

Archives Coordinator Area 9

Accomplished:

I continue to learn and grow in my position; each report I write I have a better sense of purpose in this role.

The Archives page on the Area Website now has a link to Panel 61 documents. Currently the folder contains documents from each Convention, the 2022 Alateen Convention and overview of the Public Outreach Project.

If you have archives that was a part of Panel 61 please send to me archives-64@afgarea9.org .

At Convention in Daytona Beach, I made contact w a former technology chairperson that had digitized many of the Area's cassette tapes, and CDs. Unfortunately, the files in the Archives aren't labeled. She was kind enough to research the list and email me her spreadsheet.

Archive folders clean up progress: starting w the oldest panels and RLGL folder up through Panel 19, reviewed, revised files so all pages are turned right side up, using tools to delete blank pages.

The To Do list:

Panel 61 Folder, add archives Docs

Continue the "naming" of files to better organize panel folders and the contents. Future ask is to be able to utilize key words to search the archives

Match new acquired list of tapes and CDs to confirm they were digitalized before discarding.

Rename each audio file in the Archives

The Archives Coordinator guidelines need to be updated.

Leanne Turton Archives Coordinator

Area 9 Florida North-Panel 64

archives-64@afgarea9.org