Box	Folder	Content
2	1	Meeting minutes, 2011-2013

Executive Committee

2	2	Minutes and agendas, 1987-1992
2	3	Minutes and agendas, 1993-1999
2	4	Minutes and agendas, 2001-2004
2	5	Minutes and agendas, 2005-2009
2	6	Minutes and agendas, 2011-2012, undated
2	7	Minutes and agendas, 2011-2016
2	8	Elections, 1990-1999
2	9	Schedules, 1989-1995

Financial records

2	10	Tax exempt status, 2009-2010
2	11	Treasurer's reports, 1987-1999
2	12	Treasurer's reports, 2001-2009

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.

Box	Folder	Content
3	1	1983-1989
3	2	1990-1991
3	3	1992-1995
3	4	1996-2005

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

Box	Folder	Content
4	1	1980-1989
4	2	1990-1995
4	3	1996-1999
4	4	2000-2003
4	5	2004-2012
4	6	2012-2016
4	7	Correspondence about newsletters, 1992-1996

Surveys

4	8	Salary, 1981-2009
4	9	Staffing, 1996
4	10	Other, 1984-1992, undated
