Lewis and Clark Trail Heritage Foundation, Inc. Records

**Inclusive Dates:**
1961 – Present (Open)

**Name and Location of Repository:**
William P. Sherman Library and Archives, Lewis and Clark Trail Heritage Foundation, Great Falls, MT

**Collection Processed by:**
Shelly Kath, 2016-2017; Alice Ebi Kestler 2017-present.

**Finding aid prepared by:**

**Collection Number:**
RG 003

**Name of Creator:**
Lewis and Clark Trail Heritage Foundation Inc.

**Extent:**
177.5 linear feet

**Biographical/Historical Note:**
The Lewis and Clark Trail Heritage Foundation, Inc. (LCTHF) was formed in 1969 as a result of a United States Congressional Commission’s Recommendation to form a non-profit organization to preserve the story of the Lewis and Clark Expedition and the route it traveled. Today LCTHF is the primary national non-profit organization dedicated solely to Lewis and Clark and related history. LCTHF provides national leadership in maintaining the integrity of the Lewis and Clark National Historic Trail and its story through stewardship, scholarship, education, partnership and cultural inclusiveness.

LCTHF is member-based, with membership growing to its maximum of about 4,000 during the bicentennial years, to an average of 1000 pre-and post-bicentennial. A volunteer board of directors (currently comprised of 15 members), small staff, and volunteer committee members do the organization’s work.

Local chapters have been established through the years, with a maximum of about 40 during the bicentennial to 30 in 2016. The national organization provides administrative support to the chapters, and communicates with chapters and members through its publications (which have changed over time). Currently its
publications include its quarterly newsletter, *The Orderly Report*, and its scholarly journal, *We Proceeded On*.

LCTHF had no paid staff until 1996, when the first part-time director was hired. Staff grew in preparation for and implementation of the bicentennial, then dropped back to only a part-time receptionist in 2010. In 2018, staff consists of a full-time Executive Director, a part-time Receptionist, and a part-time Archives Technician. The functions of WPO Editor, WPO Advertisement Sales, and accounting are performed by contract.

The foundation also lacked physical space until William P. Sherman donated funds so that space could be added to the design and construction of the Lewis and Clark National Historic Trail Interpretive Center in Great Falls Montana, which opened in 1998. At this same time, LCTHF brought its small collection of books under control in the same space, and created the William P. Sherman Library and Archives. The library has enjoyed at least part-time staffing for most of its existence.

LCTHF uses funds from membership dues and releases from donated restricted funds to accomplish its missions. The organization has both utilized grants from other entities and agencies (such as Challenge Cost Share grants from the National Park Services) and has served as a granting organization to more local endeavors.

**Scope and Contents:**
This collection is comprised of the records of the Foundation as created and collected by staff, the volunteer board of directors and volunteer committees. It includes annual meeting notes, minutes, and materials. It also contains Executive Director updates, Board or Directors activities and Past Presidents’ papers, correspondence, interaction with (and information about) its chapters, financial records. The collection highlights LCTHF’s involvement in the National Lewis and Clark Bicentennial, and its stewardship of the Lewis and Clark Trail (and background information on Trail sites). Operation of the William P. Sherman Library and Archives and LCTHF’s publishing activities are also represented.

**Arrangement:**
The LCTHF records are arranged by series. The series are arranged functionally. They will be described more fully as they are processed.

Series 1 - Corporate/Financial. Any informal partnerships are considered “projects” and can be found in Series 3: Member Activities and Operations.

Series 2 - Board/Committees. This series is broken into three Sub-Series. The first Sub-Series contains records relating to direct activities of the Board including oversight of committee activities. Most records in Sub-Series one are the materials for the Board of Directors meetings of LCTHF. They include correspondence between the board members and interested parties about the issues discussed in the board meetings, handouts from the meetings, minutes and agendas. Executive
director reports to the board are part of this Sub-Series. The second Sub-Series relates to the Executive Committee of the Board of Directors, their activities and meetings. The majority of the materials are meeting minutes. This Sub-Series includes records kept by Ludd Tropzek while he served as secretary. The third Sub-Series are the records of the various committees, their activities, meetings and recommendations to the Board. Reports from the committee to the Board are in the Board of Directors Minutes files. The committee series includes correspondence between the committee members, the committee and the head office, and/or the committee and the Board of Directors.

