

## Archives Committee Report

### Annual Meeting - September 27, 2018

Shirley Jarvella: Chair

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

The Committee last met as a group on June 27, 2018. Our goal was to assess the collection as to completeness, review the newly updated Guide to the Archives for accuracy, and sort through recent acquisitions, retaining only those that filled gaps in the collection.

A major problem going forward is insuring that we receive hard copies of E-newsletters and course catalogs, since the availability of these publications online is of limited duration. Responsibility for capturing the document in hard copy and forwarding it to Archives will now fall to the person generating it.

We have updated the "Guide to the Archives" which describes the contents and serves as a directory. It is now posted on the inside door of the Archives cabinet. The notebooks of the previous secretaries, 2001-2016, 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 file boxes with documents, clippings, and miscellaneous items not contained in the notebooks, several boxes devoted to each of the following - Course Catalogs, Newsletters, and Special Events.

Contact members of the committee or the Senior College President to access the Archives.

Shirley Jarvella, Chair