

ECW Board Meeting
Archives Report
April 12, 2011

Below is an updated supplies request for archival materials per an email I sent to Jill Whitten. If we can take advantage of a 25% off and free shipping offer, the total would be \$373.16. I took out the paper, which saves us about \$56. I can order the supplies when one of these offers comes along and get reimbursed later.

Another option is to simply make a donation of perhaps \$400 to the B'ham Public Library. I found out that the Diocese does not provide funding for the processing of their materials when they donate them. This does not seem appropriate to me. I would prefer that we not follow the lead of the Diocese in this, and that we at least contribute something to cover the costs of materials if we do not send the items in archival folders and boxes. Either way, I will still process the items before they are turned over to the Library, which will save them some much needed money.

Purchase Request from Gaylord Brothers for archival supplies:

Boxes - $\$9.95 \times 8 = \79.60

Letter folders - $\$33.75 \times 5 = \168.75

Legal folders - $\$42.10 \times 2 = \84.20

Plastiklips - $\$16.50 \times 10 = \165.00

Item total: \$497.87

+ shipping \$107.74

TOTAL: \$605.61

Respectfully Submitted,

Valerie Pope Burnes