

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:

Updated by Phyllis Friesz and Lois Baker, 2009. Revised by Shelly Kath, 2016-2017. Continued and revised by Alice Ebi Kestler, September 2017-.

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)

Box 1

Sub-Series 1: Establishment

- Folder 1: Articles of Incorporation, Amended Bylaws, n.d.
- Corporate History
- Blank Letterhead
- Bylaws

Box 2

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

Federal
States

Box 3

Federal 990 Tax Returns

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
Bequests

Box 8

Sub-Series 5: Insurance

Box 9

Sub-Series 6: Formal Partners

Boxes 10-12

Sub-Series 7: Grants to LCTHF

NPS Challenge Cost Share to LCTHF
NPS Challenge Cost Share Pass-through Administration

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Other Grants

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Sub-Series 8: Donors

- Folder 1: Pledges Receivable, 2008
- Folder 2: Member/Donor/Grantor File Index
- Folder 3: American Philosophical Society

- Folder 4: Barnes, Earle B
- Folder 5: Betts, Emilie and Robert
- Folder 6: DeGroff, Harold
- Folder 7: Epstein, Larry and Callie
- Folder 8: Fisher, John
- Folder 9: Frick, Ruth
- Folder 10: Gramentine, James and Sarah
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- Folder 12: Kemper, Jonathan
- Folder 13: Peck, David D.O.

Series II: Board of Directors/Committee Activities

Box 1

Sub-Series 1: Board of Directors

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- Past President Roster: See Box 27 Folder 1

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- Folder 3: Correspondence Re: Support for James E. Starrs Examination of Lewis's Burial Site, 1991-1992
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Board of Directors Meetings, Agendas, Minutes, 1970-

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- Folder 6: Board of Directors Meeting, Sioux City, Iowa August 20-21, 1971
- Folder 7: Board of Directors Meeting, Helena, Montana, August 9 - 11, 1972
- Folder 8: Board of Directors Meeting, Agenda St. Louis, Missouri September 12, 1972
- Folder 9: Board of Directors Meetings, St. Louis, Missouri, August 22-24, 1973
- Folder 10: Board of Directors Meeting, Seaside, Oregon August 11-15, 1974
- Folder 11: Board of Directors Meeting, Bismarck, North Dakota, August 10-13, 1975
- Folder 12: Board of Directors Meeting, Great Falls, Montana, August 15-18, 1976
- Folder 13: Board of Directors Meeting, St. Charles, Missouri, August 14-17, 1977
- Folder 14: Board of Directors Meeting, Vancouver, Washington, August 13-16, 1978
- Folder 15: Board of Directors Meeting, Glasgow, Montana, August 15, 1979
- Folder 16: Board of Directors Meeting, Omaha, Nebraska, August 19-22, 1980

Box 2

- Folder 1: Board of Directors Meeting, Helena, Montana, August 2-5, 1981
- Folder 2: Board of Directors Meeting, Philadelphia, Pennsylvania, August 7-9, 1982
- Folder 3: Board of Directors Meeting, Pasco, Washington, August 6-9, 1983
- Folder 4: Board of Directors Meeting, Great Falls, Montana, August 6-8, 1984
- Folder 5: Board of Directors Meeting, St. Louis, Missouri, August 3-7, 1985
- Folder 6: Board of Directors Meeting, Portland, Oregon, August 15, 1986
- Folder 7: Board of Directors Meeting- Committees, Portland, Oregon, August 15, 1986
- Folder 8: Board of Directors Meeting, Billings, Montana, August 1-5, 1987
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- Folder 1: Board of Directors Meeting, Bismarck, North Dakota, August 6-10, 1988
- Folder 2: Board of Directors Special Meeting, Great Falls, Montana, November 12, 1988
- Folder 3: Board of Directors Meeting, Bozeman Montana, August 1989
- Folder 4: Board of Directors Meeting, Lewiston, Idaho, July 28 and 30, 1990
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- Folder 8: Board of Directors Meeting, Collinsville, Illinois, July 31-August 5, 1993

