

ARCHIVES COMMITTEE ANNUAL REPORT 2019-2020

The mission of the Archives Committee is to “identify, collect, categorize, organize and store materials relevant to the history and proceedings of the Senior College.”

Copies of such items as board minutes, newsletters, newspaper articles, catalogs, statistical reports, official correspondence, and legal documents are kept in a dedicated file cabinet in the Senior College office at the Hutchinson Center. As with most organizations, Senior College business is increasingly conducted digitally. A present concern of the Archives Committee is to capture digital documents as well as those on paper. The goal is eventually to have both digital and hard copy versions of all official documents. Considerable progress was made this year, but was stalled by the closing of the Hutchinson Center due to the corona virus crisis. Lack of access to the Senior College office only highlighted the desirability of having digital records that can be accessed remotely.

We also began creating cumulative records of certain items that had been stored in disparate formats. The first was a comprehensive and searchable database of enrollment from our founding in 2001.

A further initiative just begun is archiving the photographic record of Senior College. We received image databases from two of our frequent photographers, David Ruberti and Sara Shute, and hope to begin processing these soon.

To facilitate the work of digitizing paper records and converting digital records to hard copy, the Committee purchased an upgraded printer/scanner and a Blu-ray DVD drive which can handle much larger files than standard DVD's.

Members of our committee this year were Cathy Bradbury, Elisabeth Pollock, and Arlin Larson (chair). We are also grateful to webmaster Al Arthur, who worked with us on integrating the growing number of records stored on the web.