

Committee Name: Archives

Date of Report: May 6, 2014

Committee Members: Stacey Redick (Archivist), Betty Landesman, Jill Lynch, Amber Paranick, Gabrielle Spiers

Past Activities

Please list any past accomplishments this year you'd like to share with the Board.

We have drafted a Digital Preservation (DP) Policy within an outline for an Archives Collection Management (ACM) Policy. The DP policy will be an integral part of the ACM policy.

Current Activities

Please list any current projects you're working on.

We continue to refine and complete our Digital Preservation Policy. We are also in the early stages of outlining the Archives Collection Management Policy.

We are investigating questions involving storage, hosting, file formats, and metadata standards, among others. The answers to these questions will be critical for determining policy and for long-term preservation of important Chapter documents.

Board Support

Please list any questions or requests for Board support

We ask that the Board read through the Digital Preservation Policy Draft, paying special attention to the Memo to the Board on page 2. Does the Board have any questions, comments, or suggestions?

Additionally, we ask for help determining financial and access policies, as well as administration policies:

1. What financial documents would the Board see available publicly, if any? Should access to the documents be restricted or a period of time before they are made publicly accessible? To whom should they be accessible?
2. What is the budget process for the Archives?
3. What are restrictions/guidelines for partnerships between the Archives Committee and external organizations/institutions/groups?