SOCIETY OF ROCKY MOUNTAIN ARCHIVISTS RECORDS
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SOCIETY OF ROCKY MOUNTAIN ARCHIVISTS RECORDS
INTRODUCTION

PROVENANCE:
The records were transferred from History Colorado in December 2012.

ACCESS:
The collection is open for research with records added annually. Documents are weeded according to the retention schedule that is managed by the SRMA Archivist. The financial series in Box 9 and 10 have been restricted to the current SRMA Board. Electronic records are available upon request.

OWNERSHIP:
Records are the physical property of the Denver Public Library.

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PREFERRED CITATION:
[Identification of item], Society of Rocky Mountain Archivists Records, WH2252, Western History Collection, The Denver Public Library.

SIZE:
Number of Boxes: 11 (10 lf)
Oversize: 1 OVFF
Electronic records: 274 MB (772 files, 101 folders)

LOCATION:
WH2252

PROCESSED BY:
Rebecca Lintz (History Colorado), August 2009

REVISED AND ENCODED BY:
Jamie Seemiller

PROJECT MANAGER:
Abby Hoverstock
The Society of Rocky Mountain Archivists (SRMA) began in 1979, when a group of Denver area archivists founded the Society of Colorado Archivists (SCA). SCA was established to promote cooperation and facilitate the exchange of information among individuals interested in the preservation and use of archival and manuscript materials in the State of Colorado, to disseminate information on research materials and archival methodology, to provide a forum for the discussion of matters of common concern; and, in furtherance of these objectives, to cooperate with other similar cultural and educational organizations. Members were recruited from all those interested in promoting these purposes.

In 1992, Wyoming archivists requested membership in the Society and the name was changed to the Society of Rocky Mountain Archivists in order to include individuals and institutions throughout the Rocky Mountain region.

Board structure has changed over the years depending on updates to the by-laws. Initially, a small group met informally and shared governing duties as necessary. By the beginning of the new millennium, four elected officers, six elected board members, and an appointed web master looked after official business. In 2003, the Colorado Preservation Alliance merged with SRMA, and an additional non-voting member was added to the board to oversee preservation issues.

The Board meets quarterly, in addition to business meetings held at bi-annual general meetings/programs. Meetings are held throughout the Rocky Mountain region to encourage widespread member participation. The organization also participates in joint meetings with fellow archival institutions to encourage interaction and communication with the wider archival community.

The organization keeps members informed about issues relevant to regional archivists through its newsletter, The Rocky Mountain Archivist, currently published on the society’s web site. The web site also provides extensive information about the society’s structure, board, constitution and by-laws, and provides a forum for information about current events relevant to the archival community.
SOCIETY OF ROCKY MOUNTAIN ARCHIVISTS RECORDS
SCOPE AND CONTENT

The collection includes documents from the earliest discussions about the need for an organization of Colorado archivists. Board meeting minutes and correspondence from 1979 provide insight into the discussions leading to the official creation of the organization and development of the constitution and by-laws. In addition to board documents, committee meeting minutes and publications provide evidence of an increasingly well-established organization.

Each year starting in 1980, SRMA hosted spring and fall meetings and workshops, often jointly with sister archivist organizations. The workshops provided an opportunity for regional professionals to learn new skills, share their expertise with colleagues, and maintain the informal social connections so imperative to the health of a viable organization. The collection includes a variety of materials including handouts, text of presentations, brochures, attendee lists, financial documentation and more, representing the activities of these workshops.

In addition to annual workshops, the Society initiated a number of programs including directories of regional archivists and disaster recovery resources, a membership discount program for archival supplies, and promotion of Archives Day (Week, Month). National programs such as the Modern Archives Institute and the Society of American Archivists convention were facilitated by SRMA.

In 2003, the Colorado Preservation Alliance, established in 1990, merged with SRMA as it became evident that the two organizations had much in common including an overlapping membership base. A Preservation member-at-large was added to the board to oversee the core mission of the CPA in continuing to provide workshops and programs relating to preservation of the region’s documentary history.

