



Board of Trustees Minutes - Archives Plan

September 11, 2015

Vicki Coleman, Dean of Library Services

Inventory Assessment

- The Bluford Library archives has most of the BOT minutes from 1891-1990.
- The Chancellor's Office has most of the BOT minutes from 1990-present.

Going Forward

Going forward, the Library/Archives will work collaboratively with the Chancellor's Office to:

- a. Conduct a comprehensive inventory of the BOT minutes that are being stored at both locations.
- b. Clarify and develop policies and procedures regarding the handling of BOT minutes that are classified as "Confidential".
- c. Develop policies and procedures for officially transferring older BOT minutes and materials to the library per guidelines set forth in the General Records Retention and Disposition Series.
- d. Download the PDF versions of the minutes that are placed in SharePoint by the Chancellor's Office and upload them into the library's institutional repository. This method will provide an opportunity for the library to preserve electronic BOT meeting minutes.
- e. Develop a list of all BOT members dating back to 1891. Maintain a centralized resource that contains biographical information as well as information regarding member appointments.

Note: Bluford Library can seek grant funding to support this endeavor (e.g., purchasing a database tool and hiring personnel to research the information and input it into the database.)