

Archives Committee Report Annual Meeting - September 24, 2015

Shirley Jarvella: Chair
Committee Members: Cathy Bradbury, Arlin Larson, and Ray Smith

The Committee met as a group in November, 2014 and again in March, 2015.

This past year we welcomed to the committee Arlin Larson, who has been a valuable addition because of his previous experience in setting up and organizing archival collections.

The major concern over the past few years has been how to deal with collecting and retaining information now being generated in digital formats. To that end we created a "Digital Records Policy" to provide guidance in the near future. At this time we will be retaining hard copies of E-Newsletters, course catalogs, board agendas and meeting notes which can easily be accessed without requiring equipment. These documents cover almost completely the ongoing and historical workings of Senior College, providing information on faculty, courses presented, and the background executive discussions and decisions that shape our changing organization.

Outreach activities in the past year designed to promote awareness of the archives included an article in the September 2014 E-Newsletter and a presentation to the Senior College Board in June 2015. At that meeting copies of the "Digital Records Policy" were distributed and discussed as was the updated "Archives - Guidelines for Board Members". A rather lively discussion questioned whether we should not be committing to digitizing all records going forward. At present, the need to simplify access to the materials, the durability of hard copies which do not require equipment and format upgrades, low demand, and limitations on volunteer hours dictate the short term decision.

Ongoing work of the Archives Committee continues to include the sorting and filing of newly acquired materials and reviewing existing files and the file list for accuracy.

Shirley Jarvella, Chair