

The Legal Department's main summer project for undergraduate interns 2010 is an overhaul of the ACLU's stored and archived cases.

We have approximately 750 boxes of materials, many of which need to be culled, and then indexed and placed back into storage. The project will involve hauling stored cases from the basement up to our offices, reviewing the cases, retaining the portions we want retained and disposing of the rest, updating our storage index (on Excel); marking the boxes for storage, scanning key documents, and then returning the cases to storage.

We expect this project will take a large part of the summer.

We need a total of three interns. We need one person who will function as a project leader, under the supervision of the Legal Department Manager, who would work 4 days a week. We then need two other people, working with the project leader, each working two days a week.

It is possible, but not certain, that these interns will be assigned other tasks in the Legal Department as needed. The main focus this summer, however, will be completing the archiving project.

If you are interested in participating with this project as an intern, please e-mail a cover letter and resume to [rhughes@aclu-il.org](mailto:rhughes@aclu-il.org)