

## Archive Task Force Team Meeting October 28, 2014

### Attendees:

Linda Rehberger

Carolyn Burrell

Rosa Hall

Sue Malek

Winifred Brunston

Sandy Marsh

Ed Knudson

Carolyn opened the meeting with the good news that we are acquiring a high speed scanner soon. It will be delivered to her office. It will be used in our first project, scanning the Board Meeting minutes from 1959 to present. The records will then be archived and stored at the library. The digitized records will be made available to the public via the library website.

Linda reported on her progress getting the archives in good standing with a statement of vision, mission and mandate along with a statement of scope and limitations. The Archives will be a function of the library and funded by the Presidents' office. A computer will be used as a server for all the digitized records of the archives. Backup files will be stored at the same San Joaquin emergency facility that the college uses in case of earthquake, fires, etc. We are still looking for a home.

We ended with a presentation from Sue on how Horizon will record our records. Two pictures were chosen as examples. Descriptions and key words were entered along with the digitized recordings. A great start to getting ready to accept records into our facility.

Our next meeting will be in January.

Linda Rehberger