

Archives Coordinator Area 9

Accomplished:

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 or Panel 64, please send to me archives-64@afgarea9.org .**

The Archives Coordinator guidelines position description was updated and submitted to the task force for consideration.

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 and 64 Folders, add archives Docs

Continue the “naming” of files to better organize panel folders and the contents for searching

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

Rename each audio file in the Archives

I continue to learn and grow in my position, I’m grateful for the opportunity to serve.

Leanne T. Archives Coordinator

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