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- Folder 1: Board of Directors Conference Call, February 4, 1994
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- Folder 3: Board of Directors Meeting, Conference Call, January 28, 1995 (restricted)
- Folder 4: Board of Directors Meeting, Charlottesville, Virginia, July 29-August 1, 1995
- Folder 5: Board of Directors Meeting, Conference Call, September 30, 1995
- Folder 6: Board of Directors Meeting, Sioux City, Iowa, August 3-7, 1996

- Folder 7: Board of Directors Meeting, Stevenson, Washington, July 1997
- Folder 8: Board of Directors Meeting, Bismarck, North Dakota, April 28-July 2, 1998
- Folder 9: Board of Directors Meeting, Great Falls, Montana, June 28-July 2, 1998

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- Folder 1: Board of Directors Board Retreat, Fort Clatsop, Astoria, Oregon April 19-20, 1999
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- Folder 3: Board of Directors Meeting II, Bismarck, North Dakota July 31-August 1, 1999
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- Folder 4: Board of Directors Meeting, Lewiston, Idaho, April 11-12, 2002
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- Folder 9: Board of Directors Meeting, Denver Colorado, January 27, 2007
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- Folder 70: Trail Stewardship Award -Flynn, 2010
- Folder 71: Committee Work, 2011
- Folder 72: Chapter Award Nomination – Ohio River Chapter, 2012
- Folder 73: Meritorious Achievement Award Nomination – Hay, 2012
- Folder 74: Committee Work, 2012
- Folder 75: Distinguished Service Award Nomination – Hinds, 2012
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- Folder 79: Committee Work, 2013
- Folder 80: Appreciation Award Nomination – Davis, 2013

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- Folder 82: Distinguished Service Award Nomination – Fritz, 2013
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- Folder 90: Distinguished Service Award – Townsend, 2015
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- Folder 94: Committee Work, 2016
- Folder 95: Distinguished Service Award Nomination—Mussulman, 2016
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- Folder 1: Bicentennial Trail Stewardship Committee Work, 2008
- 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

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- 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

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- 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
- Folder 13: Fund Raising - Third Century Campaign, 2002-2003
- Folder 14: Correspondence and Reports, 1994-2006

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- Folder 15: Committee Report, 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
- Folder 7: Indiana Legacy Project, 2007-2008

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- Folder 8: Correspondence, 1995-2002
- Folder 9: Financial Reports, 1993-1997
- 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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Friends and Partners

- 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

Governance

- Folder 3: Ballot and Officers Slate, 2016
- Folder 4: Board Nominations 1995-2009
- Folder 5: Bylaws Update 2008
- Folder 6: Committee Work, 2006
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- Folder 8: Committee Work, 2009

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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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- Folder 5: Director of Membership Services, 2007-2008
- Folder 6: Project Reacquire, 2008-2009
- Folder 7: Membership Lists, 1978 by State, 1984, 1994-2002
- Folder 8: Agendas, Minutes and Reports, 1986, 1999-2003
- Folder 9: Committee Work, 1986, 1994-2003

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- 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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- Folder 13: Two 1986 grant requests and Information for Application Process 2002; 1986, 2002

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- Folder 14: Charter and Agenda, 2007
- Folder 15: Correspondence, 2006-2008

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- Folder 1: 1990-1991
- Folder 2: 1992
- Folder 3: Swanzey, 1992
- Folder 4: 1993
- Folder 5: Index of Sites Inventoried, 1993
- Folder 6: 1994
- Folder 7: 1995
- Folder 8: 1996
- Folder 9: 1997
- Folder 10: National Lewis and Clark Trail Coordination Committee Correspondence, 1966, 1974-1995
- Folder 11: Newsletters, 1991-1995

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- Folder 1: Rosters and Correspondence, 1970-2006
- Folder 2: Past Presidents Committee, 2007-2008
- Folder 3: The Foundation in 1992-93
- Folder 4: Correspondence Regarding Larry's Letter, 2004