The archives of the CPA mirror those of the Society’s, including board activities outlined in governing documents, minutes, and correspondence; committee minutes and documents, and materials relating to the organization’s many workshops and programs promoting paper and photo preservation. The Society continues to support the Myra Jo Moon Memorial Preservation Library, housed at the Jefferson County Public Library, and the Environmental Assessment Kits that enable archives, libraries, and museums throughout the region to measure and improve the housing and protection of their collections.
SERIES 1  BOARD ADMINISTRATION  1979-2012  BOX 1-2
This series contains the ruling documents for the organization; board meeting minutes, agendas and correspondence; annual business meeting minutes, agendas and reports; long range plans and president's files.

SERIES 2  BOARD ELECTIONS  1989-2013  BOX 2
Sample ballots, correspondence and board member lists comprise this series.

SERIES 3  MEMBERSHIP  1982-2012  BOX 2-3
Membership rosters and directories are contained in this series as well as minutes, reports, correspondence and membership forms.

SERIES 4  COMMITTEES  1982-2012  BOX 3
This series contains the papers of the nominating, program, scholarship and Connecting to Collections committees which include correspondence, surveys, election material, guidelines and scholarship and grant applications.

SERIES 5  ANNUAL MEETINGS AND WORKSHOPS  1980-2011  BOX 3-5
Materials in the series contain brochures, correspondence, workshop handouts, debriefing sheets, evaluation sheets, photos and budget information for the annual SRMA meetings that the Society has hosted since the 1980's.

SERIES 6  PROGRAMS  1984-2011  BOX 5
The series contains materials related to SRMA's involvement in programs such as Archives Month, Western Roundup, Home Movie Day, Society of American Archivists workshops and webinars, and Preservation Week.

SERIES 7  PUBLICATIONS, WEBSITE, LISTSERV  1980-2012  BOX 5-6
Publications by SRMA include the *Colorado Archivist* and the *Rocky Mountain Archivist*. The series also includes information about the SRMA website and listserv which includes correspondence, snapshots of the website and listserv digests.

SERIES 8  COLORADO PRESERVATION ALLIANCE  1989-2004  BOX 6-8
CPA and SRMA merged in 2004. This series contains the papers of CPA. The records are arranged like the SRMA records and include the subseries: board administration, financial records, committees, conferences/workshops, programs, publications and merger documents.

SERIES 9  RESTRICTED FINANCIAL RECORDS  1982-2015  BOX 9-10
This series is restricted to current SRMA board members. Materials include current financial records, treasurer reports, IRS tax information, non-profit status documents, correspondence and reimbursement information for scholarships.
SERIES 10  OVERSIZE  2004-2010  OVFF 1
Posters from Archives Month and Preservation Week.

SERIES 11  ACCESSION (2013-PRESENT)  2012-2015  BOX 11
This series follows the organization of the records already established. It contains materials donated in 2013 to present which include: board meeting minutes and agendas, annual business meeting minutes, agendas and reports, long range and annual plans, annual meeting information, program materials and publication information.

SERIES 12  ELECTRONIC RECORDS  2002-2015
The organization began collecting electronic records in 2011. The records follow the organization of the paper based materials and are arranged by annual meetings, board administration, committees, membership, photographs, programs, publications and website. Records about the finding aid and retention schedule are also included. The bulk of the records are related to board administration.
## SOCIETY OF ROCKY MOUNTAIN ARCHIVISTS RECORDS
### CONTAINER LIST

### SERIES 1 BOARD ADMINISTRATION
#### Box 1  Ruling Documents
- **FF1** 1982-2005  Constitution
- **FF2** n.d. 1986-2007  Constitution: drafts
- **FF3** Constitution: drafts
- **FF4** 1989-1995  By-laws
- **FF5** 1989-2010  By-laws: drafts, correspondence
- **FF7** 1989  Organization Consent of Directors
- **FF9** 1987-2012  Organization history: draft, fact sheets, notes, logo designs
- **FF10** 2006-2012  Records retention schedule; drafts; Finding Aid: drafts
- **FF11** 1986-2004  Memos and correspondence relating to Ruling documents

