

PLEADINGS

Issue No. 258

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November 2011

COULD A MESSY DESK BE A GOOD THING?

You've got multiple stacks of paper on your desk (not to mention the heaps slyly hidden under your desk), indiscriminate piles of books on your shelves and your cube walls are haplessly adorned with various items. OK, so you're messy. Can you really be productive amidst all that mess?

Yes, according to "A Perfect Mess," the book by Eric Abrahamson and David H. Freedman, which claims to reveal the hidden benefits of being unorganized and cluttered.

The Cost of Perfection

In the book, the authors claim a messy desk can be the product of an effective worker and that there actually is a price for being neat in terms of staff, time and computer system costs.

"Neatness and organization can exact a high price and it's widely unaccounted for," they

argue, and these costs typically outweigh their advantages.

One Man's Trash . . .

"Roughly speaking, a system is messy if its elements are scattered, mixed up or varied due to some measure of randomness," but that's only according to another's point of view, the book contends.

For Kristen, her messy desk was more an annoyance than a hindrance. In her 360-degree review process, some of Kristen's co-workers and employees commented that her desk was a disaster and that she appeared disorganized.

But, she was highly praised in these same reviews for her timeliness, leadership ability, communication skills, strategic thinking and ability to get things done. She has received several promotions throughout her career and is now a vice president with her firm.

Depending on what industry you work in, a cluttered workspace may not be damning at all.

Success Among Workspace Anarchy

Feelings toward workspace chaos can be strong. The book cites a Bradford, Pennsylvania, police chief who actually was fired for not having a neat desk.

"Fortunately for the world," the book states, "Albert Einstein did not work for . . . the city of Bradford. Einstein's desk at the Institute for Advanced Study in Princeton, New Jersey, was maintained, by all personal and photographic accounts, in a stupendous disarray."

The general assumption is that success is related to organization. We usually associate piles of paper and disorder with being ineffective and undisciplined. But, according to a study of the behavioral profiles of more than 240 presidents, CEOs, and chief

operating officers, by PsyMax Solutions, a human capital assessment firm, CEOs actually are more creative, but less organized.

"According to our findings, company heads are decidedly less organized than their subordinates," said Dr. Wayne Nemeroff, PsyMax Solutions CEO.

This finding jibes with the book's assertion that messiness tends to increase sharply with increased education, salary and experience.

And, on the flipside, the authors point out that there has been no research to directly support the benefits of neatness. Instead, accounts touting the wonders of order usually are anecdotal (and delivered by professional organizers).

A Method to the Madness

"Mess isn't necessarily the absence of order," Abrahamson and Freedman claim. "A messy desk can be a highly effective prioritizing and accessing system. In general, on a messy desk, the more important, urgent work tends to stay close by and near the top of the clutter, while the safely ignorable stuff tends to get buried to the bottom or near the back, which makes perfect sense. The various piles on a messy desk can represent a surprisingly sophisticated informal filing system that offer far more efficiency and flexibility than a filing cabinet could possibly provide."

The Surprise Benefits of Messiness

Attaining complete neatness and order may only be an illusion. Following rigid organizational systems and living life driven by a day planner means you're operating with blinders on.

Many new discoveries, inventions and creative projects are the result of sheer happenstance or inadvertently veering off in an unexpected direction. If you don't inject a little disorder in your life, you mostly likely will miss out on the serendipity of an unplanned success.

By Kate Lorenz for CareerBuilder.com, April 2007

NALS OF GREATER KALAMAZOO BOARD OF DIRECTORS MEETING

The Board of Directors' meeting for November 1, 2011, was changed to November 8, 2011. Therefore, the board summary for the November 8 meeting will appear in the next edition of the *Pleadings*.



FROM THE EDITOR

If there is anything you would like to see included in our newsletter, please feel free to contact Nancy Thomas at 381-7030 or send an e-mail to:

thomasn@millercanfield.com.

The deadline for each month's issue is the first Friday.

Also, as most of you know, the NALS of Michigan publication, *The Official Record*, is now posted to the state web site and notice distributed via e-mail. If you have not been receiving the notice, please contact Nancy Thomas at 381-7030, and I will see that your e-mail address gets added to the distribution list for *The Official Record*.



