During the 1993-1994 academic year the Archives Committee included the following members: Donald Mueller (School of Social Welfare), Chair; Michele Traband (Fine Arts-Theatre & Dance); Leonard Levine (Electrical Engineering & Computer Science); Betty Peltola (Curriculum & Instruction); Laurie Glass (School of Nursing); Paul Rediske ex officio (Administrative Affairs); Peter Watson-Boone ex officio (Director, Golda Meir Library); Timothy Ericson ex officio (Golda Meir Library, University Archives). The Committee met twice, on October 4, 1993, and on March 24, 1994.

At the October 24, 1993, meeting the Committee heard reports on current activities and developments in the Archives area. These included:

- the remodeling of Chapman Hall that required the Archives to move more than 1,000 cubic feet of records to the Golda Meir Library;
- the ongoing effort to microfilm UWM theses, student newspapers and other campus records;
- an unsuccessful search for a permanent archivist/records manager;
- the purchase of a shredder for the destruction of confidential records;
- the 1993 Fromkin Lecture by Professor Janice Yoder and entitled "Under Fire: African-American Women Firefighters;"
- the recent retrospective conversion project that will bring all Fromkin holdings into the library’s automated public access catalog;
- the recently completed project to load information about all archives’ manuscript holdings into the online PANTHER catalog;
- development of the Founding Industries of Wisconsin project;
- teaching responsibilities by Archives Staff in the History Department and the School of Library and Information Science;
- a cooperative program with the Milwaukee Public Library whereby two important archival collections were transferred to UWM.

Ericson also reported on major plans for the coming year which included: a large exhibit in the Golda Meir Library Conference Center highlighting the Wisconsin Jewish archives as a part of UWM observance of the Milwaukee Jewish Community’s Sesquicentennial Celebration; plans for the 25th anniversary of the Fromkin program in 1994 and the library’s effort to bring in Ambassador Abba Eban as a lecturer for this special occasion; making archival finding aids for UWM records available on the campus gopher network; publishing a new Area Research Center and University Archives guide; and beginning a concentrated study of issues related to electronic records at UWM with the goal of formulating guidelines and procedures for preserving those permanently valuable records that are in electronic form.

The Archives Committee also began a discussion of privacy issues as they related to electronic files that faculty and staff kept on campus computers and computer networks.
During the March meeting Watson-Boone and Ericson presented progress reports regarding several matters that had been announced at the previous meeting. To follow-up on the October discussion of electronic records and privacy issues, University Attorney P. J. Boylan attended the meeting. She led a discussion of individual rights and privacy in the workplace, the status of electronic mail as a record, UWM policies regarding access to information, and the disclosure of public records.

Respectfully submitted by P. Watson-Boone, at the request of Professor Mueller (May 1994).

1 July 1994