

## **Committee Planning Report**

NOTE: \*\* = Required Field

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

**\*\*Date:** 4/18/08

**\*\*Committee Name:** Archives

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

**\*\*Chair, Co-Chairs, Assistant Chairs:** Wendy Westgate and Janel White, Co-Chairs

**\*\*Committee members:** Anna Ferris, Samantha Thompson-Franklin, Jodie Gambill, Janel White, Geoff Morse, Clayton Garthwait, Katharine Hewlings, Nancy Snyder Gibson, Daniela Solomon

**\*\*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:**

A continual goal is to process and input all Progress, Planning, and Final Reports submitted by the committees during the course of the year.

In addition, the committee continues to work toward the long-term goal completing our Digitization Project, which consists of scanning in the pre-2002 hard copy NMRT reports.

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

Inputting all committee reports that were submitted to the NMRT Board. Also, inputting at least 10% of the pre-2002 NMRT reports that have been scanned in.

**Financial Report Section:**

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

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

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

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

**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):**

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

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

**\*\*Report submitted by:** Wendy Westgate

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