KOEZE NUT REMINDER

Koeze Nut sales information has been distributed. If you need more catalogs, have any questions, or need something by a deadline, please contact Nancy Thomas. We will do our best to accommodate your gift needs!!

CHRISTMAS CHARITY PROJECT:
Operation Military Kids

NALS of Greater Kalamazoo's Christmas Charity Project this year is for Operation Military Kids. OMK is affiliated with Michigan State University's Extension Service 4-H youth development programs. It has three main objectives that include:

- Raising community awareness of issues faced by military children and youth.
- Building capacity in communities to deliver and implement state and local outreach services to military families.
- Educating people and organizations through the Ready, Set, Go! Working with Military Families training on the effects of military deployments and how they can support OMK in their local communities.

One way these objectives are accomplished is through the **Hero Pack Initiative**. Hero Packs serve as a tangible expression of support for military families from their communities and Operation Military Kids partners. Hero Packs are filled with mementos and items designed to help keep military kids connected with their deployed parent. We will be collecting donations as follows to include in the Hero Packs:

- Journals or notebooks
- Pencils and pens
- Packs of crayons and markers
- Small photo albums
- Packs of stationary
- Stickers
- Postage stamps
- Prepaid phone cards



Please bring your donated items to the December 13 general membership meeting. Contact Cynthia Hollin at cghollin@gmail.com with any questions. Thank you for your support!



Scenes from the October 25 general membership meeting and new member social.

YOU ARE INVITED TO NALS 2011 HOLIDAY GATHERING

When: Tuesday, December 13, 2011
Where: The new offices of Integrated Records Management, LLC, 259 East Michigan Avenue, Suite 409, Kalamazoo
Time: 5:30 p.m. (drinks and appetizers available)
Cost: Just \$20.00 covers everything!

Join us for some networking, wine tasting, appetizers, and relaxation. Be pampered – special spa treatments starting at 6:00 p.m. while you sip on some wine and enjoy some good company. Then enjoy a special holiday buffet dinner* prepared by *Catering by Judy*.

If you would like to participate in the traditional holiday ornament exchange, please bring a wrapped holiday ornament priced between \$5 and \$10.

***Dinner will consist of hot chicken salad, pasta with grilled vegetables, fresh green salad with fresh fruit, fresh baked dinner rolls, and a dessert buffet with several holiday treats!**



GET YOUR NATIONAL DUES WAIVED!!

The “Engage 5” membership campaign is underway! Beginning March 1, 2011 and ending January 31, 2012, this campaign rewards the individual member who recruits 5 new members within the same membership classification. In other words, if you are a regular member who pays \$98 national dues then you must sign up five new members in that same classification. The new members must report you as their sponsor when they submit their application to NALS.

Once all five new members have been recruited, the member must complete a **Waiver of Dues Form**, listing all the new members and submit to the NALS Resource Center. After the form is received and new members confirmed, the recruiter will be notified and their national dues waived for the year (this excludes state and local dues).

If you are a Life Member or if the individual member’s firm pays their dues, then NALS will give the member a \$98 credit voucher which can be used for conference registrations, store purchases, certification fees or WebEd seminars. The full face value of the voucher must be redeemed at the same time when submitted. No credit for unused amounts will be accepted. Once you have Engaged 5 and your national dues have been waived, pay it forward. Tell the 5 members you recruited that they too can get the following year’s dues waived if they sign up 5 new members. Let’s spread the word about NALS and help grow our membership!

info@morettigroup.net

www.morettigroup.net



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**The trusted name in court reporting services since 1988
and here is why:**

- Professional and experienced court reporters
- Extremely competent office and production staff
- Statewide complimentary conference rooms
- Videoconferencing sites statewide and nationwide
- Handle requests in a professional and timely manner
- Network with reputable firms nationwide
- Online access to transcripts and exhibits
- We are an **Ethics First** court reporting firm

WELCOME to our new advertiser, the Moretti Group! Give them a call for your court reporting needs.

We thank you for your support of NALS of Greater Kalamazoo!!

