

## Archives Committee Report, 2015-16

Shirley Jarvella: Chair

Committee Members: Cathy Bradbury, Arlin Larson, and Ray Smith

The Committee last met as a group on November 11, 2015. Each member of the committee is assigned a specific area of responsibility for maintaining and updating information. Group meetings are now devoted to discussing questions relating to collection or policy development.

We are currently updating the "Guide to the Archives" which describes the contents and serves as a directory. The notebooks of the previous secretaries, 2001-2015, now form the core of the collection and contain minutes of Senior College Boards, by-laws, handbooks, annual reports, Network meeting notes, and miscellaneous reports. There are, in addition to several boxes of files of documents, clippings, and miscellaneous items not contained in the notebooks, several boxes devoted to each of the following - Course Catalogs, Newsletters, and Special Events. Ongoing work of the Archives Committee continues to include the sorting and filing of newly acquired materials and frequent reviews of existing files to avoid duplications as well as errors in the listings in the "Guide" as compared with the actual holdings.