

## 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

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