

Records & Archives Management Committee

May 22, 2017, 3:00pm

Town Hall, Conference Room A

AGENDA

- Minutes acceptance: April 10, 2017
- Project Updates
- Accessions
- Work Session
 - Prioritization of conservation treatment

- Goals
 1. Prioritize treatment of volumes – **committee**
 2. Reorganize valuations and tax books to determine if we are keeping duplicates. – **committee**
 3. Index all town-owned land deeds and agreements – **Bob**
 4. Create Finding Aid for State Aid – **Sandy & Pat**
 5. Create Finding Aid for Overseers of the Poor records
 6. Work with IT to improve Document Management System and look at options for electronic archives storage. –
 7. Continue collections development in Archives Space –

- Next meeting