

Committee Final Report

NOTE: ** = Required Field

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

****Date:**

6/18/12

****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

Iris Godwin

****Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

Entry and verification of reports submitted by 2011-12 committees and board members, completion of entry of backlogged reports from prior committee, and verification of most of the backlogged reports. We've also revised the spreadsheet by which we track our progress for easier browsing.

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

Completion of the verification of backlogged reports and scan/entry of physical reports (from approx.. 10 years ago) recently acquired. This will likely carry over to next year's work, as both the chair and the assistant chair have been re-appointed to Archives.

Financial Report Section:

Your budget appropriation (see budget)	a. N/A
Amount which you have spent this year	b. N/A
Difference between budgeted amount and amount spent (a-b)	c. N/A

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