#### Box 1  Board Meetings
- **FF12** n.d.  Agendas, minutes
- **FF13** 1980  Agendas, minutes
- **FF14** 1981  Agendas, minutes
- **FF15** 1982  Agendas, minutes
- **FF16** 1983  Agendas, minutes
- **FF17** 1984  Agendas, minutes
- **FF18** 1985  Agendas, minutes
- **FF19** 1986  Agendas, minutes
- **FF20** 1987  Agendas, minutes
- **FF21** 1988  Agendas, minutes
- **FF22** 1989  Agendas, minutes
- **FF23** 1990  Agendas, minutes
- **FF24** 1991  Agendas, minutes
- **FF25** 1992  Agendas, minutes
- **FF26** 1993  Agendas, minutes
- **FF27** 1994  Agendas, minutes
- **FF28** 1995  Agendas, minutes
- **FF29** 1996  Agendas, minutes
- **FF30** 1997  Agendas, minutes
- **FF31** 1998  Agendas, minutes
- **FF32** 1999  Agendas, minutes
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<td>2006</td>
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<td>2007</td>
<td>Agendas, minutes, calendar</td>
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<td>FF41</td>
<td>2008</td>
<td>Agendas, minutes</td>
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<td>2010</td>
<td>Agendas, minutes, correspondence</td>
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<td>Agendas, minutes, correspondence</td>
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**Box 1  Annual Business Meeting**

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<td>Agendas, Committee reports, minutes</td>
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<td>Agendas, Committee reports, minutes</td>
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<td>FF48</td>
<td>2000-2006</td>
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<td>2007-2012</td>
<td>Agendas, Committee reports, minutes, correspondence</td>
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**Box 1  Board Correspondence**

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<td>FF52</td>
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**Box 2  Board Correspondence**

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Box 2 Decisions/Votes

FF21 1991 Correspondence
FF22 1994-1999 Correspondence
FF23 2000-2003 Correspondence
FF24 2004 Correspondence
FF25 2005-2007 Correspondence
FF26 2006 Correspondence
FF27 2007 Correspondence
FF28 2008-2009 Correspondence
FF29 2011 Correspondence

Box 2 Long Range Plan

FF30 n.d. Correspondence
FF31 1993 Correspondence, sample plan
FF32 1994 Correspondence, drafts, notes, plan
FF33 1995 Plan, drafts
FF34 1996 Plan
FF35 1999 Correspondence, plan, drafts
FF36 2000 Plan
FF37 2006 Plan, drafts
FF38 2009-2011 Draft, annual plan, budget

Box 2 President Files

FF39 1994, 2004 Correspondence, plan
SERIES 2 BOARD ELECTIONS
Box 2  Ballots and Board Members
FF40  1989-  Ballots: sample ballots, correspondence
       2002
FF41  1982-  Board Members: lists
       2003
FF42  2007-  Board Members: lists
       2013

SERIES 3 MEMBERSHIP
Box 2  Minutes, Reports, Correspondence, Rosters
FF43  1989-  Minutes, reports
       2004
FF44  1988-  Correspondence
       2006
FF45  1980-  Rosters
       1987
FF46  1988  Rosters
FF47  1989  Rosters
FF48  1990  Rosters
FF49  1991  Rosters
FF50  1992-  Rosters
       2005

Box 3  Directories, Brochures, Membership Forms
FF1   1982-  Directories
       1989
FF2   1991-  Directories
       1994
FF3   1995-  Directories
       1996
FF4   1996-  Directories
       1997
FF5   1998-  Directories
       2007
FF6   2008-  Directories
       2012
FF7   1989-  Brochures
       2012
FF8   2006-  Membership forms (blank)
       2012

SERIES 4 COMMITTEES
Box 3  Nominating Committee
FF11  1985-  Sample ballots, slates
       2006
FF12  1999-  Election tallies: correspondence
       2006
FF13 2007- Sample ballots, slates, correspondence 2010

**Box 3 Program Committee**

FF14 1986- Correspondence 1989

FF15 1990- Correspondence 1999

FF16 2000- Correspondence 2007

FF17 2007- Correspondence 2008

FF18 1989- Surveys (blank) 2005

**Box 3 Scholarship Committee**

FF19 2007 Plan, correspondence

FF20 2008- Guidelines, correspondence, applications (blank) 2009

FF21 2009- Applications (blank), correspondence 2010

**Box 3 Connecting to Collections (C2C) IMLS grant**

FF22 2008- Grant application, correspondence, grant guidelines 2011

**SERIES 5 ANNUAL MEETINGS AND WORKSHOPS**

**Box 3 Meetings by date**

FF23 n.d. Member registrations: lists

FF24 1980, Fall Denver, Auraria Campus: agenda, map, membership notice


FF26 1981, Fall Boulder, University of Colorado- Arrangement and description of archival materials: agenda, correspondence, map

