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