

PPPA Archive Boxes Inventory

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The PPPA has two plastic boxes of file folders. One is mostly about water quality. The other is largely about the PPPA history, which includes many water quality issues.

Over the winter, I documented the contents of both boxes.

I inventoried the materials as they are. I did not make any judgements about what to keep or how they should be organized. My intent was not to change anything. This was an informal process and I did not try to do a perfect job. This provides a base for considering what if anything additional should be done.

Questions

Now that we know what is in the boxes, What Next?

- Who makes decisions and by what process
- Select and organize material should be kept
- Where to keep the material
- In what form do we keep each item.
- Preserving for the future from now on

Mini-Projects

Any of these could be done without the other, or they could be assignments for several people.

- Do nothing. Maybe this is good enough.
- Reorganize and clean up the material Remove material that is redundant or of no interest, or available elsewhere.
- Recommend how to manage and use digital and other media
- Talk to Sunapee Historical Society
- Create plans to preserve new material for future archives
- Consider use – what is for history, what is in use today?

PPPA Process: Proposers and Reviewers

I suggest that one or two “Proposers” be in charge of investigating and proposing changes. (Or more if each focuses on a separate issue listed above). A larger committee of Reviewers should review and approve the recommended changes. These changes could involve the material itself or wider questions such as where to house it.

Now and for the Future

- What documents and media currently being generated should be preserved for the future – in what form and what process
- How often do we need a document for management or reference but that doc is already filed as history.

Digital Documents, Scanning, and Other Media

Many documents exist entirely in a digital form and may never be put on paper. Almost anything can be scanned. The acceptance of digital-only material has been accelerated by the responses to the coronavirus. This suggests both challenges and solutions:

A digital document takes up less space. You can use the digital copy while the original sits on the museum shelf. Many people can concurrently view the digital material.. However, rapidly changing formats, media and storage systems may make the data hard to access.

Finding ways to manage digital documents may be more useful than reorganizing the papers. Some areas include:

- How much could be stored as digital documents?
- Define a scanning project that would make material available to all.
- Define what docs should be stored as digital files.
- How would the digital archive be managed and backed up
- What documents should be easily available, eg on the web, vs what ones would remain in the paper archives only
- What info will be stored on the PPPA web? How will that information be preserved for future reference?
- How to handle material that is already digital and on the internet.?
- Are people already bypassing the paper archives for the digital copies? How is that working?
- How to preserve and keep track of media other than text, such as photos and video

Sunapee Historical Society

I think the Historical Society might be interested in some or all of the material.. I have only talked with them in general terms but I do have a good relationship with the Society officers. We would need to work out the terms and possibly some exceptions to their usual mode of operation. Issues to be considered include:

- Normally the Historical Society does not allow material to leave the premises.
- Once this Historical Society owns it, they can handle it as they choose
- The Historical Society is only open a few hours a week.
- Scanned or computer copies of documents may enable the originals to stay in the museum while the digital copies are accessible to all.