

**ARCHIVES COMMITTEE
ANNUAL REPORT FOR 2011-2012**

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. 2011-2012 Activities

The Archives Committee met twice during 2011-2012. The committee and the archives still plan to send a survey to department chairs and administrators about current retention practices for course syllabi. This is due to a new records schedule for syllabi and increased media attention about syllabi.

III. Current Issues or Concerns

The archives continued to increase its use of social media, including Twitter, Tumblr, Flickr and YouTube. This has led to increased visibility and business for the archives.

The images/media archivist has made great strides with the film collection in the archives. She has done testing for deterioration, including vinegar syndrome, rewind films onto proper spools, and digitized representative films from the collection. There are still many films in the collection that will need to be preserved in some manner.

The archives continues to do oral histories with faculty and staff, but we have far more people to interview than we have resources. Finding interviewers and time to interview people is an issue. We have digitized all of our oral histories, which makes it much easier to fill requests for them and for patrons to use them. We are currently working on changing the indexes from tape numbers to time stamps, but that is a slow process.

The university records officer continues to work on new records schedules for campus and also is reviewing a large number of records schedules which have sunset.

IV. Future Issues

The archives houses many audio and video tapes in a variety of formats and a large collection of transcription disks. Many of these items are in need of preservation of some sort, and digitization obviously would make them far more accessible. Finding resources to do that work is an issue.

The archives is getting more material in electronic form, and we get more questions from university units about how to send us material electronically. The archives takes material in various electronic formats, but how to ingest and manage that material is a major concern.

V. Summary/Recommendations

The committee and the University Archives will do a survey about retention of syllabi by campus units. The archives will continue to digitize materials from its collections and also investigate better ways of acquiring, preserving, and making available born-digital campus records.

VI. Archives Committee, 2011-2012 Membership

William Aylward, Classics

Ruth Olson, Max Kade Institute for German-American Studies

Catherine Smith, Library and Information Studies

Peter Vranas (chair), Philosophy

Ex officio

Laurie Mayberry, Office of 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

Cynthia Jasper, chair, Library Committee