Series 3 - Member Activities and Operations. The records in this series date from about 1968 through the present. The series is divided into ten sub-series: Curriculum, Exhibits, Correspondence, Grants/MOUs (Grants from LCTHF), Human Relations, Lewis and Clark National Trails Interpretive Center/Office Configuration, Meetings, Membership Services, Publicity/Media and Publications.

Series 4 - Chapters. The records in this series date from 1987 to 2015. Records relating to general chapter work make up the first Sub-Series: The Chapter Handbook, Chapter Organization Guide and Chapter Operations Guide, general chapter reports and records relating to the chapter liaison position on the board. Records from Chapter Officers’ Meetings, Chapter Presidents’ Chats and research into prospective chapters are found here. The second Sub-Series includes records relating to each individual chapter’s relationship with the Lewis and Clark Trail Heritage Foundation. This Sub-Series includes bylaws, annual reports sent to LCTHF, correspondence and informational records as well as chapter newsletters. The records included here are submitted to LCTHF by both active and dissolved chapters. These are not, however, the actual organizational records of each chapter. Organizational records of the chapters are maintained by the chapters, and are only occasionally submitted to the archives when a chapter folds (such as the Minnesota Chapter), or when it no longer wishes to maintain inactive files (such as the Badger State Chapter). See Related Materials.

Series 5 - Trail Activities. This series focuses on LCTHF trail stewardship involvement. It is divided into three Sub-Series. The first Sub-Series focuses on the National Trails System Act and other trails legislation. The second Sub-Series is records dealing with the Establishment of the Lewis and Clark National Historic Trail and includes some bound documents that relate to Trail establishment. The third Sub-Series focuses on site specific records relating to trail stewardship projects LCTHF was involved with or interested in.

Series 6 - National Lewis and Clark Bicentennial (LCTHF involvement). This series is comprised of eleven document boxes and contains five Sub-Series. The first Sub-Series is a record of signature event planning and contains general information such as a master outline of all the Signature events and subsequent programs planned for the commemoration as well as planning information for specific Bicentennial Signature events. It also contains brochures and newspaper clippings. The
information is arranged chronologically by event. Sub-Series two are records of LCTHF involvement with the National Council of the Lewis and Clark Bicentennial and the Circle of Tribal Advisors. The third Sub-Series contains the records of LCTHF work with State Committees. Sub-Series four includes records from LCTHF’s work with Agencies and Outside Organizations. The records in the fifth Sub-Series deal with Products produced during and for the National Bicentennial commemoration of the Lewis and Clark Expedition.

Series 7 - William P. Sherman Library and Archives. This series contains the administrative records of the William P. Sherman Library and Archives. It is contained in six document boxes. The records are arranged in 8 Sub-Series divided by function: finances, correspondence, operations, programs and projects, memberships, Friends of the Library, Resources, and, research requests.

Series 8 - LCTHF Publications. This series contains information on the administration of LCTHF’s publications focusing mainly on WPO and special projects. The Lewis and Clark Journal and The Orderly Report also fall under this category.

Series 9 - Past Presidents’ Papers. This series contains donated president’s papers generally arranged chronologically in Sub-Series by president. Newspaper clippings and ephemera have been relocated to the library. New Sub-Series will be added as presidential papers from more recent presidents are donated. This series will be revised as arrangement of each Sub-Series is completed.

