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ASSOCIATION  
[www.mhsla.org](http://www.mhsla.org)

Archivist's Report  
March 15, 2011

I am pleased to report that scanning of the MHSLA archives will soon be underway. A student worker is being trained to work on the archives, and as items become available digitally, information will be disseminated to MHSLA regarding accessing the online archives. The online archives will be stored in the *Ferris Institutional Repository (FIR)*, which is routinely backed-up to prevent permanent loss of data. Conferring with Melinda Isler, the Ferris State University (FSU) Archivist, the suggested priority for scanning materials is:

1. Substantive materials related to the organization as a whole
2. Materials related to the MHSLA Executive Board
3. Materials related to the regional groups and the Health Instructional Resources Association (if affiliated with MHSLA)

Logistical questions that the MHSLA Board is kindly asked to address include:

1. Should the MHSLA archive be password protected so that only MHSLA members have access?
2. If materials are to be electronically maintained, should MHSLA materials continue to be printed and maintained as print archives in addition to digital archives, or is it acceptable to maintain only the digital copies?
3. Can the FSU Archivist, Melinda Isler, be provided with the MHSLA members' password for ease of transferring documents into the MHSLA archives, as well as added to the MHSLA Board Wiki?
4. As recommended by Melinda Isler, FSU Archivist, is there concurrence that the following items **should not** be stored in the MHSLA Archives:
  - a. Treasury Documents, with the exception of the Treasurer's Reports (many financial documents are meant to be shredded after 7 years and possibly contain sensitive financial data)
  - b. E-mails and personal communications
  - c. Conference registration forms (are these even still collected?)
  - d. MHSLA Serials List

Materials that are considered of unquestionable value for the MHSLA archives include:

- Board and Committee Reports
- Conference proceedings, reports, and programs
- Membership Lists
- Official forms
- Proposals/standing rules
- Newsletters
- Contributed papers
- Poster abstracts
- Photographs from MHSLA events
- Other?

Because of storage concerns, it was suggested that photos be stored in *ResourceSpace* “Open Source Digital Asset Management (DAM) system” which would still allow the MHSLA photo archives to be stored on the FSU server. Regarding the photos, the Board’s opinion is sought regarding the desire to password protect this site. By default, photos from MSHLA events would be uploaded to this site, and could be removed if someone objected to a photo being posted.

Thank you for your thoughtful consideration of the many questions that have arisen with the forthcoming digitization of MHSLA archival documents.

Respectfully submitted,

Alison Konieczny