

AGENDA

Archives Coordination Committee

Tuesday, December 08, 10am, 2015

1. Approval of the minutes of meeting November 10, 2015
2. Progress since last meeting:
 - i) Revision of the Acquisition Policy – Monika, Barb, Donna, Gillian
 - ii) Revision of Volunteer Booklet Orientation – Paul & PatForms:
 - iii) Separation Sheet & Transfer Form – Gillian
 - iv) Gift Form revisions - Gillian
 - v) Interview Forms - Susan
3. New Business:
 - i) Revisit the order of items on Processing Checklist – Frank
 - ii) Revising Loan Form