

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** 3/24/2009

****Committee Name:** Archives Committee

****Supervising Board Member:** Maureen Barry

****Chair, Co-Chairs, Assistant Chairs:** Janel White and Clayton Garthwait, co-chairs

****Committee members:** Nicole Hershberger, Yoko Kudo, Jodie Gambill, Michael LaManga, Lisa Sibert, Lisa Tattersall, Jennifer Barton, Iris Godwin

****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.
- Inputting all of the pre-2002 NMRT reports that have been scanned as of 1/1/2009.
- Audit of the reports that were entered over the past year to the expected reports to be entered.
- Expand out the Committee's webpage with the help of the Web Committee.
- Investigate archiving the Footnotes issues in conjunction with the Footnotes committee.
- Scan 20% of the remaining pre-2002 NMRT reports.

Financial Report Section:

Your budget appropriation (see budget)	a. \$28
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. \$28

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

none

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

none

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

none

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):

The Archives Committee just had a webpage created for them in the Fall (2008). We will look to expand and populate that webpage a bit more.

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

none

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

none at the moment.

****Report submitted by:** Janel White

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