



National Association of State Procurement Officials

NASPO Archive Task Force

Report for Business Meeting
Thursday, September 24, 2009
Tahoe, NV

What is the Task Force?

- Formed by Board in 2008
- Charged to review archives of NASPO
- Budgeted for two-years

Who are the members?

- Chairman: David Gragan, CPPO – District of Columbia; Board member; Past President
- Elise Lancaster – Michigan
- Margaret “Maggie” McConnell – Life member
- Wayne Casper, C.P.M. -- Past President & Life member
- John Driscoll, CPPO – Life member
- William Stuckey – Life member
- Jack T. Pitzer, Ph.D., CPPO – Past President & Life member

Mission Statement

To collect, organize, safeguard and publish
the historical records of the National
Association of State Procurement Officials

Goals

- Collect all records from inception to present
- Determine records to archive
- Scan and digitally record all archived material
- Establish primary and secondary locations for digital and hard copy files
- Establish archive standards

Goals

- Catalog archived material
- Collect memorabilia, records & letters from Members – past and present
- Offer non-archived material to NASPO members
- Determine need for NASPO archivist
- Create a 75th Anniversary historical monograph

What we have done

- Two work sessions in Lexington: Apr. 24 - 26 & Aug. 7-11, 2009
- Reviewed contents of 22 file boxes from AMR records center
- Reduced to 19 file boxes by eliminating duplicate documents
- Established inventory and categorized files by major themes

What we have done

- Established digitizing priorities
- Identified numerous pictures from the past
- Developed annotated outline for 75th Anniversary monograph – to be a work in continuous process

Next Steps

- Begin digitizing priority files
- Future reviews, inventory and digitizing of additional files in archives
- Locate additional documents in possession of states and members for copying and archiving
- Complete the historical monograph

How Can You Help?

- Review your organization's files for NASPO documents and photos of interest
- Forward inventory of these items to staff for comparison to current archives
- Make available items which fill gaps for copying and preserving

Questions?