

# ARSC

## Archives Committee Description

### 1 Committee Type

The Archives Committee is a Standing Committee of ARSC.

### 2 Mission

The Archives Committee Mission is to document the history of the association by facilitating the collection and deposit of association records at a designated, trusted repository.

### 3 Objectives

The Archives Committee shall:

- Develop a collection of ARSC records that document the history of the association.
- Deposit ARSC documents and other collection materials at the trusted repository, the University of Maryland at College Park (UMCP), according to the terms of the *ARSC-UMCP Agreement* (made on May 8, 1996 and countersigned on October 2, 1996).
- Ensure that the collection is accessible to ARSC Members and other researchers.

### 4 Functions

The Archives Committee shall:

- Guide and support the deposit of records by ARSC officers and committee chairs.
- Monitor the receipt, arrangement, and description of records by the UMCP Staff.
- Liaise with the UMCP Staff to request funds from ARSC for collection processing.
- Conduct research in the collection at the request of ARSC officers and committee chairs.
- Write and submit an *Archives Committee Report* prior to each regular ARSC Board Meeting (Spring and Fall).
- Appoint additional Archives Committee Members, whenever appropriate.
- Work with the ARSC Webmaster to maintain and update the committee webpage as necessary.
- Update the *Archives Committee Description* as needed.

### 5 Effort

The Archives Committee may expect to exert the following effort, annually:

- Facilitating records deposits: 5 to 10 hours.
- Liaison with staff of the trusted repository: 2 to 4 hours.
- Committee management (appoint members, communicate with members, write and submit reports, update webpage): 3 to 6 hours.
- Conducting research in collection: 0 to 8 hours.

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### **6 Budget**

The Archives Committee shall submit any Annual Committee Budget Requests (for the following calendar year) to the ARSC Board, prior to the Fall Board Meeting.