Committee Planning Report
NOTE: ** = Required Field

**Type of report being submitted:** Committee Planning Report

**Date:** October 30, 2019

**Committee Name:** Archives

**Supervising Board Member:** Abby Phillips

**Chair, Co-Chairs, Assistant Chairs:** Ashley Day

**Committee members:** Jillian Girardeau, Keala Marie Richard, Brittney Davis, Michele Lefler

**Committee Charge:** To manage the NMRT Archives, and to establish a comprehensive records management plan

**Project Description / Goals:** Upload all NMRT committee and board member reports to ALAIR (ALA electronic repository)

**Specific Objectives (numbers, tangible end-products):**

Financial Report Section: N/A

<table>
<thead>
<tr>
<th>Your budget appropriation (see budget)</th>
<th>a.</th>
</tr>
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<tbody>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b.</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c.</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d.</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-d)</td>
<td>e.</td>
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</tbody>
</table>

f. Vendor support planned or anticipated for the year (either money or in-kind gifts), list here: N/A

g. Vendor support requested: (From the above list, what, if any, has been requested from the Exhibitor Contact and Relations Committee?) N/A

h. Vendor support received: (From the above list, what if any, has been received?) N/A

Specific Needs/Support (non-financial): (For the categories below, please include approximate date service needed)

a. Web Support (help with webpage creation, web form creation, web database, web database, scripting, etc): N/A

b. On-site conference volunteers: (include estimated numbers needed and brief job description) N/A

c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.): N/A

**Report submitted by:** Ashley Day, ashley.day@oxfordshire.gov.uk