Processing the Society for Commercial Archeology Records

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PRESENTATION OUTLINE

→ Introduction to the Alexander
→ SCA acquisition history
→ Processing overview
→ Next steps
→ Collection gaps
→ Call for donations
Collections and Collecting Policy
SCA acquisition began in 2016, with a total of 7 different donations thus far.
PROCESSING OVERVIEW
Project Scope

➔ Establish physical and intellectual control
➔ 5 linear feet of paper
➔ 900+ photographic materials
➔ Writing and encoding finding aid
CHALLENGES
Next Steps

- Complete finding aid edits
- Contribute to Texas Archival Resources Online and ArchiveGrid
- Continue to acquire legacy SCA collection material
- SCA as case study for managing accruals in archives
- Need records management strategic plan
SCA Collection Gaps: Legacy Records

- Material related to the planning of SCA conferences
- Material related to the publication of the SCA Journal and Road Notes
- Material related to the Nominations Committee and SCA elections
- Material related to the business of the Finance Committee
- Photographic material documenting SCA events
- **DO NOT** need any SCA Journal or Road Notes issues
Guidelines for Donations

➜ Please contact Beth Dodd before sending donations!!

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Thanks!

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