

Archivist/Historian Annual Report (#24)  
September 2007

### **March**

Nothing has been sent to me to add to the NDLA archives. NDLA Executive Board members questioned me on what information they should relay to me for the NDLA archives. I created a memo outlining an answer to their question:

March 9, 2007

To: NDLA Board Members  
Fm: Christine Kujawa, NDLA Archivist  
Re: "What should I give the NDLA Archivist?"

The following records are kept in the NDLA archives:

Records relating to minutes, constitution and by-laws, correspondence, financial reports, memoranda, committee reports, programs, notes, rosters and directories, newsletters, budgets, resolutions, printed material, President's files, conference materials and photographs, legislative issues, annual committee meetings, education and library standards.

Members of the NDLA Executive Board should keep an ongoing file of any of the above named records, in chronological order.

Label the file including the committee/roundtable/section, your name/position, and date range of the records. Example: Nominations and Elections Committee/Christine Kujawa, Nominations and Elections Committee Chair/September 2006-September 2007.

After your yearly term on the board has expired, give the records you've accumulated during your year in office to the NDLA Archivist. If you are on the board for more than one year: Give your records to the NDLA Archivist yearly.

### **June**

I received a packet of information from Joan Bares, Health Science Information Section Chair. I'll pass the packet on to Rachel White at the State Historical Society for inclusion in the NDLA Archives.

I contacted Rachel White at the State Historical Society about being appointed as the next NDLA Archivist/Historian. She's amenable to the prospect and willing to take on this position.

I contacted Beth Postema about appointing Rachel White as the next NDLA Archivist/Historian. Beth approved my choice and will appoint Rachel. Rachel will start her position as NDLA Archivist/Historian on September 28, 2007, following the 2007 NDLA Annual Conference.

Respectfully Submitted,  
Christine Kujawa  
NDLA Archivist/Historian