FF27 1982, Spring Arvada, Arvada Center for Arts and Humanities-Photographic Collections: agenda, correspondence

FF28 1982, Fall Sign in sheet, lunch reservation form

FF29 1983, Spring Colorado Springs, Tutt Library- Establishing Small Archives: sign in sheet, agenda, lunch order form, map

FF30 1983, Fall Denver, Phipps Conference Center- Archives and historic preservation: agenda, newspaper clipping, lunch order form, sign in sheet

FF31 1984, Spring Sign in sheet

FF32 1984, Fall Denver, State Services Building- Use of public records for research: correspondence, registration form, agenda

FF33 1985, Spring Littleton, Bemis Library- The small historical society: registration form, agenda, map
FF34  1985, Fall  Boulder, University of Colorado- Archives and the law: brochure

FF35  1986, Spring  Denver, Auraria Campus- Help Wanted!: brochures

FF36  1986, Fall  Colorado Springs, Pioneer’s Museum Records-Retention and Disposition: brochures, correspondence, session handouts, attendee list

FF37  1987, Spring  Denver, Colorado History Museum- Funding your archives project: brochures, correspondence, notes, attendee list

FF38  1987, Fall  Ft. Collins, Colorado State University- Book preservation: brochures

FF39  1988, Spring  Boulder, National Center for Atmospheric Research- Security in archives: brochures, correspondence, notes

FF40  1988, Fall  Denver, Regis College- Ethics in archives: correspondence, agenda, articles about ethics, budget

FF41  1989, Spring  Grand Junction, Mesa State College-SCA/CIMA joint conference, Managing a 20th century archive: correspondence, registration form, attendee list, agenda, CIMA newsletter

FF42  1989, Spring  Grand Junction, Mesa State College-SCA/CIMA joint conference, Managing a 20th century archive: meeting packets

FF43  1989, Fall  Greeley, Greeley Museum- Marking time: correspondence, brochures, attendee list, budget, agenda

FF44  1990, Spring  Pueblo, Sangre de Cristo Arts Center-Photographs: brochures, correspondence

FF45  1990, Fall  Denver, Denver Museum of Nature and Science- Reference services in archival repositories: agenda, correspondence, workshop certificate

FF46  1991, Spring  Laramie, Wyoming; University of Wyoming- Photographic collections management: handouts, brochures, correspondence, budget, attendee list

FF47  1991, Spring  Laramie, Wyoming; University of Wyoming- Photographic collections management: Re-grant materials, correspondence

FF48  1991, Fall  Colorado Springs, Pioneer’s Museum- The complete archivist: brochures, agenda, attendee list, workshop certificate, correspondence

Box 4  Annual Meetings and Workshops

FF1  1992, Spring  Durango, Ft. Lewis College- Preservation: attendee list, notes, correspondence, flyer, registration form, brochures

FF2  1992, Fall  Castle Rock, Douglas County Library- Educating archivists: brochure, agenda, workshop certificates, resumes, resource lists

FF3  1993, Spring  Colorado Springs, Antlers Hotel-CWAM/CPA/SRMA, Field of dreams-technology: correspondence, session
information, conference certificate, registration form
Georgetown, Clear Creek County Courthouse-NHPRC
Grant opportunities: agenda, map, attendee list, workshop materials, brochures

1994, Spring
Laramie, Wyoming; University of Wyoming- Designing, moving, and renovating archives: agenda, correspondence, map, registration form, grant application

1994, Fall
Denver, University of Denver- Legal issues: correspondence, agenda, brochure, evaluation

FF7 1995, Spring
Colorado Springs, US Olympic Training Center- CLA Preservation Roundtable, CPA, SRMA joint meeting: Preservation; Techniques, access, and service: agendas, brochures, map

1995, Fall
Topeka, Kansas; Kansas State Historical Society-MAC/SRMA joint meeting: Planning, marketing, and designing archives: handouts, brochures, agendas

1995, Fall
Topeka, Kansas; Kansas State Historical Society-MAC/SRMA joint meeting: [Planning, marketing and designing archives]: correspondence, minutes, agendas

1995, Fall
Topeka, Kansas; Kansas State Historical Society-MAC/SRMA joint meeting: [Planning, marketing and designing archives]: b/w photos, b/w negatives

1996, Spring
Denver, Denver Public Library- Copyright and user’s fees: agenda, registration forms, attendee list, minutes