Our conference rooms are located in

Kalamazoo, Grand Rapids, St. Joseph, Battle Creek

Brighton, Ann Arbor, Mt. Clemens & Troy

269.343.0118

800.536.0804

Thanks

NALS 60th Annual Education Conference and National Forum
Cincinnati, Ohio
October 13-16, 2011

By: Diane Y. Berry, PLS

I attended the NALS 60th Anniversary conference headed up by NALS President and Michigan member Kathleen Amirante, PP, PLS, and can't say enough about how well organized it was and chock full of fun, education, and MORE education.. The conference offered **40 sessions of legal education!** While my head felt like I had attended all 40 sessions by Sunday afternoon, I actually only attended 20 hours, since many of the sessions were concurrent. It was so hard to decide what to attend, as they all sounded interesting. I think my favorite was the *Investor's Watchdog* with Pat Huddleston (Enforcement Attorney and Receiver). He told many fascinating stories about multi-million dollar scams that have duped the public in recent history (such as Lou Pearlman, Wayne McLeod, and Bernie Madoff).

At the Recognition Luncheon we honored the many newly-certified ALSs, PLSs, and PPs. In addition, NALS Past-President Cathy Hankins, PP, PLS, was awarded a well-deserved NALS 2011 Award of Excellence.

At the Region 3 meeting we were reminded to cast our electronic vote for the NALS 2012-2013 Board of Directors. The 2012 Region 3 Retreat has been scheduled for July 20-21. Locations were discussed, but a final destination has not yet been chosen. The \$560 raised at the 2011 R3R Chinese Auction was sent to the NALS Foundation to help sponsor the keynote speaker for the conference. The Engage 5 membership campaign continues to run through January 31, 2012. We were happy to find that we had 11 first-timers just from Region 3!

The end of each day was filled with activity beginning on Thursday with a "Welcome Party" consisting of a wonderful dinner and an entertaining DJ who led us in numerous group dances. Friday night was the NALS Foundation Gala Event, again with dinner and a live 60's band. Saturday night we were bused to the docks of the Ohio River for dinner and an awesome riverboat cruise under the night lights of the city.

NALS truly fulfilled their mission by enabling its members to be ENGAGED with all the various conference activities; INSPIRED by the stories of other NALS members and the beauty of the area; ENHANCED our leadership and professional skills through the education provided; and PROMOTED friendships and networking throughout the entire weekend. I strongly recommend everyone take the opportunity to attend a National Conference. It's an opportunity to meet new sisters-in-law and an educational event you will never forget.

NEXT YEAR: Portland, Oregon – October 18-20, 2012
MARK YOUR CALENDARS!



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enhance
promote

**KOEZE NUT SALE SPONSORED BY
NALS OF GREATER KALAMAZOO
2011 ORDER FORM**



Name: _____
 Delivery _____
 Address: _____

 Phone: _____
 Needed by (date): _____

Order By Catalog Item

Product	Item No.	Page No.	Price	Quantity	Total
Cashews:					
Large Decanter, 30 oz	32955	3	40.00		
Medium Decanter, 20 oz	32954	3	26.75		
Gift Tin, 14 oz	31262	16	18.00		
Classic Mixed Nuts:					
Large Decanter, 30 oz	32953	13	38.00		
Medium Decanter, 20 oz	32952	13	25.75		
Gift Tin, 14 oz	31263	16	17.00		
Pecan Puddles (Milk Chocolate)					
Decanter, 19.5 oz	44049	7	37.00		
Gold Box, 8 oz	32860	8	15.25		
Special Offers for 2011:					
Favorites Box (save \$9 + discount)	46010	12	50.00		
Colossal Box w/Cashews (save \$10 + discount)	32706	11	58.00		
Colossal Box w/Mac Mix (save \$10 + discount)	32703	11	58.00		
Other Products:					
ORDER TOTAL:					\$
DISCOUNTS FOR ORDER TOTALS:					
\$25.00 to \$50.00	Deduct 10%				-
Over \$50.01	Deduct 15%				-
FINAL ORDER TOTAL:					\$

Note: All items in the catalog are available for order. We will carry "in stock" a small quantity of the Cashews, Classic Mixed Nuts, and Pecan Puddle products above. Also available: Special logo decanters (11/16/11 deadline) and direct shipping (11/18/11 deadline for Christmas delivery). Call Nancy at 381-7030 x 5826 for more details.

Orders will be called in beginning November 8, 2011. **The final deadline for orders is 3:00 p.m., Tuesday, December 13, 2011.** Delivery will be approximately 7 to 10 days after orders are turned in. We will deliver your orders to you or make convenient arrangements for pickup. Proceeds from the sale go to the Jo Spaulding Memorial Scholarship Fund.

