

ECW Archives Report

January 8, 2011

Camp McDowell Retreat

If the Board desires to ensure the permanent long-term care of its records, it will soon be time to purchase archival supplies to store our collections. We will need 8 document boxes, which cost \$9.95/each. We will also need 5 boxes of 100 archival letter folders, which cost \$33.75/each, as well as two boxes of legal folders, which cost \$42.10/each. Ten boxes of 350 Plastiklips at \$16.50/each, as well as three reams of letter size archival paper at \$18.99/each are also needed.

I have spoken with Jim Baggett at the Birmingham Public Library, and he has assigned the ECW Diocesan papers an accession number for folder numbering purposes. We are not obligated to donate the records to the Birmingham Public Library, but if we decide to permanently house the records in one location, the BPL is the logical place since they hold the Diocesan files as well.

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

Paper - $\$18.99 \times 3 = \underline{\$56.97}$

Item total: \$554.52

 + shipping \$107.74

TOTAL: \$662.26

Thank you for your consideration.

Respectfully submitted,

Valerie Pope Burnes