1996, Fall
Grand Junction, Colorado Hilton- Will there be anything left to archive?: registration forms, agenda, correspondence

1997, Spring
Cheyenne, Wyoming; Little America-Introduction to records management: fliers, registration form, attendee list

1997, Fall
Denver, Denver Public Library- Archivists and genealogists: Correspondence, agenda, brochures, workshop materials. Notes

1998, Spring
Colorado Springs, Colorado College-Constructing and deconstructing collections: correspondence, agenda, Colorado Springs visitor brochures

1998, Fall
Denver, Denver University- Copyright and the internet: speech, agenda, correspondence

1999, Spring
Greeley, University of Northern Colorado- User services at the end of the 20th century: agenda, registration form, correspondence

1999, Fall
Lincoln, Nebraska; Nebraska Historical Society-Archives in the next century: program committee report, Correspondence

2000, Spring
Denver, Denver Public Library- The human side of archives: correspondence, agenda, attendee list

2001, Spring
Boise, Idaho- CIMA/NWA/SRMA joint meeting:
| FF21  | 2002, Spring | Ft. Collins, Lincoln Center- See ourselves as others see us: newsletter article, registration form |
| FF22  | 2002, Fall  | Denver, Grant Humphreys Mansion- Niche collections: registration form, food invoice, correspondence, speaker resume, brochures, agenda |
| FF23  | 2003, Spring | Durango, Ft. Lewis College- Envisioning archives: strategies for collection planning and funding: agenda, campus maps, Correspondence, invoices, attendee list |
| FF24  | 2003, Fall  | Ft. Morgan, Ft. Morgan Museum- SRMA/CPA joint meeting-Hazards and response: brochures, Correspondence, agenda, session handouts, evaluation results, invoices, attendee list |
| FF25  | 2004, Spring | Laramie, Wyoming; University of Wyoming, American Heritage Center- Archival management: debriefing sheet, agenda, correspondence, evaluation results, workshop folder |
| FF26  | 2004, Fall  | Golden, American Mountaineering Center-Interpreting history at the archives: brochure, debriefing sheet, Correspondence, evaluation results, agenda, session handouts |
| FF27  | 2005, Spring | Castle Rock, Douglas County History Research Center- Oral history programs and projects: debriefing sheet, evaluation results, workshop folder, brochures, correspondence, session handouts |
| FF28  | 2005, Fall  | Denver, Executive Towers- ARMA/SRMA joint meeting, Connecting archivists and records managers: committee meeting minutes, Correspondence, invoices, debriefing sheet, conference certificate, attendee list, brochure |
| FF29  | 2005, Fall  | Denver, Executive Towers- ARMA/SRMA joint meeting, Connecting archivists and records managers: conference handouts |
| FF30  | 2005, Fall  | Denver, Executive Towers-Joint ARMA/SRMA- Connecting archivists and records managers: photos (CD) |
| FF31  | 2006, Spring | Pueblo, Bessemer Historical Society- Still and moving images: debriefing sheet, brochure, session handouts |
| FF32  | 2006, Fall  | Denver, Telecommunications History Group-Education and outreach: our place in the schools and the community: debriefing sheet, brochure, Rocky Mountain Memories Kit (CD), correspondence, session handouts |
| FF33  | 2007, Spring | Colorado Springs, Pioneer’s Museum-CIMA/SRMA joint conference, Archivists at work: debriefing sheet, conference information, evaluation sheets, session handouts, budgets, correspondence, meeting minutes |
| FF34  | 2007, Fall  | Ft. Collins, Colorado State University Morgan Library- Reprocess Processing: brochure, agenda, debriefing sheet, }
budget, evaluation sheets, attendee list, CD with email correspondence, brochure, evaluation sheets

FF35  2008, Spring  Denver, New Hope Baptist Church- Material Culture in the Archives: brochure, correspondence, workshop folder

FF36  2008, Fall  Aurora, Aurora History Museum- Digitization: brochure, evaluation sheets, agenda, meeting certificate, correspondence, session handouts, attendee list

FF37  2009, Spring  Castle Rock, Castle Rock, Douglas County History Research Center- Legal Issues: brochures, correspondence, budget, debriefing sheet, invoices, attendee list

FF38  2009, Fall  Golden, American Mountaineering Center- Web 2.0: brochure, debriefing sheet, Correspondence, evaluation results

