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Archivist's Report
January 20, 2015

The webpage tab for the archives has been added to the MHSLA website. For the archives, each document is submitted to the archives only once to avoid duplication and unnecessary usage of server storage space. After submission of the item, in order for the item to show in more than one collection, it must be mapped into other categories. For example, *Vendor Committee* reports to the Board will be found under *MHSLA Executive Committee Records*, but will not display under the *Vendor Committee* collection until a separate step is taken to map this item into other collections. Much remains to do for mapping items, and in general for the archives. At this time, searching the MHSLA archives by keyword will yield more results than simply browsing by collection.

A feed scanner is now located in the MHSLA Archivist's office, which will allow greater opportunity to scan items since work time will not be limited by University Archives hours.

Respectfully submitted,

Alison Konieczny