Archives Committee Quarterly Report

November 2010-February 1, 2011

Chair: Cecilia Jevitt

Members:	Term of Office:	Term Number:
Cecilia Jevitt, Florida	2010-2013	1
Winifred Connerton, Philadelphia	2010-2013	1
Ilene Gelbaum, California	2010-2013	1
Linda Bloom, Michigan	2010-2013	1
Mary Jane Lewitt, Georgia	2010-2013	1
Kathy Powderly, New York		?4
Lisa Veach, Michigan	Rotated off committee	
Candace Curley	BOD Liaison	

Completed Actions:

1. Recruited new members (see list)
2. Reviewed ACNM material archived at the National Library of Medicine
    a. General holdings-last stored material from 1998
    b. Oral histories of former ACNM Presidents (see list)
3. Reviewed current technology available for recording and transcription, reviewed current archiving trends
4. Submitted budget item to obtain recording device and transcription software-approved December BOD meeting
5. Contacted John Rees National Library of Medicine about what can be stored and how (see agenda item). Identified NLM/ACNM archiving guidelines (attached).
6. Submitted abstract for annual meeting in San Antonio: Archiving Your New ACNM Affiliate.
7. Discussed electronic archiving with Lorrie Kaplan and Fausto Miranda including future ability of affiliates to post items to the affiliate ACNM website
8. Drafted SROPs for committee. SROPs reviewed by Committee members and approved. Sent to Jan Kriebs for approval.
9. Met with Dorothea Lang about completing an oral history. Dorothea politely declined and requested that we interview others about her work.
10. Spoke with Elizabeth Sharp about completing an oral history. She thinks she might have one and is looking. If not, she agrees to be interviewed.

Future Work:

1. Annual meeting workshop on archiving for affiliates. Affiliates will receive a list of items that are of historical/legal interest that should be archived, templates for some standard forms such as meeting minutes and attendance sheets, and recommendations for electronic archiving.

2. Continue taking oral histories from former ACNM presidents
3. Transcribe tapes of Betty Hosford and Teresa Marsico (in Kathy Powderly's possession)
4. Work with ACNM BOD and national office staff to determine what items from 1998-2005 should be sent to the National Library of Medicine
5. Work with ACNM BOD and national office staff to plan electronic storage of current and future items including those from the affiliates.
6. Letter to be sent to each former president without an oral history about whether they have a history or not that could be archived. If not, can we arrange an interview?

<u>Former ACNM Presidents without Audio Histories or Transcripts Archived:</u>

Kitty Ernst (neither presidency)

Dorothea Lang

Elizabeth Sharp

Joyce Thompson

Mary Ann Shah

Catherine Camacho Carr

Melissa Avery