

Committee Planning Report

NOTE: ** = Required Field

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

****Date:**

****Committee Name:** Archives

****Supervising Board Member:** Kirby McCurtis

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

Sarah Brown, Chair

****Committee members:**

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****Committee Charge:**

To manage the NMRT Archives Program, which includes the gathering, preservation, and provision of access to NMRT documentation in paper and electronic formats. To establish a comprehensive records management plan, facilitated by policies and guidelines, which can be implemented and modified as needed.

****Project Description / Goals:**

Collect, proofread and post received reports from NMRT committees and board members in a timely and consistent manner. Digitize, assign, and enter backlogged reports if time allows. Adjust workflow procedures as necessary as migration to Drupal based ALA Archives housed database is completed late in this term or early next term (2014-15).

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

Work with the NMRT Archives Migration Ad-Hoc Committee and Bill Armstrong to continue to archive in LSU’s database while the migration to a Drupal based system is explored and a housing of NMRT archives within ALA archives is also completed. Work with committee and board members to obtain copies of all reports to work towards our end goal of having a complete database (ie: not missing any).

Financial Report Section:

Your budget appropriation (see budget)	a. 0
Amount which you have spent so far this year	b. 0
Your estimated additional expenses this year	c. 0
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.0
Difference between budgeted amount and total expenses from above (a-d)	e. 0

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)
N/A

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

Support from the NMRT Archives Migration Committee, Cara Bertram at ALA Archives and Bill Armstrong at LSU to update workflow policies and procedures as the NMRT Archives is moved to a Drupal based system housed within ALA Archives. This migration is to take place during the 2013-14 year.

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:** Sarah Brown

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