

**ARCHIVES COMMITTEE
ANNUAL REPORT FOR 2007-2008**

I. Function

The function of the Archives Committee is to determine policies governing the control and use of the University Archives and Records Management Services.

II. 2007-2008 Activities

The Archives Committee continued to look at updating the Report on the Future of the University of Wisconsin-Madison Archives done in 1995.

In July 2007 the University Archives staff and the great majority of the collections in Memorial Library moved into Steenbock Library. Reynolds Transfer and Storage handled the move, which included 8,500 cubic feet of material (4,200 records center cartons and 12,000 archival boxes) plus moving offices for four staff members and student workspace. This is the first time in approximately 13 years that the University Archives staff and materials have been in one location, and the consolidation has been welcome.

The University Archives continued to work with the UW Digital Collections Center and the Aldo Leopold Foundation on a National Historic Publications and Records Commission grant to digitize the entire Aldo Leopold Collection. The digitization is going well, and we are the only one of the three original grants to have materials actually online. The project should be completed by early 2009.

The Oral History Program of University Archives held a Wisconsin Oral History Day on April 14, 2008. The day-long session at the Pyle Center was well attended. The session was co-sponsored by the Wisconsin Humanities Council, the School of Library and Information Studies and the General Library System. The Oral History Program also received a grant of \$20,000 from the Forest Products Laboratory to conduct oral histories in conjunction with their 100th anniversary.

III. Current Issues or Concerns

How to deal with electronic records remains a major issue. In December 2007, the provost reconstituted the Campus Records Review Group, adding members from the Office of the Vice Provost for Enrollment Management, the Graduate School, the School of Medicine and Public Health, and the CIO's office. The new group is charged with looking more broadly at campus-wide issues dealing with electronic records. The CRRG began work on two pilot projects, one looking at the admissions process on campus and one at the current reaccreditation process.

IV. Future Issues

The committee discussed the question of research data. The University Archives is getting requests from faculty members and labs to archive lab notebooks, data sets, materials from longitudinal studies, etc. Several labs have created RDAs (records retention/disposition authorization) so they can store materials at the State Records Center for a specified length of time, then decide which notebooks are of historical importance. More questions about research data in all forms are expected in the future.

Although the University Archives staff is now in newly renovated space in Steenbock, there is still need for better climate control in storage facilities. There is also not much storage space left for paper materials, and it is anticipated that large amounts of paper will be acquired in the near future. In addition, the university needs a strategic plan for archiving of electronic records.

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V. Summary/Recommendations

The two major issues facing the University Archives are indicative of the current environment for archives and records management: 1) how to deal with electronic records, including identification, ingesting, storing, searching, etc.; and 2) improving and maintaining storage space for physical materials.

VI. University Archives Committee, 2007-2008 Membership

Susan Bernstein, English, Gender and Women's Studies, Center for Jewish Studies
Peter Gorman, General Library System
Anne Lundin (chair), School of Library and Information Studies
John Niles, English, Institute for Research in the Humanities

Ex officio

Laurie Mayberry, Provost and Vice Chancellor for Academic Affairs designee
Colleen McCabe, Secretary of the Academic Staff
David Musolf, Secretary of the Faculty
David Null, Director, University Archives

Named Members

Kenneth Frazier, Director, General Library System
Peter Gottlieb, State Archivist and Director