Subject Terms:
Lewis and Clark Trail Heritage Foundation
Lewis and Clark National Historic Trail

Date Acquired:
These are the organic records of LCTHF, and thus are retired to the archives on an on-going basis as projects are finished, fiscal year records are retired, and the like. The records were first brought into some archival arrangement in 2005.

Processing Note:
All our records relating to strategic planning are located in Series II: Board and Committee Activities under the strategic planning committee.

Related Materials:
Badger State Chapter Records, AR-xxx
Headwaters Chapter Records, AR-xxx....
Minnesota Chapter Records, AR xxx
LCTHF Publications Set
LCTHF Oral History Project
Oregon Historical Society Research Library - has the Eldon Chuinard papers (includes correspondence 1967 p 1980, involvement in the Columbia Gorge Legislation in the
1980s). Chuinard was a trail activist, LCTHF President in 1971, and served on the board for several years.

*Lewis and Clark National Historical Park* (Fort Clatsop) - has the Robert E. Lange papers. Lange was president 1973, on the board and served as editor of *We Proceeded On*.

*Lewis and Clark Nat Historic Park* (Fort Clatsop) has had an Admin History done - might be some references to us, or sources cited that the researcher could find useful.

Boise State University Special Collections - has John Caylor Papers (1972-1983) includes info on the NPS trail system work, Blue Mtn Chapter, LCTHF correspondence, Valley County Chapter, ID/WA and OR trail commissions. Caylor served on the board in the 1970s.

*Washington State Parks and Rec.* - has the Records of the Governor's Lewis and Clark Trail Committee. HQ building (1111 Israel Road SW, Tumwater). And possibly older records in their collections storage space located in the former state capital museum. Barb Kubik explains that the governor appointed representatives from each trail county, as well as several at-large members. These committee members were well-respected individuals in their own counties, many with a knowledge of the expedition, and an appreciation of recreation on the trail. The Committee was under the direction [management, supervision] of Washington State Parks and Recreation, and not, as was the case in many states, the state historical society. Several committee members would go on to serve on the board and/or as officers of the Foundation, including Mitch Doumit, Hazel Bain [our first woman president], Barb Kubik, et. al.

*Lewis and Clark College, Special Collections.* - has Irving W. Anderson Papers, 1941 – 1998. Anderson was an active LCTHF member, board member, Secretary and President in 1980.

**Separated Materials:**
Audio recordings of Board and Executive committee meetings.
Digital records stored on 3 1/4" floppy disks, CDs, DVDs, cassette tapes, beta tapes, and film.

**Sponsor:**
Processing of the Lewis and Clark Trail Heritage Foundation Records was funded through a cooperative agreement with the National Park Service, Lewis and Clark National Historic Trail, Omaha, Nebraska.

**Future Additions:**
Future additions to this record group will be incorporated into the series they belong to and filed chronologically or alphabetically where they fit. Records will be added to the collection as they are retired from use per the organization’s Records Retention Policy. Past president’s papers will be added to the records under the past presidents series and arranged in order of the dates of their term as president.
Acquisition Information:
Date/accession number

Acquisition Source:
This material was collected and created by staff at LCTHF headquarters office or the members of the Board of Directors, officers and committees.

Access Restrictions:
The collection is located at the William P. Sherman Library and Archives of the Lewis and Clark Trail Heritage Foundation in Great Falls, Montana. It is open for use.

Use Restrictions:
LCTHF does not own copyright to all of the materials in the collection. In some cases permission for use may require seeking additional authorization from the copyright owners.