Planning and Development

- Folder 5: Committee Report, Strategic Plan, 1979, 1997
- Folder 6: Correspondence, 1979, 1986-1987
- Folder 7: Planning and Development relating to Lewis and Clark National Historic Trail Interpretive Center, Great Falls, MT, 1997-1998

Planned Giving

- Folder 8: Correspondence, 1994-2001
- 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

- Folder 15: Resource Directory, 2000-2001

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- Folder 16: Sovereign Nations Committee, 2000-2003
- Folder 17: The Native American Indian by Henry P. Boyle

Speakers Directory

- Folder 18: Speakers Directory, 2009

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- Folder 19: Correspondence, 2001-2002
- Folder 20: Resources, 1992, 2001-2002
- Folder 21: Meeting Minutes, 2002

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- Folder 1: Strategic Plan to 2002, 2002

- Folder 2: 2002 Strategic Plan, 2002
- Folder 3: Strategic Plan Development, 2004
- Folder 4: Development of 2006 Strategic Plan, 2005
- Folder 5: Fund Raising Planning, 2005
- Folder 6: 2002 Strategic Plan Analysis, 2006
- Folder 7: Strategic Planning, 2006
- Folder 8: LCTHF Strategic Plan 2006-2010, 2006
- Folder 9: Strategic Plan, 2007
- Folder 10: 2006-2010 Strategic Plan Progress Report, 2009
- Folder 11: Organizational History

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- Folder 12: Website, 1997-2002
- Folder 13: Website, 2003

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- Folder 14: Case Statement, no date
- Folder 15: Third Century Campaign Planning, 2003-2007

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- Folder 16: Correspondence, 1972

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- Folder 17: Ad Hoc WPO Funding, 1977

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

Series III: Membership Activities and Operations (in process)

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Sub-Series 1: Curriculum Guides

- Folder 1: The History Channel, Save our History: The Missouri River Manual, Teacher's Manual Grades 4-12, 1999
- Folder 2: NPS, NPF and Fort Clatsop Historical Assoc.; L&C Expedition: Tools of Survival, An Activity Guide, Fort Clatsop National Memorial; 1996
- Folder 3: NPS, NPF and Fort Clatsop Historical Assoc.; L&C Expedition: Educator's Resource Guide, Fourth Grade, Fort Clatsop National Memorial; 1996
- Folder 4: Fort Clatsop National Memorial and US Fish and Wildlife; L&C Expedition: Scientific Discovery Educator's Resource Guide, April 2002

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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 9: An American Legacy Review Appendix B, D and E, 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 3: An American Legacy 2004 Review Part 3, 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 6: L&C Expedition Curriculum Guide for Middle School Prospectus, n.d.
- 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

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- 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.
- Folder 3: Fort Clatsop: A Pre-Visit Resource and Lewis and Clark Study Unit 2, n.d.
- Folder 4: Lewis and Clark: Henry Shaw Academy, 1991-1992
- Folder 5: The Louisiana Purchase: A Teacher's Handbook, Museum Education Office, Jefferson National Expansion Memorial, n.d.
- Folder 6: From Montana to Mars: Exploration from 1803 to 2003 and Beyond, Workshop/Curriculum Guide: Teaching Science and Geography Through Literature, NASA Ames Research Center, 2003
- Folder 7: Nez Perce Tribe: Two World View Curriculum, EPA 66-951, n.d.
- Folder 8: Connect Curriculum for Teachers, 2003
- Folder 9: LCTHF Curriculum Guide Correspondence, 1998-1999
- Folder 10: LCTHF Curriculum Guide Correspondence, 2000-2002
- Folder 11: Hart Proposal for L&C Technology Project for Teachers, 1998

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- Folder 1: An American Legacy: L&C Expedition Curriculum and Resource Guide for Middle and Junior High Schools Revised Edition, 1st half, 2001
- Folder 2: An American Legacy: L&C Expedition Curriculum and Resource Guide for Middle and Junior High Schools Revised Edition, 2nd half, 2001
- Folder 3: Education material requests, 1998-1999

