

Archives - Update
10/11/2000

Received report (findings & recommendations) from our archival consultant, Jeanette Bergeron. A copy is attached.

Began formal accession of documents and materials for the archive by developing spreadsheet which notes: date materials received, general description of materials, who donated or where obtained, current temporary file location # and any misc notes about the materials. We are now ready to receive additional items from employees. This is a temporary system which will be replaced when the project is staffed.

Duplicated photos and copied other documents received from Mrs. Herbert and returned to Jan Rogers

Received a list of photos and negatives of BCBSF events, etc. held at "Favorite Studios" from Susan Towler

Ordered CD-Burner to be used as part of the Photo project. Made the decision to scan the photos and keep many of them on CDs until an archivist is hired. At that time a decision must be made where to permanently store all this material in digital format. That will require assistance and advice from IT.

Began ordering archival supplies needed for this project (acid free folders, etc.)

Staff testing the photo database and beginning to scan photos using Photoshop. A small database of photos will be completed as an example of what we want to do on a larger scale.

Purchased digital camera to be used as part of the photo project.

Talked with Anita Rodgers about the upcoming Retiree Dinner scheduled for the first week in December. I will have a display about this project and hopefully get some time on the agenda to talk about this and show some photos from the past from our digitized archive (small though it may be).

I joined the American Society of Archivists to become more knowledgeable in archives management

2001 Budget

put in money for archival supplies, 4 large lateral files, 1 display case
included an archivist position

Have not had final word on our budget approval yet – I may call for support if I need it.

We are now ready to:

Send the memo asking employees to send materials to the BRIC
Schedule the lunches for 25+ year employees to help identify people in old photos
Populate the Photo Database
Complete the Draft Archives Policy and gain approval
Choose our 2nd "small" test archival project – my suggestion – Company Press Releases –

electronic and searchable

*most are
in Nexis*

Margie Pace

*Annual/Mtg
Speeches
notice to policyholders
Paula Crews - legal*