

Committee Progress Report

NOTE: ** = Required Field

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

****Date:** 8/18/2009

****Committee Name:** Archives Committee

****Supervising Board Member:** Amanda Ros

****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

****Activity in Current Reporting Period**

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

- Finish inputting outstanding planning reports from 2008-2009 Annual-to-Annual committees
- Inputting progress reports from 2008-2009 Annual-to-Annual committees
- Chair review of reports entered so far by committee since beginning of the year.

b) Projects in progress but not yet completed:

- Finish inputting progress reports from 2008-2009 Annual-to-Annual committees
- Input final reports from 2008-2009 Annual-to-Annual committees
- Input progress reports from 2009-2010 Midwinter-to-Midwinter committees
- Input planning reports from 2009-2010 Annual-to-Annual committees

****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?):**

- 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

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

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