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Sub-Series 2: Exhibits

- Folder 1: George Catlin and the Plains Indians Exhibit, Teachers' Handbook, 1979
- Folder 2: Charlottesville Airport Exhibit, 2002
- Folder 3: Marra Indian Photo Exhibit Correspondence, 2003
- Folder 4: Tipi Exhibit 2008 with examples of Policy and Conditions Governing Loans, n.d., 2004, 2008-2009
- Folder 5: Exhibit Meeting Correspondence and Minutes, 2009
- Folder 6: Kid's Stewardship Patches with Answer Key, 2007-2009
- Folder 7: The Online Merriweather Game, 2009

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- Folder 2: 1971
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- Folder 3: Henley Correspondence, 1998-2003
- Folder 4: Holmberg Award, 2004
- Folder 5: Julich Correspondence, 2004-2005
- Folder 6: Kubik Correspondence, 2000-2005
- Folder 7: O'Brien, Michael Correspondence, 2007
- Folder 8: Peterson, Jim Correspondence, 1998

Sub-Series 4: Grants/MOUs (Grants from LCTHF)

- Folder 9: Grants
- Folder 10: MOUs and related correspondence
- Folder 11: MOU NPS, 1984-1992
- Folder 12: MOU Bicentennial Council, 1999-2001
- Folder 13: Cooperative Agreements with NPS, 1982-1999
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- Folder 15: Cooperative Agreements with NPS, 1999-2002
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- Folder 2: Sign Inventory, 2006-2007
- Folder 3: Appalachian Trail, 2000
- Folder 4: Undaunted Stewardship, 2004
- Folder 5: Lolo Motorway Monitoring, 2003-2009
- Folder 6: Missouri Lewis and Clark Network, 2002-2007

- Folder 7: Forest Service, 2004-2005
- Folder 8: Forest Service, Lolo Peak, 2005-2006
- Operations and Membership Position
- Folder 9: Membership Brochure, Peale Portraits, 1998
- Folder 10: Membership Stats, 1999-2008
- Folder 11: Director of Field Operations Reports, 2003-2005
- Folder 11: Project Reacquire, 2006-2008
- Folder 12: Chapter Member Rosters, 2007-2009
- Folder 13: Solicitation/Recruitment, 2007-2009

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- Folder 1: Lewis and Clark Ambassador Program, 2009
- Folder 2: Employment Announcement, 2009
- Folder 3: Membership brochure redesign, 2009
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- Folder 4: Operational Handbook, 2001
- Folder 5: Staff meetings, 2003-2009
- Folder 6: Staff Reports, 2005
- Folder 7: Executive Director position, 1997-2000
- Folder 8: Director of Development, Feasibility Study, 2004-2005
- Folder 9: Office Manager, 2004, 2009
- Folder 10: Library Positions, 2007-2009
- Folder 11: Exit Letter, Stephen, 2011
- Folder 12: Volunteers Plans and Ideas, 2003-2007
- Folder 13: Volunteer Corp News, 2005
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- Folder 15: LCIC, 1998-2004

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- Folder 17: LCNTIC Remodel, 1998-1999
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- Folder 19: LCNTIC Remodel, 2001-2004
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- Folder 1: LCTHF Guide to Annual Meetings, 1970 - 1977
- Folder 2: Organizational Meeting July 27, 1970
- Folder 3: Bismarck, ND, 1970
- Folder 4: Sioux City, with roster in minutes, 1971
- Folder 5: President Chuinard newsletter, 1971
- Folder 6: Helena MT, 1972
- Folder 7: St. Louis, MO, 1973
- Folder 8: Seaside OR, 1974
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- Folder 1: Vancouver WA, 1978
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- Folder 7: Helena MT, 1981
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- Folder 9: Philadelphia PA, 1982
- Folder 10: Roster, 1982
- Folder 11: Pasco WA, 1983
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- Folder 1: Portland OR, 1986
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- Folder 11: Roster, 1990
- Folder 12: Louisville KY, 1991
- Folder 13: Roster, 1991
- Folder 14: Vancouver WA, 1992
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- Folder 1: Collinsville IL, 1993
- Folder 2: Roster, 1993
- Folder 3: Missoula MT, 1994
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- Folder 10: Sioux City IA, 1996
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- Folder 1: Stevenson WA, 1997
- Folder 2: Roster, 1997
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- Folder 4: Roster, 1998
- Folder 5: Final Report, 1998
- Folder 6: Bismarck ND, 1999
- Folder 7: Roster, 1999 **This is the folder where work was halted**
- Folder 8: Annual Meeting 2000

