

Guide to the Joan Swift Papers

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Summary Information

Repository:	University of Nevada, Las Vegas. University Libraries. Special Collections and Archives.
Creator:	Swift, Joan L.
Title:	Joan Swift Papers
ID:	MS-00804
Date [inclusive]:	approximately 1989-1994
Physical Description:	1.0 Linear Feet (1 box)
Language of the Material:	English
Abstract:	The Joan Swift Papers (1989-1994) document Swift's activities as county recorder for Clark County, Nevada. The contents of this collection include photographs, speeches, congratulatory letters, candidate night invitations, county elected official biographies, campaign materials, Clark County newsletters, and news clippings. Photographs and a draft of Swift's memoirs to her grandchildren are also included in this collection.

Preferred Citation

Joan Swift Papers, 1989-1994. MS-00804. Special Collections, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

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Biographical Note

Clark County Recorder, Joan Swift, was born in Wisconsin and moved to Southern Nevada during World War II. She began working in the Recorder's Office in 1945 when she was 18 years old. She left after one year to marry and raise two sons before returning to work in the Recorder's Office in 1955, where she worked until her retirement in 1993. Swift served as Clark County Recorder from 1974-1993. She was active professionally in organizations such as the County Fiscal Officers Association, where she also served as President in 1982, Women's Democratic Club of Clark County, and the American Society for Public Administrators. In 1992 she was named Public Official of the Year by the National Association of County Recorders, Election Officials and Clerks (NACRC).

Sources: <http://www.clarkcountynv.gov/recorder/Documents/ClarkCountyRecorderHistory.pdf>

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Scope and Contents

The Joan Swift Papers date from approximately 1989 to 1994 and include material representing the work conducted by Joan Swift as the Recorder for Clark County. Records include memorandum, speeches, correspondence, and information about the County Fiscal Officers Association (CFOA), particularly from the time she was President of CFOA. This collection also contains some campaign material, newsletters, official and campaign photographs of Swift, and a directory of elected and appointed officials in Clark County. A draft of Swift's memoirs to her grandchildren is also included in this collection.

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Arrangement

Materials remain in original order.

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Administrative Information

Access Note

Collection is open for research.

Publication Rights

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Acquisition Note

Materials were donated in 2016 by Joan Swift; accession number 2016-021.

Processing Note

The materials in this collection were minimally processed by Tammi Kim in 2016 at the time of accessioning. The materials were quickly reviewed to provide a general description of the contents of each box and an estimate of dates represented in the material. Loose papers were foldered. No further work was performed on the materials.

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Names and Subjects

- Women in politics -- Nevada
- Clark County (Nev.) -- Politics and government
- County government -- Clark County -- Nevada

Collection Inventory

Title/Description	Containers
Records include Clark County Recorder related correspondence, memorandum, and speeches; County Fiscal Officers Association records; campaign material; and a draft memoir, 1989 to 1994	box 1