

AGENDA

Archives Coordination Committee

Tuesday, March 08, 2016, 10:00 – 11:00am,

1. Approval of the minutes of meeting December 08, 2015
2. Progress since last meeting:
 - i) Revision of the Volunteer Booklet Orientation – Paul & Pat
 - ii) Revision of the Appraisal Policy - DonnaForms
 - iii) Separation Sheet & Forms List – Gillian
 - iv) Interview Forms – Susan & Barb
3. New Business:
 - i) Revision of Loan Form
 - ii) Starting to revise the Accession Process /Policy - Donna, Gillian, Monika, Adiel
 - iii) Labeling the Archives' cupboards & stacks
 - iv) Trail and Nature Club & Bion Collections – Donna
 - v) Protection sheets – Adiel
 - vi) Disposing of old equipment at the Archives