Preferred Citation:
Item description and date. *Lewis and Clark Trail Heritage Foundation, Inc. Records*. RG 003. Box and Folder numbers. William P. Sherman Library and Archives, Great Falls, MT.
Lewis and Clark Trail Heritage Foundation, Inc. Records - RG 003
1961 to Present (Open)

**Box Listing:**

**Series I: Corporate/Financial Affairs** (in process)

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- Bylaws

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Sub-Series 2: 501(c)(3) Status and Group Exemption
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- States

**Box 3**
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**Box 4**
Sub-Series 3: Non-Cash Assets, Licensing, Interests, Leasing

**Box 5**
Sub-Series 4: Finances
- Budgets

**Box 6**
Statements

**Box 7**
Reviews and Audits
- Restricted Funds, Policies, Appeals
- Investment Accounts Management
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**Box 8**
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Box 1

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- Folder 9: Board of Directors Meetings, St. Louis, Missouri, August 22-24, 1973
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- Folder 2: Correspondence, 1999-2002
- Folder 3: Conference Call Minutes, 2005-2006
- Folder 4: Trail Stewardship Education National Media Plan, 2002
- Folder 5: White Cliffs, 2000

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- Folder 6: Bronze Committee, no date

Bylaws Committee
- Folder 7: Correspondence Relating to Bylaw Revisions, 1994-95, 2000-2006

Chapter Formation Committee (Also referred to as New Entities)
- Folder 8: A Guide for Organizing an Entity, 1986-87
- Folder 9: Memorandums and Correspondence, 1994-2003

Curriculum Guide Committee
- Folder 10: Curriculum Guide- Correspondence and Resources, 1996-2002

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- Folder 11: Non Profit Status, 2002-2004
- Folder 12: COTA Accession, 2009
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- Folder 2: Minutes and Reports, 1995-2004
- Folder 3: Education Materials/Information, c.2003
- Folder 4: Curriculum Guide Involvement, 1999-2001
- Folder 5: Lewis and Clark 200, 2002
- Folder 6: Indiana Legacy Project, 2007
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- Folder 10: Policies, 2001-2002
- Folder 11: Investments, 2000-2002
- Folder 12: NPS Challenge Cost Share Program, 2002
- Folder 13: Computer System Upgrade Quotes, 2002
- Folder 14: Audit Reports to Finance Committee, 1997-2003

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not presently any files for this series, either kept by committee members and not passed in or work is solely represented by annual reports to the board. Need to figure out how to account for this committee. We list “powerful partnerships” on our literature as a perk to donating to us or being a member.

Genealogy
- Folder 1: Committee Work, 1990-2002
- Folder 2: Genealogy Contacts, 2008

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- Folder 3: Ballot and Officers Slate, 2016
- Folder 4: Board Nominations 1995-2009
- Folder 5: Bylaws Update 2008
- Folder 6: Committee Work, 2006
- Folder 7: Committee Work, 2007
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- Folder 1: Correspondence, 1987

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- Folder 1: International Committee Work, 1999-2000

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- Folder 2: Investment Committee Work, 2005

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- Folder 3: 1998-1999
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Library (See Archives Committee)

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- Folder 5: Director of Membership Services, 2007-2008
- Folder 6: Project Reacquire, 2008-2009
- Folder 8: Agendas, Minutes and Reports, 1986, 1999-2003

Merchandising and Bronze Committee (See also Bronze Committee)
- Folder 10: Lewis and Clark Merchandise Catalog, 2002
- Folder 11: Merchandising Committee, 1998-2003
- Folder 12: Merchandising and Bronze Committee, 1998-2001

