



Guide to the Southern Nevada Association of Women Attorneys Records

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Summary Information

Repository:	University of Nevada, Las Vegas. University Libraries. Special Collections and Archives.
Creator:	Southern Nevada Association of Women Attorneys
Title:	Southern Nevada Association of Women Attorneys Records
ID:	MS-00808
Date [inclusive]:	approximately 1979-2016
Physical Description:	5.70 Cubic Feet (5 boxes)
Physical Description:	5.20 Linear Feet
Physical Description:	929 Digital Files (4 DVDs, 0.823 GB) PDF/A
Language of the Material:	English
Abstract:	Collection is comprised of records (approximately 1979 to 2016) created by the Southern Nevada Association of Women Attorneys (SNAWA). The collection contains administrative files from past SNAWA board members including past SNAWA presidents, secretaries, and treasures. The collection also includes records such as attendee lists, registration forms, and seminar evaluation forms from continuing legal education (CLE) events organized by SNAWA for attorneys in Southern Nevada.

Preferred Citation

Southern Nevada Association of Women Attorneys Records, 1979-2016. MS-00808. Special Collections, University Libraries, University of Nevada, Las Vegas. Las Vegas, Nevada.

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Historical Background

The Southern Nevada Association of Women Attorneys (SNAWA) is a nonprofit organization established in 1979 to offer support, networking opportunities, and guidance for personal and professional development to women attorneys in Southern Nevada. SNAWA hosts various social events throughout the year for the legal community in addition to regular monthly luncheons. SNAWA also organizes continuing legal education (CLE) events and seminars. Proceeds from

CLE seminars are used to fund a scholarship that is awarded annually to a female law student attending the William S. Boyd School of Law at the University of Nevada, Las Vegas.

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Scope and Contents Note

The collection is comprised of records created by the Southern Nevada Association of Women Attorneys (SNAWA), a non-profit organization that provides networking opportunities and personal and professional development for women attorneys. Records in this collection span from 1979 to 2016. The collection contents include administrative files from past SNAWA presidents, secretaries, and treasurers and materials pertaining to continuing legal education (CLE) events organized by SNAWA for attorneys in Southern Nevada. Records in this collection also include correspondence, financial records, information on SNAWA bylaws, and membership files. CLE-related materials include attendee lists, registration forms, and seminar evaluation forms.

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Arrangement

These records are organized into two series:

Series I. SNAWA Board Members, 1979-2016

Series II. CLE Files, 2003-2011

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Administrative Information

Access Note

Collection is open for research. Advance notice and arrangements are required for access to digital files; please contact Special Collections for more information.

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Acquisition Note

Materials were donated in 2016 by Kathleen Paustian; accession number 2016-031.

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.

Data were ingested off of four DVDs. Files were converted from various word processing file types to PDF/A. Accessioning archivist was unable to transfer data from one corrupt floppy disk.

No further work was performed on the materials.

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Names and Subjects

- Women attorneys general
- Women -- Societies and clubs -- Las Vegas (Nev.)
- Women

Collection Inventory

I. SNAWA Board Members, 1979-2016

Physical Description: 4.1 Linear Feet (4 boxes)

Physical Description: 4.5 Cubic Feet (4 boxes)

Physical Description: 15 Digital Files (2 DVDs, 0.02725 GB) PDF/A

Scope and Contents Note: This series is comprised of administrative files created by SNAWA board members including past presidents, secretaries, and treasurers from 1979 to 2016. Materials created by SNAWA presidents include board meeting agendas, minutes, and notes and various records pertaining to organizing SNAWA luncheons and events, including CLE seminars.

Materials created by SNAWA secretaries include board meeting minutes, membership files, and information related to SNAWA bylaws.

Materials created by SNAWA treasurers include financial reports related to membership dues and expenses associated with events and luncheons. This series also includes some records on SNAWA's tax exemption status as a non-profit organization.

Arrangement: Files in this series are grouped into three parts and then arranged chronologically: President's files, Secretary's files, and Treasurer's files. Digital files remain in original order.

Title/Description	Containers
President's files, 1989-1999	box 1

President's files, 1998-2010	box 2
President's and Secretary's files, 1979-2016	box 3
Secretary's and Treasurer's files, 1979-2002	box 4
Treasurer's files, 1998-2002	box 5
SNAWA President Files, 2007-2009 Physical Description: 12 Digital Files (DVD, 0.00855 GB) PDF/A	
SNAWA President Files, 2009-2011 Physical Description: 3 Digital Files (DVD, 0.0187 GB) PDF/A	

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II. CLE Files, 2003-2011

Physical Description: 1.0 Linear Feet (1 box)

Physical Description: 1.1 Cubic Feet (1 box)

Physical Description: 912 Digital Files (2 DVDs, 0.7955 GB) PDF/A

Scope and Contents Note: This series is comprised of materials related to the various continuing legal education (CLE) events and seminars organized by SNAWA for attorneys in Southern Nevada. Materials include promotional fliers for CLE events, applications for approval of CLE credit, attendance lists, catering orders for luncheon events, and CLE evaluation surveys. This series also includes copies of opening remarks, notes, and biographies of speakers invited to present at CLE events and seminars.

Arrangement: Files in this series are arranged chronologically. Digital files remain in original order.

Title/Description	Containers
CLE Files, 2003-2011	box 5
SNAWA CLE Materials, 2010 Physical Description: 455 Digital Files (DVD, 0.731 GB) PDF/A	
SNAWA CLE Additional Materials, 2010 February 26 Physical Description: 457 Digital Files (DVD, 0.0645 GB) PDF/A	

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