Archives Coordinator Area 9

Accomplished:

I had a great meeting with the former Archives Coordinator, secured a bin of equipment and the remaining tapes and CDs, list of follow up items via memo

I had an enjoyable conversation with a past Archives Coordinator and got suggestions on how to get started.

I gained access to the Area 9 Archives site; a separate google drive in addition to the space on the area website.

The google drive space is becoming limited, we have an external drive which can be used as back-up.

Successfully accessed AFGConnects

The To Do list:

Next steps are to prepare for the cloud space once it is filled.

It was passed on that tapes and CDs were digitalized; I need to confirm location.

Work with Technology Coordinator to update the Archives site tutorial.

Confirm RL/GL reports are located on the website.

The Archives Coordinator guidelines need to be updated.

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