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National Advisory Council
- Folder 14: Charter and Agenda, 2007
- Folder 15: Correspondence, 2006-2008
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➢ Folder 1: 1990-1991
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➢ Folder 3: Swanzey, 1992
➢ Folder 4: 1993
➢ Folder 5: Index of Sites Inventoried, 1993
➢ Folder 6: 1994
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➢ Folder 10: National Lewis and Clark Trail Coordination Committee Correspondence, 1966, 1974-1995
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➢ Folder 2: Past Presidents Committee, 2007-2008
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➢ Folder 4: Correspondence Regarding Larry’s Letter, 2004
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➢ Folder 7: Planning and Development relating to Lewis and Clark National Historic Trail Interpretive Center, Great Falls, MT, 1997-1998
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➢ Folder 9: Planned Giving Newsletter, 1996-1997
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➢ Folder 10: Correspondence, 1897, 1994-2002
➢ Folder 11: Reports, 1994-2003
➢ Folder 12: Committee Report, 2004
➢ Folder 13: Committee Conference Call Meeting Minutes, 2006
➢ Folder 14: Copyright Basics, c.1994
Resource Directory
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➢ Folder 16: Sovereign Nations Committee, 2000-2003
➢ Folder 17: The Native American Indian by Henry P. Boyle
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➢ Folder 18: Speakers Directory, 2009
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➢ Folder 19: Correspondence, 2001-2002
➢ Folder 20: Resources, 1992, 2001-2002
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➢ Folder 1: Strategic Plan to 2002, 2002
➢ Folder 2: 2002 Strategic Plan, 2002
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➢ Folder 6: 2002 Strategic Plan Analysis, 2006
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➢ Folder 8: LCTHF Strategic Plan 2006-2010, 2006
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➢ Folder 11: Organizational History

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➢ Folder 12: Website, 1997-2002
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Third Century
➢ Folder 14: Case Statement, no date

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➢ Folder 16: Correspondence, 1972

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➢ Folder 18: Young Adults Committee Records, 1994-2003

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➢ Folder 1: L&C Trunk Elementary History Curriculum, GFPS and LCTHF, 1993-1994
➢ Folder 2: An American Legacy: L&C Expedition 1st Revision Correspondence Barbara Minard, 1998-2004
➢ Folder 3: An American Legacy Review Unit 3, 1998
Folder 4: An American Legacy Final Review Units 1-3, 1998
Folder 5: An American Legacy Review Unit 4, 1998
Folder 6: An American Legacy Review Unit 5, 1998
Folder 7: An American Legacy Edits of Units 1-5, 1998
Folder 8: An American Legacy Edits of Units 6-8 and Appendices, 1998
Folder 10: An American Legacy Unit 2 Completed by Sierra Middle School, Parker CO, 2002

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Folder 1: An American Legacy 2004 Review Part 1, 2004
Folder 2: An American Legacy 2004 Review Part 2, 2004
Folder 4: Master Table of Contents Revised Curriculum Guide, 2005
Folder 5: L&C Teacher Institute, An American Legacy: In Search of the Past, Present and Future; 2008
Folder 7: L&C Expedition Curriculum Guide for Middle School—1, 1996
Folder 8: L&C Expedition Curriculum Guide for Middle School—2, Lewis and Clark on the Map, 1996
Folder 9: L&C Expedition Curriculum Guide for Middle School—3, Health and Sickness, 1996

Box 4
Folder 1: Journeys of Discovery: Interdisciplinary Studies, Middle Level, 1995
Folder 2: Fort Clatsop: A Pre-Visit Resource and Lewis and Clark Study Unit 1, n.d.
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Folder 8: Connect Curriculum for Teachers, 2003
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- Folder 2: Charlottesville Airport Exhibit, 2002
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➢ Folder 11: MOU NPS, 1984-1992
➢ Folder 12: MOU Bicentennial Council, 1999-2001
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  - Folder 8: US Postal Service Non-Profit Mail Permit #765, 2005
  - Folder 9: Correspondence introducing Chapters to new Headquarters Staff and Board of Director/Chapter Liaison, 2001
  - Folder 10: Chapter Surveys, 2004-2008
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  - Folder 12: Chapter Lists, c.1990, 2004
  - Folder 13: Chapter Liaison Ron Laycock, 2001-2003
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- Lewis & Clark Expedition Division of Personnel Map for 1998 Annual Meeting
- Lewis & Clark Bicentennial: Many Voices – One Journey – Join Us, May 2003
- Lewis & Clark Art of the Upper Missouri: The Bismarck Tribune, 2000
- Bob Saindon Map, Montana Close up, n.d.
- Lewis & Clark Bicentennial Poster, 2005

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