Committee Planning Report
NOTE: ** = Required Field

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

**Date:** 10/16/18

**Committee Name:** Archives Committee

**Supervising Board Member:** Jennifer Wilhelm

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

**Committee members:** Joy DuBose, Paula DuPont, Amanda Wahlmeier, Courtney Pritchard, Heather Kiger

**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:**
To maintain organizational control and to keep up with archiving reports in ALAIR. Add most recent final reports to archives and any other submitted reports.

**Specific Objectives (numbers, tangible end-products):** Gather and archive 2017-18 final reports, 2018-19 planning and progress reports.

**Financial Report Section:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your budget appropriation (see budget)</td>
<td>a. 0</td>
</tr>
<tr>
<td>Amount which you have spent so far this year</td>
<td>b. 0</td>
</tr>
<tr>
<td>Your estimated additional expenses this year</td>
<td>c. 0</td>
</tr>
<tr>
<td>Total of amount spent and additional &quot;estimated&quot; expenses for this year (b+c)</td>
<td>d. 0</td>
</tr>
<tr>
<td>Difference between budgeted amount and total expenses from above (a-e)</td>
<td>e. 0</td>
</tr>
</tbody>
</table>
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):

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:** Ashley Day

**Email address:** aaday@valdosta.edu