

Archive Project

- I. Establish Archival Development Policy
 - a) Build from Initial Draft
 - b) Visit Local Libraries
 1. Collection
 2. Preservation
 3. Access
 4. Digitization
- II. Prepare Storage for Materials
 - a) Coordinate with Records Management
 1. Secure Storage Facilities
 2. Acquire Packing Supplies
 - b) Prepare Local Display Areas
 1. Based in BRIC
 2. Possibly in Multiple Locations or a Designated Display Site
 - c) Develop Interview Questionnaire
- III. Acquire Materials
 - a) Post All Points Bulletin for Archival Materials
 - b) Visit Sites to Access Materials
- IV. Identify Materials
 - a) Host Gathering to Identify Objects, Images, etc.
 1. Build List of Interview Candidates
 - 2.
 - b) Perform Interviews with Long Time Employees and Retirees
- V. Create Database
 - a) Design/Apply Taxonomy
 - b) Digitize Information
 1. Coordinate with Publishing for Large Batches
 - 2.
 - c) Index Information
 1. Create On-Line Indices for Large Volumes of Print Material not Scheduled for Digitization
 - 2.
- VI. Develop Timeline
 - a) Acquire TimeLine Software
 - b)
- VII. Build History
 - a) Develop Historical Presentation
 - b) Organize Speeches by 25+ year Staff

1978
1979
Unit 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.