

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** 9/24/11

****Committee Name:**

Archives Committee

****Supervising Board Member:**

Rebecca Kate Miller

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

Damon Campbell, Chair

Amanda Drost, Assistant Chair

****Committee members:**

Amy Roberson

Arianna Schlegel

Cynthia McKnight

David Greene

Jolanta Radzik

Matt Francis

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:**

Collect, proofread and post received reports from NMRT committees in a timely and consistent manner, clear backlog from prior committee and prevent backlog from being past to next years committee.

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

Clear backlog of approximately 36 items to be posted to the archives database, rework tracking spreadsheet to make it more easily understandable and useful by time period. Investigate documents from the 1980's-1990's that may need to be posted to the database (see Janel).

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

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):

None at this time, though future projects involving possible database migration may warrant it.

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.):

None at present, though publicity may come as an indirect result of inquires RE database migration and the like.

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