

Committee Planning Report

NOTE: ** = Required Field

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

****Date:** September 30, 2016

****Committee Name:** Archives

****Supervising Board Member:** Nicole Lamoreaux

****Chair, Co-Chairs, Assistant Chairs:** Carrie Allmendinger (Chair)

****Committee members:**

Ashley Day	aaday@valdosta.edu
Barry McKnight	bmcknight@lacrosselibrary.org
Heather C. Kiger	heather.c.kiger@gmail.com
Michael Joseph Paulmeno	mpaulmeno@deltastate.edu

****Committee Charge:** To manage the NMRT Archives, 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:** maintain organizational control and to keep up with archiving the reports in ALAIR. Gather and archive 2016 final reports. Check files on missing and extra files report to see if any issues can be resolved.

****Specific Objectives (numbers, tangible end-products):** Examine missing and extra files report for duplicates already in repository. Add most recent final reports to archives and any other submitted reports.

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: 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): links updated to new repository from the old one as they are found.

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.

****Report submitted by:** Carrie Allmendinger

****Email address:** carrieallmendinger@gmail.com