RETURN WITH CHECK PAYABLE TO NALS OF GREATER KALAMAZOO TO:

NANCY THOMAS

Miller, Canfield, Paddock and Stone

277 South Rose Street, Suite 5000, Kalamazoo, Michigan 49007

Phone: 269-381-7030 x 5826; Fax: 269-382-0244; E-mail: thomasn@millercanfield.com

REMEMBER: FINAL ORDER DEADLINE IS 3:00 P.M. ON DECEMBER 13, 2011.

NALS OF GREATER KALAMAZOO TREASURER'S REPORT

October 1, 2011 through October 31, 2011

Fifth Third Bank General Checking Account

Beginning Balance **\$1,517.25**

Disbursements

Miller Canfield (September Pleadings postage)	8.32
Beacon Club (Oct. General Membership Mtg)	389.18
NALS of MI (BOD registration for Nancy Thomas)	20.00
Tami Carl (certification study books)	220.00
Chris English (envelopes for Atty directories)	4.58

Total Disbursements **(642.08)**

Deposits

October General Mtg	291.00
50/50 - October Mtg	12.00
Gerger-Moretti - Pleading's ad	250.00
Attorney Directories	5,562.00

Total Deposits **\$6,115.00**

Ending Balance **\$ 6,990.17**

Fifth Third Bank Savings Account - Scholarship Fund

Beginning Balance **\$8,117.94**

Interest October .34

Ending Balance **\$8,118.28**

Fifth Third Bank Savings Account - General

Beginning Balance **\$2,733.56**

Interest October .12

Service Charge -3.00

Ending Balance **\$2,730.68**



NALS of Michigan Membership Director, Teri Garber, also joined us for the October 25 general membership meeting and "new member social" held at the Beacon Club.

NALS of Greater Kalamazoo
Minutes of General Membership Meeting
Held October 25, 2011

NALS of Greater Kalamazoo met on Tuesday, October 25, 2011, at The Beacon Club. The October 2011 edition of the *Pleadings* provided all members prior notice of the meeting. Twelve chapter members were present at the meeting. Six guests were present, including Teri Garber, and our speaker, Rich Martin. Teri Garber gave a short talk to the NALS members present and to the prospective new members that were present for our new member social.

Prior to our meeting, guest speaker, Rich Martin of Viper Securities, gave a presentation on concealed pistol licenses, changes in the law since 2001, information about who meets the requirements to obtain a CPL. He also discussed pistol free zones and proper training and education. Immediately after the presentation, a short General Membership Meeting was held.

- I. **Call to Order:** President Diane Berry called the meeting to order at approximately 8:07 p.m.
- II. **Minutes:** Joyce Coker made a motion to approve the September 2011 General Membership Meeting minutes as published in the *Pleadings*. Kathleen Hutchins seconded the motion. The motion carried and the Minutes were unanimously approved.
- III. **Treasurer's Report:** Nancy Thomas made a motion to approve the September 2011 Treasurer's Report as published in the *Pleadings*, subject to audit. Karen Hare seconded the motion. The motion carried and the Treasurer's Report was unanimously approved, subject to audit.
- IV. **Corresponding Secretary:** Joyce Coker reported she had nothing further to report other than what was published in the *Pleadings*.
- V. **Membership:** Cindy Comer welcomed all to the new member social. Cindy gave a special welcome, including distributing membership pins, to Karen Hare, for joining our chapter recently, and to Cindy Broecker, who is a recent transfer to our chapter. Rich Martin and guest Emmeline Towne both requested a membership application. Cindy will forward the membership information.
- VI. **Marketing:** Karen Hare reported that she had given a presentation to several paralegal students at Kellogg Community College. She reported that some of the students asked if it might be possible for them to shadow NALS members on their jobs and that NALS members might receive such a request. Karen asked to be added to the back page of the *Pleadings* as a source for college students. Karen also reported on the proclamation that the chapter published in the Gazette recently in conjunction with Court Observance Week.
- VII. **Ways and Means:**
 - A. Chris English reported that the Attorney Directory sales are going well, that we have made approximately \$3,500 in profit to date, and are still receiving additional orders. She also asked about requests to sell the directory electronically to the courts and to sell the attorney lists. The group agreed that we would not sell the directory electronically to the courts, but we would sell attorney lists, and that Chris may use her good judgment in doing so. Nancy Thomas made a motion that we sell the attorney lists for \$30 each and that Chris English

use her own good judgment in selecting to whom we will sell. Cindy Broecker seconded the motion. The motion carried and was unanimously passed.

