

Archives Committee Report Annual Meeting - September 26, 2019

Shirley Jarvella: Chair

Committee Members: Cathy Bradbury, Arlin Larson, and Elizabeth Pollock

There have been several changes in the membership of the Archives Committee during the past year. We welcomed a new member, Elizabeth Pollock, who fills an important gap in the process of collecting documents that are generated in committees and online. Her experience as office manager and as a member of the Board of Trustees makes her uniquely qualified to have all documents generated pass through her hands and into the Archives files. Ray Smith, a member from the early years, has resigned from the committee. Because of his extensive experience serving on almost all Senior College committees, his input was invaluable and much appreciated. Finally, Shirley Jarvella, who has served as chair since the establishment of the committee in 2003, has resigned that position effective June 2019 but will continue on as a member of the committee.

The push this year was to review the contents of the Archives collection for completeness and to locate any missing documents. To that end, most of those, if they ever existed, have been found and included in the holdings. The following guides and policies have been updated:

Archives Mission Statement

Archives Committee Work Guidelines

Guide to the Archives Collections (posted inside Archives cabinet door)

Digital Records Policy

The notebooks of the previous secretaries, 2001-2019, 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 also file boxes with documents, clippings, and miscellaneous items not contained in the notebooks as well as several dedicated boxes for Course Catalogs, Newsletters, Arts Festival and Special Events. The Guide to the Collections is posted inside the Archives cabinet door.

Copies of the guidelines and policies have been placed in a notebook in the Archives file in the main Senior College file drawer and are available to all. For permission to access the materials in the Archives cabinet, contact members of the committee or the Senior College President.

Shirley Jarvella, Chair

August 10, 2019