

## ARCHIVAL REPORT

1. Elizabeth Maule has approximately  $\frac{3}{4}$  of the project done, but this is not counting the new box of material that Charlie Jones found. Currently, there are 50 linear feet of material.
2. Elizabeth's recommendations regarding future additions to the material should include the following:
  - All publications such as the Journal (2 copies of each)
  - Minutes of the Executive Council, including annual financial statement
  - Copies of committee reports made to Executive Council
  - Details regarding any projects undertaken by AAIM
  - Records of our annual meeting, including the syllabus and the mailing registration material
  - Membership lists. The records of all awards presented to individuals
3. This will be an active collection, not something static. She expects it to grow by  $\frac{1}{2}$ -1 linear foot per year.
4. Her other recommendations include:
  - Make certain it is stored at a research library
  - The materials should not leave the collection except with permission of AAIM
  - There should be a formal agreement in writing between AAIM and the library
  - The library should have proper temperature and humidity controls for the material
  - The library should have necessary staff and finances to keep the library and the material in good order
  - The library should promote and advertise this archival material to various databases and cataloguing systems so that researchers will know of its existence and how to access it—we want this material to be used
  - AAIM should have copy write control over the material, the library should have copy write material only if AAIM ceases to exist
  - The library should have an archivist on staff
  - AAIM should be willing to make a small contribution to the library every year as a gesture of goodwill, approximately \$500 range