

## **Establish Archive Committee**

Andrew Mancuso '09 and Dennis Frank recommendations about where to go with it.

***Br. Kevin  
Board Member  
Member A  
Member B***

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Decide what we want to save and how to save it

***Physical artifacts***

***Posters***

***Photos***

***Newspapers and periodicals***

***Blueprints***

***Steno Books***

***Written Documents on 8 ½ by 12 inch paper***

Method

Bring all papers to one spot to be sorted-

***la Paz workroom is suggested***

Places where we currently have archives:

***House of Peace in Computer Room and Archives Room Filing Cabinets physical files, books, art, architectural blueprints, event posters***

Chapel Library ***newsletters, OFS Documents***

La Paz ***semi-sorted papers, artwork, Dan's personal papers, notebooks or "musings" Retreat outlines, photographs, newspaper articles, Mountain BOT, SBU correspondence, articles of interest from several sources***

Francis Hall at SBU ***Filed paper correspondence, financials, BOT minutes, etc. in two filing cabinets and unknown items in a locked cabinet***

In University Ministries Michelle/ Mary G. Office, Kevin Kriso Office  
***Physical files, computer storage, artwork, photographs***

Categorizing Papers

***Should start before actually preserving begins***

***First assign categories that make sense to us***

*Check with others to see if this makes sense*  
*How will we cross reference?*  
*What if something fits in more than one category?*

Start with large general categories  
*Foundational Documents*  
*Business/ Financial/ Legal*  
*Correspondence,*  
*ETC*

Who will do this work?

*Check with Information Technology and Library Schools to see if their students need a practicum for their programs. Perhaps the Mountain 's archival project would be a good fit and interesting summer project for a student. Perhaps we can offer a summer internship with a small stipend and room and board*  
*Andrew thought the workshop in La Paz would be a nice place to work because of its windows and view.*

*Syracuse, Clarion, Buffalo*

*There should be financial aid available*  
*New York State has a Library Services and Technologies Act LSTA*  
*Monies and grants could be available for acquiring technology or funding hours*

*Intern and Br. Kevin will Sort Papers by Category and Date,*  
*Look for duplicate copies*  
*Scan Papers*

Store Archived Material in several safe places,  
*Physical Place needs to be climate controlled, critter-free, fire safe*  
*Hard copy files in more than one location, cloud*

How and Who can access

*Just us?*  
*Open to Public as a repository?*  
*Partially open to the public?*  
*Do they need permission?*  
*Can they navigate through our system?*  
*Can we use AI to help sort and searching?*