

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** 10/14/2013

****Committee Name:** NMRT Archives Migration Task Force Committee

****Supervising Board Member:** Janel Kinlaw

****Chair, Co-Chairs, Assistant Chairs:** Damon Campbell, Amanda Drost, co-chairs

****Committee members:**

Jeremy Snell
Jodie Gambill
Mackenzie Brooks

****Committee Charge:**

To facilitate the migration of the NMRT archives database from Louisiana State University to the ALA database.

****Project Description / Goals:**

- to brainstorm ideas with the Migration committee and chairs from all the other committees
- to act as a liaison between Bill Armstrong at LSU and ALA/NMRT
- to “test-drive” the new database to work out any issues
- to have the database up and running by 2014/15
- to create documentation so the transition is seamless

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

To have the NMRT database transferred to ALA’s oversight, to improve the efficiency of entering archival documents into the database, to make the transition as seamless as possible so that next year’s Archives Committee can enter reports directly into the new database.

Financial Report Section:

Your budget appropriation (see budget)	a. n/a
Amount which you have spent so far this year	b. n/a
Your estimated additional expenses this year	c. n/a
Total of amount spent and additional "estimated" expenses for this year (b+c)	d. n/a

Difference between budgeted amount and total expenses from above (a-d)	e. n/a
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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):

- creating space on the ALA server for the database
- having someone from ALA download the archives file from LSU

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

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