

Draft Archive Committee Tasks

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Committee organization, goals and scheduling		X										
Schedule two meetings a month		X										
How the City and Portsmouth Private Historical Organizations can join together to create a facility that meets the needs of archiving important records.												
Legal Entity												
Location					X	X						
Organizations					X							
Scale of facility						X						
Security needs							X					
Climate Controlle							X					
How the pertinent materials are identified and judged as vital; what should not or cannot be included? What qualifies as Portsmouth history?			X	X	X							
Documents												
Drawings												
Photographs												
Sculpture												
Textiles, furniture												
Realia												
What archiving methods should be used for each type of material to assure each type is protected effectively?					X							
Analysis by type						X	X					
What space will be required for such an effort?		X	X									
City of Portsmouth requirements			X									
Institutional needs		X	X									
Personal needs						X						
How will the space be identified, procured and maintained?								X				
City of Portsmouth contribution									X			
Institutional contribution								X				
Grants									X			
Individual contribution								X				
How will the ongoing efforts be funded? What are the opportunities for establishing trust funds, local and state monies and private contributions?	?						X					
Staffing needs	?											
Fundraising	?											
Monthly fees	?											
How will the archives ongoing leadership and management be structured and Implemented?								X				
Operations model									x			
Equipment									x			
Access for research									x			
Write and Present Report										X	X	X