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- Folder 1: 35th Annual Meeting Correspondence, 2003
- Folder 2: 35th Annual Meeting Program and Meeting Transactions, 2003
- Folder 3: 36th Annual Meeting, Bismarck, ND, 2004

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- Folder 1: Annual Meeting 2005
- Folder 2: 37th Annual Meeting Brochure and registration form

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- Folder 1: Annual Meeting 2005, continued
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- Folder 2: Membership cards and renewal envelopes, n.d.
- Folder 3: Membership brochures, n.d. and 2006
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- Folder 2: Correspondence Regarding Chapter Handbook, 1998, 2004
- Folder 3: Chapter Handbook, Revised and Updated 2015
- Folder 4: Chapter Organization Guide, 1987
- Folder 5: Chapter Operations Guide, 2008
- Folder 6: Chapter Reports, 1996-1998
- Folder 7: Chapter Relations, 2003-2004
- 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
- Folder 11: Chapter Prospects, 2004-2009
- Folder 12: Chapter Lists, c.1990, 2004
- Folder 13: Chapter Liaison Ron Laycock, 2001-2003
- Folder 14: Chapter Presidents' Chats, 2014-2015
- Folder 15: Chapter Presidents' Chats, 2008, 2012-2013
- Folder 16: Chapter Officers Meetings, Bismarck, 2004
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- Folder 1: Chapter Information 2001-2002
- Folder 2: Chapters Annual Report Forms, 1998-2001
- Folder 3: Chapters Correspondence General 1997-2004

- Folder 4: Chapters Correspondence Regarding Pierre Annual Meeting, 2001
- Folder 5: Potential Chapters, 2001
- Folder 6: Potential Chapter - Kentucky, 1991-1995
- Folder 7: Lewis and Clark Chapter Newsletter, 1986, 1995-1998
- Folder 8: Lewis and Clark Chapter Newsletter Information, 2001
- Folder 9: ODNEY Mail List, 2001
- Folder 10: Chapters Miscellaneous

Sub-Series 2: LCTHF Chapters, 1976, 1985-2015

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- Folder 11: Badger State Chapter Bylaws, 2004, 2007
- Folder 12: Badger State Chapter, 2000, 2007-2010
- Folder 13: Badger State Chapter Annual Reports, 2007-2008
- Folder 14: Badger State Chapter Newsletter, 2003-2014

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- Folder 15: Bitterroot Valley Camp Creek Bylaws, 2000
- Folder 16: Bitterroot Valley Camp Creek Chapter, 1999-2004
- Folder 17: Bitterroot Valley Camp Creek Annual Reports, 2001

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- Folder 18: Blackfoot River Chapter Bylaws, 2001
- Folder 19: Blackfoot River Chapter, 2001-2008
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- Folder 21: California Chapter Bylaws, 1996
- Folder 22: California Chapter, 1999-2009
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- Folder 1: Camp Fortunate Chapter Bylaws, 1991
- Folder 2: Camp Fortunate Chapter, 1995, 1999-2004, 2006, 2013
- Folder 3: Camp Fortunate Chapter Annual Reports, 1997-2008
- Folder 4: Camp Fortunate Chapter Newsletter, 1999

