

ARCHIVES REPORT 2024

Archive Reports consists of approximately 30 Committee reports, with House Tour adding reports, Salt Marsh, Merit Awards and Conservation commendation awards.

It has been requested that the reports be submitted to the Archives by August 31 of each year. I will reach out to both committee chairs if there is more than one.

However, it seems everyone gets busy, so, hopefully they will be in by September 30.

Archive Reports should be submitted in Word or PDF format. Even then, I sometimes have to download and put in “enabled to change” format.

Once I have received all the reports, they are then transferred to a thumb drive for me, the President, an extra in a fireproof strongbox in my office closet, and one in storage in the locked cage (1066 lock code).

If anyone wishes to see a particular report, they can email me, and I will email them a copy of that report.

The last 10 years are kept on the thumb drives.

NHA gets a thumb drive adding the 10th year going back to their files.

I then take it to them at the NHA on Fair Street for their records.

Recap

1 NGC Archives for Archives Chair

1 NHA for Archives Chair

1 NGC Archives for Fire Proof Safe in my office closet

1 NHA for the Fire Proof Safe in my office closet

1 NGC for the President

1 NGC Archives for Storage in locked cage (1066 combination)

1 NHA for Storage in locked cage

These all need to be updated and the end of the season.