

**Archives Month Committee Final Report
Society of North Carolina Archivists
March 2016**

Members of the Archives Week Committee, 2014-2015

Ruth Cody, Kat Oosterhuis, Rebecca Petersen May, Jolie Braun, Bob McInnes, Holly Croft, Liz Cook, Amelia Holmes, Caitlyn Christian-Lamb, Ellen Show and Tanya Zanish-Belcher, Chair

The Archives Month Committee and SNCA members promoted archives across the state with the theme: "Celebrating Archives: North Carolina Arts, Crafts, and Music Traditions"

Press Release Template:

We designed and shared a press release template (which included basic information about Archives Month and NC archives), which was made available to all institutions in North Carolina.

Poster and Bookmarks:

We solicited photo submissions by sending emails on the SNCA listserv as well as on the SNCA website, Facebook, and Twitter pages. 4 institutions submitted photographs, which were used in the poster design and 3 bookmark designs.

Committee member Amelia Holmes designed the poster and bookmarks. We received 18 institution requests for 45 posters and 250 bookmarks. The committee printed 60 posters and 300 bookmarks. Online versions were available via the web site for repositories to print out:

http://www.ncarchivists.org/archives_month/kposter/

Governor's Proclamation:

Working with the State Archives, Governor McCrory gave a Governor's Proclamation in honor of Archives Month. The Proclamation was made available on the web site.

<https://ncarchives.wordpress.com/2015/10/01/october-is-archives-month/>

Twitter:

NC Archives Month activities were also shared and promoted during SAA's #AskAnArchivist Day@ on Twitter.

Calendar Events:

6 institutions submitted events for the Archives Month calendar, available on the SNCA web site.

Budget:

Due to a lower number of print requests, we expended under half of our budget (\$215.99) on printing and postage. The normal budget allotted for Archives Month is \$650.

Other Activities:

Ruth, Jolie and Holly reviewed and revised the Archives Month Guidelines. They are available here:

<http://www.ncarchivists.org/wp-content/uploads/2012/07/SNCA-Archives-Month-Planning-Guide-2015.pdf>

In addition, an Archives Month Timeline of Activities was created and also made available online:

http://www.ncarchivists.org/archives_month/about/

Ongoing issues for the 2016-2017 Committee:

Assess continued use of Google calendar for submission of events—is there something which would work better, and would involve more repositories?

Work with webmaster to update e-mail address (archives.week.nc@gmail.com) and update all web pages still utilizing the address (i.e. calendar/event and photo submission).

Investigate possible use of stickers for Archives Month:

http://www.ncarchivists.org/archives_month/about/

Respectfully Submitted,
Tanya Zanish-Belcher
Archives Month Chair