

## **University Archives Committee Report, 2018-2019**

### **Members:**

April Hay, Michael Moore, Crystal Cox, Rhonda Beecroft, Beth Phillips, Donna Crawford, Jim Smallwood, Yancy Phillips, Brylynn Ellis, Donald Maxwell, Katie Sutrina-Haney

### **Meeting:**

March 13, 2019

Present: Jim Smallwood, April Hay, Rhonda Beecroft, Katie Sutrina-Haney, Donna Crawford

We are currently waiting on word from the General Council office on how to proceed updating the Archives policy. The committee was also updated on recent changes in the Special Collections- University Archives which has resulted in time restrictions on the Archivists ability to collect some new material- especially digital born material. The committee discussed methods to obtain important material regarding the events that happen on campus more efficiently. Major suggestions included several individuals to contact and how best to reach them, HMSU's use of screens to show digital flyers, and the possible use of Sharepoint for sharing files with Archives.