

**ARCHIVES COMMITTEE
ANNUAL REPORT FOR 2009-2010**

I. Function

The function of the Archives Committee is to determine policies governing the control and use of the University Archives and Records Management Services.

II. 2009-2010 Activities

The Archives Committee met three times during 2009-2010. The committee endorsed the idea of the archives doing a survey of selected departments about their current records keeping practices and their knowledge of campus records schedules and archival practices. This should provide baseline data about why departments do, or do not, send materials to the archives. Due to staffing issues, the archives was not able to complete the survey during 2009-10, but hopes to do so during 2010-11.

The committee discussed various ways to publicize the archives, including the oral history and records management programs. Ideas included bookmarks with urls, inserts/information in *Wisconsin Week* or other university-wide publications, mass emailing to selected groups, etc. The archives could develop a brochure(s) about its mission and services. The UW Digital Collections Center uses Twitter and Flickr to publicize images, including many from the University Archives, which are communication methods which could be expanded.

III. Current Issues or Concerns

The photo archivist retired in December 2010. The General Library System agreed to fill the position, and recruitment began during the 2010 fall semester. The position will be refocused to include more responsibility for other media (e.g. transcription disks, audio tapes, videocassettes, films, etc.) and for digitization of archives materials.

IV. Future Issues

Campus data curation continues to be a major issue for which the archives has an important role. How to educate the campus about the role of the University Archives and its component areas of responsibility continues to be challenge.

V. Summary/Recommendations

In addition to data curation, two other continuing issues facing the archives are: 1) how best to address electronic-based information, including information on personal devices and storage of electronic archival information, among others; and 2) how to improve and maintain storage space for physical materials.

VI. Archives Committee, 2009-2010 Membership

William Aylward, Classics
Ruth Olson, Center for the Study of Upper Midwestern Culture
Catherine Smith, Library and Information Studies
Peter Vranas (chair), Philosophy

Ex officio

Laurie Mayberry, designee for the provost and vice chancellor for academic affairs
David Musolf, secretary of the faculty
David Null, director, University Archives
Donna Silver, secretary of the academic staff

Named Members

Kenneth Frazier, director, General Library System
Peter Gottlieb, state archivist and director, Library-Archives, Wisconsin Historical Society
Joseph Kemnitz, chair, Library Committee