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- Folder 5: Camp River Dubois Chapter Bylaws, 2000
- Folder 6: Camp River Dubois Chapter, 1991, 2000, 2003, 2006
- Folder 7: Camp River Dubois Chapter, Annual Reports, 2000-2005
- Folder 8: Camp River Dubois Chapter, Newsletter, 2002-2006

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- Folder 9: Carolina Chapter Bylaws,
- Folder 10: Carolina Chapter, 2000, 2009
- Folder 11: Carolina Chapter Annual Reports, 1999-2009
- Folder 12: Carolina Chapter Newsletter, 2004, 2008, 2011, 2014

Celilo/ The Dalles Chapter, 2002

- Folder 13: Celilo/The Dalles Chapter Bylaws, 2002
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- Folder 15: Crest of the Rockies at the Platte Chapter Bylaws 2008
- Folder 16: Crest of the Rockies at the Platte Chapter 2004, 2008
- Folder 17: Crest of the Rockies at the Platte Chapter Annual Report 2008-2009

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- Folder 18: Crimson Bluffs Chapter Bylaws, 1998
- Folder 19: Crimson Bluffs Chapter, 1998-2013
- Folder 20: Crimson Bluffs Chapter Annual Reports, 2004-2009
- Folder 21: Crimson Bluffs Chapter Newsletter, 2000-2002

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- Folder 1: Encounters on the Prairie South Dakota Chapter Bylaws, 2002
- Folder 2: Encounters on the Prairie South Dakota Chapter 2004, 2013
- Folder 3: Encounters on the Prairie South Dakota Chapter Annual Reports, 2003-2008
- Folder 4: Encounters on the Prairie South Dakota Chapter Newsletter, 2011

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- Folder 5: Flathead Chapter Annual Report, 2007-2008

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- Folder 7: Florida Chapter, 2002-2005
- Folder 8: Florida Chapter Annual Reports, 2004-2005

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- Folder 9: Gates of the Mountains Chapter Bylaws , 2009
- Folder 10: Gates of the Mountains Chapter, 2000, 2003, 2005, 2006, 2012
- Folder 11: Gates of the Mountains Chapter Annual Reports, 2003-2008
- Folder 12: Gates of the Mountains Chapter Newsletter, 1999-2011, 2014

George Drouillard Chapter, 2004-2015

- Folder 13: George Drouillard Chapter Bylaws, 2005
- Folder 14: George Drouillard Chapter, 2005, 2015
- Folder 15: George Drouillard Chapter Annual Reports, 2004-2008

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- Folder 16: Grand Canyon Chapter Bylaws, 2008
- Folder 17: Grand Canyon Chapter, 1998-2010
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- Folder 19: Grand Canyon Chapter Newsletter, 1998-2011

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- Folder 20: Greater Metro St. Louis Bylaws, 2004
- Folder 21: Greater Metro St. Louis, 2000-2012
- Folder 22: Greater Metro St. Louis Annual Reports, 2003-2008
- Folder 23: Greater Metro St. Louis Newsletter, 1998

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- Folder 1: Headwaters Chapter Bylaws, 1999
- Folder 2: Headwaters Chapter, 1999-2015
- Folder 3: Headwaters Chapter Annual Reports, 2005-2013
- Folder 4: Headwaters Chapter Annual Reports, 1985-2004
- Folder 5: Headwaters Chapter Newsletter, 1998-2010

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- Folder 6: Home Front Chapter Bylaws, 2001
- Folder 7: Home Front Chapter, 2000, 2012
- Folder 8: Home Front Chapter Annual Reports, 1999-2008
- Folder 9: Home Front Chapter Newsletters, 2002-2011
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- Folder 1: Idaho Chapter Bylaws, 1985
- Folder 2: Idaho Chapter, 1985-2008
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- Folder 4: Idaho Lewis & Clark Bicentennial News, 2001-2002
- Folder 5: Idaho Chapter Newsletter, 1987, 1993-2014

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- Folder 1: Illini Chapter Bylaws, 2006
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- The North Star Dakotan, Issue 2, n.d.
- 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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