

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:

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-	e. 0

d)	
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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

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