

Records & Archives Management Committee

Westford Museum

Monday, November 21, 2005

11:00 am

Minutes

Members Present: Ginny Moore, Bob Oliphant, Jane Hinckley, Ellen Harde, Kaari Tari. Also present, Ellen Rainville, Library Director, Marilyn Day, Museum Director, Linda Connelly, Simmons College Library Intern.

Linda Connelly provided an overview of her work in cataloging the tin box collection. There was discussion about the cataloging process as far as whether the documents should be kept in the order as they were found in the tin boxes or should they be moved into categories. It was decided that the documents, mostly receipts, should be catalogued by category and year. Marilyn Day, has been working with Linda to catalogue the receipts and will continue the project with volunteers from the Historical Society.

There was some discussion on the ultimate preservation needs of these documents as far as mylar sleeves and possible sources for funding. Once the receipts and other documents are categorized a determination will need to be made as to the preservation needs of individual documents.

Following discussion Linda Connelly was thanked for her time and accomplishments and she was presented with Hodgeman's History of Westford.

The meeting ended at 12:30pm.