

**Items Donated to Corporate Archives**  
**Please be sure this form accompanies your donation.**

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Department & Division \_\_\_\_\_

(If current employee)

Office Address: \_\_\_\_\_

(or home address if retired)

**BRIEF** Description of materials donated

- (Example: 1. Sales Bulletins from 1985-90  
2. Pictures from Annual Management Awards Dinners – 1980  
3. Copies of Profiles from 1987 and 1991  
4. Videos of Annual Toys for Tots Talent Show – 1983-85)  
5. Gavel from???)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes: (Please describe the significance of any items you think would be helpful. We may call you for details): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We will keep only one copy of most items included in the collection. If we already have the items you donate do you want us to return them to you?  Yes  No, you may dispose of the items

We cannot guarantee that all items you donate will become part of the permanent collection. If it is determined that we will not keep the items you donate do you want us to return them to you?  Yes  No – you may dispose of the items

Processing all these items may take some months. Please be patient.

Send materials to:  
Margie Pace  
Business Research Information Center-DCC100-1  
U.S. Mail Address: 4800 Deerwood Campus Parkway  
Jacksonville, FL 32246

**NOTE:** Please put the BRIC on distribution for standard research reports, white papers, studies, etc. done in your departments. Just add us to your distributions lists – remember – history is ongoing!!



## Corporate Archives Project Begins at BCBSFL



In the summer of 2000, at Mr. Cascone's request, Catherine Kelly put together a cross-functional team of employees to plan and implement a way to capture, preserve and provide access to the rich history of Blue Cross and Blue Shield of Florida.

The team recommended that the Business Research Information Center and the Public Affairs and Corporate Communications Division work together to create a "Corporate Archives."

Work on this project began last summer when the Corporate Communications Division captured on video "Oral Histories" from former Board members and Officers. The Business Research Information Center is now collecting historical documents, photos and memorabilia. We are building a database of digitized photos which can be searched by individual names, dates, and events. We are also in the planning stages of a searchable database of press releases from the past. During 2001 we will collect items from the past 60 years, develop a cataloging scheme and preserve items using archival standards. We have many more plan for 2002.

If you have items you would like to donate please call Michael Kucsak at x50074 or drop them off at the Business Research Information Center (BRIC). We're located on the first floor of Building DC100 – down the carpeted hallway near the elevators. A form is attached to include with your donations.

We are very excited about preserving our company's heritage, understanding our accomplishments and appreciating those who contributed to making BCBSF a strong and successful company! BCBSF's history is a unique corporate asset. An archives is the tool for capitalizing on this asset so that current employees can gain a sense of BCBSF that is larger than their own immediate experience.



I want to thank all the members of the original "Corporate History Team" for their hard work and important input. Team Members: Catherine Kelly (Team Lead), Parker Crawford, April Harrell, Pam Keck, Patrick McCabe, Margie Pace, Anita Rodgers, Jan Rogers, Gretchen Smith and Susan Towler.

**Margie Pace, Manager  
Business Research Information Center**