

Committee Progress Report

Type of report being submitted: Committee Progress Report

Date: 3/7/2011

Committee Name: Archives Committee

Supervising Board Member: Janel White

Chair, Co-Chairs, Assistant Chairs: Iris Godwin , chair

Committee members: Andrea Baer, Jennifer Barton, Jodie Gambill, Melanie Griffin, Tracy Hall, Lisa Tattersall, Jeanna Vahling

Activity in Current Reporting Period

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

- Finished inputting planning reports from 2009-2010 committees
- Finished inputting progress reports from 2009-2010 committees
- Past Chair and NMRT Secretary completed audit on past reports entered.
- Chair review of some of the reports entered so far by committee members.

b) Projects in progress but not yet completed:

- Over 70% finished inputting final reports from 2009-2010 committees
- Chair made suggested changes to the ALA Connect Handbook which have been reviewed but the changes have not submitted to ALA Connect.
- Chair continues to review reports entered so far by committee members.
- Chair in process of moving 2010-2011 progress reports from ALA Connect to enable entry into the NMRT Archives database.
- Chair updating "Basic Duties of the Chair of NMRT Archives Committee."
- Chair writing tip sheet "Workflow for NMRT Archives Chair."

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.
- NMRT Archives Policy to be updated.
- 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. \$25.00
Amount which you have spent so far this year	b.
Your estimated additional expenses this year	c. \$25.00
Total of amount spent and additional "estimated" expenses for this year (b+c)	d.
Difference between budgeted amount and total expenses from above (a-d)	e. \$25.00

Report submitted by: Iris Godwin

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