

## USMS CONVENTION – DALLAS, TEXAS - 2002

Committee Name: History and Archives

Agenda item # 27

### ACTION ITEMS

- 1. Procedures for LMSCs will be developed by this Committee so that there will be a suggested format for local groups to archive local history.**
- 2. Photographs available to USMS from SWIM Magazine will continue to be collected and procedures will be developed to add annotations for archival purposes.**
- 3. The Committee affirms the HOD “Action item” of last year for which \$18,000 was budgeted to convert digital archives to more conventional formats; the committee affirms the general direction of the “Minimal RFP” and urges that we move forward.**

Committee Chair: Carl House

Vice Chair: Barbara Dunbar

Number of committee members present: 7

Absent:

Total delegates attending this meeting: 33

Committee Members present: Marcia Cleveland, Carl House, Wayne McCauley, Cris Meier-Winder, Jennifer Parks, Dennis Wilson, Meegan Wilson

### MINUTES

Meeting Called to Order: 8:48 am, September 14, 2002

Agenda:

1. International Hall of Fame: Marcia Cleveland reported on the meeting concerning the preservation of Masters Swimming materials at the ISHOF. She reported how photographs would be saved as well as other artifacts. A policy document is available on “priorities” as to which items will be saved and how long they would need to be kept. In the future, many documents will be converted to text thru “Optical Character Recognition” (OCR). Important paper documents will be stored until they can be archived this way. Carl discussed the difficulties of storing paper archives. Wayne McCauley mentioned that LMSC groups could contact him and the committee for information on local data collection. Marcia Cleveland said that local archival collection could be in the same format as our national archives. ACTION ITEM: MSA: That a suggested procedure will be developed for LMSC use to archive local Masters swimming history.
2. Stories About Masters: Meegan Wilson discussed the brochure that was developed giving guidelines for writing stories about various Masters swimmers. All LMSCs are encouraged to develop histories of the LMSC, and to collect stories about individuals in the LMSC. Meegan also encouraged people to send her these stories in text form. Meegan asks that local newspaper articles on Masters Swimming/Swimmers be sent to her for archival purposes.
3. Compact Disc Archival Storage: Carl demonstrated a compact disc format for archives and related data including photographs that can't be put on the web. The CD includes our entire digital archives as well as photographs from SWIM magazine. He showed how a swimmer's Top Ten times can be retrieved with a program called RETRIEVESWIMS. Carl also discussed the importance of sharing the work of archiving. The demo showed that our maintenance procedures can be put on a CD in a Windows format where they are not yet developed for use directly on the web or where content cannot be put on the web. ACTION ITEM: MSA: Photographs available to USMS from SWIM Magazine will continue to be collected and procedures will be developed to add annotations for archival purposes.
4. RFP: Last year \$18,000 was allocated from the House of Delegates to this committee to convert archives to a “conventional format”. This project was delayed for the DB Committee. The “Minimal RFP” was discussed as a plan for completing the conversion. ACTION ITEM: MSA: The Committee affirms the HOD “Action item” of last year for which \$18,000 was budgeted to convert digital archives to more conventional formats and affirms the general direction of “minimal RFP” and urges that we move forward. Discussion ensued briefly on the two documents.

Meeting Was Adjourned: 10:04 am

### TASKS FOR THE UPCOMING YEAR

1. Formalize archival process at ISHOF & make progress in the work.
  2. Create procedure to annotate photos.
  3. Issue the “Minimal RFP” and complete its work.
4. Continue to collect stories, edit them, and publish them in SwimGold.