

## Committee Final Report

NOTE: \*\* = Required Field

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

**\*\*Date: 1/27/08**

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

**\*\*Supervising Board Member: Akeisha Heard**

**\*\*Chair, Co-Chairs, Assistant Chairs: Wendy Westgate**

**\*\*Committee members: Anna Ferris, Samantha Thompson-Franklin, Jodie Gambill, Janel White, Geoff Morse, Clayton Garthwait, Katharine Hewlings, Nancy Snyder Gibson, Daniela Solomon**

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

We continued to process and input all Progress, Planning, and Final Reports submitted by the committees during the course of the year.

Initial progress was made on the Digitization Project and several NMRT members volunteered to help scan in the pre-2002 hard copy NMRT reports. A final check needs to be made for any outstanding scanning packets, but those that were submitted to me are ready to be processed and input into the NMRT database by Archives Committee members.

**\*\*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.**

Our immediate goal for coming year is to move forward on inputting the pre-2002 reports. This is a long-term project but if the committee members work on it consistently we can definitely make a dent in the number of reports awaiting processing.

### Financial Report Section:

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

**\*\*Report submitted by: Wendy Westgate**

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