



### **Archives Committee First Quarter Report Panel 65 2016**

Our Area Inventory on October 18 and District Sharing on January 17 provided ample guidance in continuing forward with the Delegate Guidelines for year 2 of panel 65. We met for a business meeting on December 13, 2015, had working storage unit meetings on 12/19/15, 1/16/16 and have one planned for 2/20/16. The Archives Committee participated in the EPGSA/SEPIA Share A Day on February 7 at the University of the Sciences. We reviewed the A59 Archives Policy for inclusion in new structure manual and website-it was last reviewed 5 years ago (2,20) Change #1:"The committee as well as the archivist will continue to communicate more efficiently with area officers." Change to "The committee as well as the archivist will maintain communications with Area officers."

Change #2:Remove last sentence of policy. Voted to be amended December 19, 2015

New material for the website was posted including the 1962 EPGSA flier and the 1965 EPGSA program-both were redacted. We are actively looking for evidence of sexism and language that might be considered inappropriate by today's standards in the old EPGSA fliers. Chuck will send archival materials and the history of the EPGSA to Allison who will forward to web-servant and PI (21) Chuck is getting Adobe Photoshop Pro on the Archives computer so redacting is easier and better looking and he synced computers so that they have the same information. Chuck put together scanning procedures complete with images of the interface to guide the next Archives committee on how to scan documents per Document of Procedures (3b)Mandy photographed and created a list of items for a physical inventory in storage unit (3c) Allison is working with District 24 on setting up an Archives committee and will report back to Area to use what she learned to encourage and teach the other districts(8) We are working on a deed of gift-a minimal legal form that protects us and frees us of obligation and could use a copyright lawyer to consult-as well as a form where we gain consent to be recorded and privacy guidelines referring to GSO guidelines. Donald will be using the new audio recording equipment including a lapel mike with extension cord with a man who got sober in 1947. Vicki's district has an archives manual and we will be using it for planning.

Respectfully submitted-

Allison D Chairperson DCM D24

Mandy Area Day Representative (26) DCM D23

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Chuck G Assistant Archivist

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