

**TOUCH OF NATURE ENVIRONMENTAL  
CENTER**

**FUND RAISING & TOUCH OF NATURE  
ARCHIVES**

**390.01 Touch of Nature Archives**

Dates: 1949 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: By category, then Alphabetical

This record series contains historical materials that document the Touch of Nature Environmental Center's history and development. The files contain news releases, brochures, correspondence and memos, contracts, slides maps, books, artifacts, pictures, records, audio tapes, video tapes, 8mm and 16mm films, 7¼" tape reels and cassette reels. Although some additional archival material is in the University Archives collection, the Touch of Nature Environmental Center is at such a distance from the campus (about 15 miles southeast) that the center would like to maintain their own Archives.

Application 87-63, item 266, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain permanently.

**390.02 Friends of Touch of Nature File**

Dates: 1984 -  
Volume: 3/4 cu. ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by category,  
then Chronological

This record series contains general information and operating documents of the Friends of Touch of Nature which was chartered and its constitution accepted by the SIU Foundation in 1985. This file contains preliminary minutes of meetings committee information, membership information and lists, the constitution, budget information, fund-raising project materials, reunion information, minutes of meetings and correspondence.

Application 87-63, item 267, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in the office, then transfer archival material to the Touch of Nature Archives for permanent retention.

**390.03 Touch of Nature Foundation Accounts**

Dates: 1984 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Numerical by account number,  
then Chronological

This record series contains documents related to the various foundation accounts of Touch of Nature, from the establishment of the funds and the account manager's authorization to the working ledger for on-going financial transactions. The nine fund accounts are held by the SIU Foundation and are as follows: Camp Olympia, Touch of Nature Development, Touch of Nature Conferences and Meetings, Touch of Nature Environmental Workshops, Touch of Nature Spectrum Advocacy Activities, Touch of Nature Wilderness Activities, Friends of Touch of Nature's Outdoor Educational Laboratory, the William Dunkel Scholarship and the William Freeberg Scholarship. Each account contains three (3) subcategories: income and gifts, expenditures and private gift solicitation. Invoice vouchers are contained in each file as well as correspondence. Also included in this record series are the computer printouts on income and expenses from the SIU Foundation as well as the working action, account titles and account number.

Application 87-63, item 268, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

**Recommendation:** Retain six (6) years in office, then dispose of provided all audits have been completed and no litigation is pending or anticipated.