

## Archives Committee

Annual Meeting Report - 2017

The Archives Committee, while not meeting as a group this year, has made progress through the efforts of individual members working in an assigned section of the collection. Members include Cathy Bradbury, Arlin Larson, Ray Smith and Shirley Jarvella, Chair.

Our primary goals are to eliminate duplication of materials, arrange those that are deemed collectible in a logical order, and create a guide to the collection that will be user friendly. Secondary goals include: 1) setting up a system for retaining in hard copy those communications that are sent out over the Internet; and 2) reviewing Board of Trustees notes to create a continuation of the Senior College history that now ends in 2009.

Most proceedings of Senior College are now contained in a series of notebooks that include Board of Trustees agendas and notes and selected financial documents with a separate notebook containing notes and committee reports of annual meetings. Auxiliary materials are contained in file boxes including those that are dedicated to Newsletters, Course Catalogs, and Special Events. There are also assorted posters, photos, CDs, DVDs and miscellaneous publications.

While the collection will always be in transition, we aim to create a collection that is comprehensive, logically arranged, and easy to use that accurately encompasses the historical development of the Senior College at Belfast.