B. Nancy Thomas discussed the upcoming Koeze Nut sales. Packets were distributed to all members. She reported on some of the changes from last year. Each member was given two catalogs.

VIII. **Certification:** Tami reported that one set of new books had been purchased by the chapter, and pointed out that we will have to copy the chapters and workbook pages for those in the study group. The chapter agreed to pay for those costs and we will revisit the issue if we exceed our current budget for the Certification/Study Group.

IX. **Holiday Gathering and Charity:** Tami Carl gave an update and reminded all that the gathering will be held on Tuesday, December 13. An invitation with all the details will be in the November *Pleadings*.

X. **November Membership Meeting:** Diane Berry encouraged all to attend our November 15 General Membership Meeting. It will be held at Michelle's Restaurant on Gull Road. Our speaker will be Ronald Baylor of Miller Canfield. He will be speaking on environmental issues.

XI. **Announcements:**

A. Board Meeting. The next Board meeting will be held on Tuesday, November 1, at noon at Miller Canfield.

B. General Membership. The next General Membership meeting will be held on Tuesday, November 15 at Michelle's.

XII. **Adjournment:** No further business to come before the membership, the meeting was adjourned at approximately 8:35 p.m.

Submitted by Recording Secretary Tami Carl



Our speaker for the October 25 meeting, Rich Martin of Viper Securities.



This is my report sent to NALS of Michigan for the November 5 board meeting. Note how many activities our chapter has been involved in over the last few months !!

Nancy Thomas, PLS, Director

DIRECTOR'S REPORT
NALS OF MICHIGAN
November 5, 2011
BOARD OF DIRECTORS' MEETING
Lansing, Michigan

CHAPTER: NALS of Greater Kalamazoo
DIRECTOR: Nancy Thomas, PLS
DATE: November 5, 2011

EDUCATIONAL PROGRAMS AT MONTHLY CHAPTER MEETINGS INCLUDED:

Our June program featured a local attorney speaking on immigration issues. In July, we had a lunch meeting and one of the local boutiques presented a professional attire fashion show. We had several non-members attend this meeting. In August, we again met over the lunch hour and a couple of our members presented a program on organizational tips and tricks. September's meeting featured a local psychologist with tips for coping with stress and burnout. In October, our speaker was from a local security firm talking about the CCW law and personal protection issues. We have added a November program to the schedule, and the topic will be environmental law. We normally have not met in November due to Thanksgiving, etc., so we will see how it goes this year.

SEMINARS PLANNED OR COMPLETED BY CHAPTER ARE:

None at this time.

CERTIFICATION ACTIVITIES INCLUDE:

A study group is meeting for the March 2012 PLS exam. One of our retired PLS members is leading the group.

SUCCESSFUL CHAPTER PROJECTS WERE:

Our local attorney directories came out in October and we hope to have brisk sales. We have just started our fall fundraiser of Koeze Nut sales.

OTHER PROGRAMS/EVENTS PLANNED OR COMPLETED BY THE CHAPTER ARE:

Scholarships of \$1000 each to two students were presented at our June meeting. Our LPY award was presented in July to Tami Carl. August featured a "summer evening out" to the local Barn Theater to see a production of Cinderella; we were able to get a group rate on the tickets. We used our October meeting as a "new member social" as well as having an educational program. We are in the process of planning our Christmas social/ornament exchange and our local charity project.

2011 ATTORNEY DIRECTORY ORDER FORM

The new 2011 Attorney Directory published by NALS of Greater Kalamazoo will be available for purchase on October 17, 2011. The directory includes attorney listings, including email addresses, for Allegan, Kalamazoo, St. Joseph, and Van Buren counties; information on all state courts for Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren counties; the Michigan Supreme Court; the Michigan Court of Appeals; the U.S. District Court for the Western District of Michigan; U.S. Bankruptcy Court for the Western District of Michigan; and the Worker's Disability Compensation Court; along with a list of court and miscellaneous fees, process servers, court reporters, and title companies.

