

## Committee Planning Report

NOTE: \*\* = Required Field

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

**\*\*Date:** October 30, 2019

**\*\*Committee Name:** Archives

**\*\*Supervising Board Member:** Abby Phillips

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

**\*\*Committee members:** Jillian Girardeau, Keala Marie Richard, Brittney Davis, Michele Lefler

**\*\*Committee Charge:** To manage the NMRT Archives, and to establish a comprehensive records management plan

**\*\*Project Description / Goals:** Upload all NMRT committee and board member reports to ALAIR (ALA electronic repository)

**\*\*Specific Objectives (numbers, tangible end-products):**

**Financial Report Section:** N/A

<b>Your budget appropriation (see budget)</b>	a.
<b>Amount which you have spent so far this year</b>	b.
<b>Your estimated additional expenses this year</b>	c.
<b>Total of amount spent and additional "estimated" expenses for this year (b+c)</b>	d.
<b>Difference between budgeted amount and total expenses from above (a-d)</b>	e.

**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):** N/A

**b. On-site conference volunteers:** (include estimated numbers needed and brief job description)  
N/A

**c. Publicity planned for the committee (posting to other discussion lists, official press release for webpage, etc.):** N/A

**\*\*Report submitted by:** Ashley Day, ashley.day@oxfordshire.gov.uk