

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 9/2/07

****Committee Name:** Archives Committee

****Supervising Board Member:** Akeisha Heard

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

****Committee members:** Anna Ferris, Samantha Franklin, Janel White, Clayton Garthwait, Rosemary Knapp, Tricia Juettemeyer, Cindy Reid, Daniela Solomon, Leah Massar, Danielle Skaggs, Elizabeth Goldman, Geoff Morse, Laura Hall, Nancy Snyder

****Activity in Current Reporting Period**

a) Projects completed (For example, any procedures, tip sheets, checklists, etc. created during this period):

With the assistance of past-Chair Anna Ferris, we re-fashioned the committee's "Procedures for Inputting Reports Into Database" document, which is used by all committee members to process and input the NMRT Committee and Board Member reports that are submitted to the board listserv. The biggest change was the move to PDF files from HTML files. We are very pleased with how the change has been instituted and believe that it will continue to have positive repercussions on the state and use of the NMRT database.

All 2006-2007 Planning, Progress, and Final Reports have been input in the database and the PDF files sent to Bill Armstrong for uploading.

b) Projects in progress but not yet completed:

The committee is currently working on inputting the Planning Reports for 2007-2007.

****Action Items/Issues To Be Resolved (What is left to do, based on your Planning Report? Have there been any substantial changes in plans since then? What items, if any, have been deferred until next year?):**

We continue to work on processing the pre-electronic era reports that have been in storage for several years. All scanning work has been completed and various committee members are working on doing the inputting as time permits.

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

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