

## **Archives Report 2022-2023**

This is not a committee, but rather is the work of one person. Nancy English.

The purpose of this position is to save all important documents pertaining to FCC and to make sure they are organized within the university archives.

This past year has been devoted to digitally organizing the FCC files from 2018 to 2023. I have been determining what to keep for each year and what to remove from each year and then digitally organizing all of the files into the same yearly format in order for them to be uploaded to GriffinShare, the University Archives.

During this past year, I was able to make an Excel spreadsheet showing all of the projects that have been funded from 2008 through 2023. Each was recorded showing its title, the amount of money that was funded, what person submitted the grant application and the university department that benefitted from the project. This file is set up in such a way that one can also see the awards by department, showing which awards that department has received and the total amount of money that has been dispersed to that department from the FCC.

In late 2023, these files will begin to appear in GriffinShare. Once the years from 2018 to 2023 have been uploaded, the files from the physical archives will begin to be digitized and entered into GriffinShare.

Respectfully submitted by Nancy English, Archives Chair