NOTE: If an attorney did not list an email address, fax number, etc. with the State Bar, it does not appear in our directory. As always, we welcome your suggestions for information to be included in the directory, as well as changes, corrections, additions, and deletions.

Name _____

Firm/Company/Court _____

Address _____

Telephone _____

of directories @ \$28.00 each (_____ x \$28) \$ _____

Check one: will pick up on _____
(please fax or email completed order form – you must give 3 business days' advance notice before picking up directories)

OR want shipped – shipping cost is \$6.00 per directory \$ _____

Total (check made payable to NALS of Greater Kalamazoo) \$ _____

How do you want to receive updates?

Mail – contact name at your firm/company/court _____

Email – address _____
(you are responsible for notifying me if there is a change in the email address)

Email, fax or mail order forms and checks sent or delivered to:

Chris English, PLS
Miller Johnson
303 North Rose Street, Suite 600
Kalamazoo, MI 49007
Ph: 269.226.2975 / Fax: 269.226.2951
Email: englishc@millerjohnson.com



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NALS OF GREATER KALAMAZOO

"The Association for Legal Professionals"

www.nalsofgreaterkalamazoo.org

www.nalsofmichigan.org

www.nals.org

Tuesday, November 15, 2011

**Michelle's Restaurant
4010 Gull Road, Kalamazoo
Telephone: 269.344.1415**

**5:30 p.m. – Networking
6:00 p.m. – Dinner, followed by
Program**

**Program:
Attorney Ronald E. Baylor
Miller Canfield**

Topic: Environmental Law

Menu Selections **(all prices include drinks, tax and tip)**

Option 1: 10 oz. sirloin with mushrooms and onions, potato, salad, and dinner roll (\$16.00)

Option 2: Grilled lemon pepper cod, potato, salad, and dinner roll (\$14.00)

Option 3: Grilled pork chops (two 5 oz. chops – indicate plain or BBQ), potato, salad, and dinner roll (\$14.00)

Option 4: Signature buffalo chicken strip salad – tossed with greens, tomatoes, cucumbers, green peppers, egg, cheddar cheese, and deep fried chicken strips, served with signature buffalo sauce, and a dinner roll. (\$12.00)

Option 5: Half-pounder cheeseburger, potato planks, and coleslaw (\$10.00)



PLEASE NOTE OUR RESERVATION PROCEDURE: Please reply to the email address below with "NALS reservation" in your subject line. Please give your selection in the body of the email, as well as the names and selections of any guests. Please give your payment to Colleen VanSickle at the meeting. Phone reservations will also be accepted—email is preferred. Thank you!

Please email your selection to Tami Carl at: carlt@millerjohnson.com by **Friday, November 11, 2011.**

ONCE RESERVATIONS HAVE BEEN CALLED IN, YOU WILL BE RESPONSIBLE FOR PAYMENT FOR YOUR ORDER IF YOU CANCEL AND DO NOT FIND A REPLACEMENT.

Please call Tami at 226.2966 with any questions.

2011-2012 Officers

Diane Berry, PLS, President
Phone: 226-8860; diberry@plunkettcooney.com

Cindy Comer, PP, Vice President
Phone: 337-8185; comerc@kalamazoocity.org

Tami L. Carl, Recording Secretary
Phone: 226-2966; carlt@millerjohnson.com

Joyce Coker, Corresponding Secretary
Phone: 226-2975; cokerj@millerjohnson.com

Colleen VanSickle, Treasurer
Phone: 385-4602; csvs45@hotmail.com

Nancy Thomas, PLS, Director
Phone: 381-7030; thomasn@millercanfield.com

Nancy Thomas, PLS, Parliamentarian
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Karen Hare, Student Member Contact
multifarious_gem@yahoo.com

Nancy Thomas, PLS, *Pleadings* Editor
Phone: 381-7030; thomasn@millercanfield.com

CALENDAR

Next Board Meeting

Tuesday, December 6, 2011
12 noon

Miller, Canfield, Paddock & Stone

Next General Membership Meeting:

Tuesday, November 15, 2011
5:30 p.m.

Michelle's, Gull Road
Program: Environmental Law
By Ronald E. Baylor

December Holiday Social

Tuesday, December 13, 2011
5:30 p.m.

Integrated Records Management



**NALS of Greater Kalamazoo
P.O. Box 50221
Kalamazoo MI 49005**