ARCHIVES COMMITTEE
1990-1991 ANNUAL REPORT

Members of the Archives Committee for 1990-1991 included Roy L. Kuhn (Division of Continuing Education), Chair; Benjamin Feinberg (Chemistry); Glen Jeansonne (History); Laurie Glass (Foundation for Nursing); Gary Shellman (World Affairs); Paul Rediske ex officio, (Internal Audit); Peter Watson-Boone ex officio (Golda Meir Library); Tim Ericson ex officio (Golda Meir Library).

The Archives Committee met on October 9, 1990, in the Golda Meir Library. Chairman Kuhn called the meeting to order at 2:30 p.m. During the meeting the Committee discussed three agenda items:

1. Roy L. Kuhn was elected chair of the committee for the coming year. Peter Watson-Boone was introduced as the new Director of the Golda Meir Library.

2. Ericson gave the committee an update of archives activities during the previous year. Regarding the university records management program, Barbara Gilson has completed a campus records management manual and continues to schedule records from a growing number of campus offices. She has also been studying the issue of destruction of confidential university records and purchasing a shredder in order to assist with this task.

Mark Vargas has been continuing his work to load information about archival records into the Golda Meir Library's NLS automated public access catalog. This will enable students and faculty alike to have access to information about archives' holdings as easily as with books. Vargas also has been completing work on the Henry Maier mayoral records. This collection should be ready for use by researchers before the end of the year. Vargas also has been producing a number of checklists and guides that will make access to archival collections easier.

Stan Mallach coordinated the annual Fromkin Memorial Lecture, and is serving on the committee that will select next year's lecturer. He is also working on a staff training manual for student interns.

Ericson has been coordinating the completion of the Kwasniewski project. This work entails processing approximately 25,000 glass plate negatives from a studio photographer who worked on Milwaukee's south side. Once the processing is complete, the archives hopes to host some sort of event in the Spring. Ericson also teaches a class in
archives administration for the School of Library & Information Science/Department of History. He will be taking a six-month part time leave of absence to serve as Interim Executive Director of the Society of American Archivists in Chicago.

4. The committee then discussed ways to promote the use of the archives. Several committee members suggested specific projects in which archival records might be useful. Several members thought that archival collections might be particularly useful in master's theses and doctoral dissertations.

The meeting was adjourned at 4:00 p.m.

If possible, the committee plans to meet once during the summer of 1991.

Respectfully submitted,

Roy L. Kuhn
Division of Continuing Education