FF39  2010, Spring  Pueblo, Rawlings Public Library- Preserving More with Less: brochure

FF40  2010, Fall  Laramie, Wyoming, American Heritage Center- Archives Outreach: brochure, evaluation sheet, correspondence

FF41  2011, Spring  Denver, Cardinal Stafford Library- Check, please!: brochure, correspondence, agenda

FF42  2011, Fall  Boulder, University of Colorado Norlin Library- Hidden Collections: brochures, evaluation sheet, invoices, correspondence

Box 5  Annual Meetings and Workshops

FF1  2011, Fall  Boulder, University of Colorado Norlin Library- Hidden Collections: feedback forms

FF2  2012, Spring  Pueblo, Colorado State University: correspondence

SERIES 6 PROGRAMS

Box 5  Programs by date

FF3  n.d.  Archival Standards: opening statement (draft)

FF4  1984-1998  General: correspondence, certified archivists list, song sheets, resource list

FF5  1985  Disaster Recovery Directory

FF6  1989  Colorado Archives Directory: directory, correspondence, invoice

FF7  1990-1991  Archives Day (Week, Month): correspondence, proclamations, program schedule

FF8  1990-2007  Archives Day (Week, Month): correspondence, committee report, proposals, invoices, agendas

FF9  2007-2008  Archives Day (Week, Month): correspondence, notes, CD, Society of American Archivists Archives Month brochure

FF10  2010  Archives Month Outreach Survey: survey (CD), completed surveys, blank survey, membership list


FF12  1992  Modern Archives Institute: brochures, handouts, agenda

FF13  1990-1992  Modern Archives Institute: correspondence, budgets, b/w film
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| FF14 | 1994  | negatives  
|      |       | CWAM/SRMA, Archives 101: agenda, handouts, CWAM brochure, correspondence                                                                   |
| FF15 | 1994  | NARA/SRMA, Records Management: registration form, attendee list, map                                                                        |
| FF17 | 1995  | State Historical Fund (SHF)/SRMA, Cross training archivists and preservationists: grant application, brochure, correspondence, attendee list, budget |
| FF18 | 1995  | SHF/SRMA, Cross training archivists and preservationists: handouts                                                                       |
| FF19 | 1996  | Colorado-Wyoming re-grant project: proposal                                                                                                  |
| FF21 | 2005  | Western Roundup: registration database (CD and print copy), draft agreement, correspondence, session proposal form                             |
| FF22 | 2005  | Western Roundup: correspondence                                                                                                              |
| FF23 | 2005  | Western Roundup: completed evaluations                                                                                                       |
| FF24 | 2005  | Western Roundup: agreement, invoices, budget, program, attendee list                                                                          |
| FF25 | 2009-2010 | Western Roundup: postcard, correspondence                                                                                                   |
| FF26 | 2005  | Emporia Summer Institute: correspondence, notes                                                                                               |
| FF27 | 2005-2006 | Light Impressions member discount: correspondence, flier                                                                                        |
| FF28 | 2006-2007 | Myra Jo Moon Preservation Library: correspondence                                                                                           |
| FF29 | 2005-2006 | Preservation Kits: report, correspondence, handouts, loan agreement form                                                                     |
| FF30 | 2006-2007 | SAA Online workshop: Introduction to Archival Exhibitions: correspondence, evaluation form                                                   |
| FF31 | 2008  | Records Management 101: brochures, agenda, correspondence, attendees list                                                                       |
| FF32 | 2009  | SAA Workshop Email Account Preservation with XML: correspondence                                                                               |
| FF33 | 2009  | SAA Workshop Encoded Archival Description (EAD): correspondence                                                                                |
| FF34 | 2009-2010 | Home Movie Day: correspondence                                                                                                                |
| FF35 | 2009-2011 | SAA Webinars: correspondence, handouts                                                                                                       |
| FF36 | 2011  | Preservation Week: correspondence, flier                                                                                                      |

**SERIES 7 PUBLICATIONS**

**Box 5**

**Occasional Papers**

- FF38 1990-1992: *Ethics and the Archival Profession* by Mary Ann G. Cutter, August 1990, no.1; *Photographic Enclosures: Buffered or Non-Buffered?* by J. Todd Ellision, September 1990, no.2; *The Function and Force of Reader Registration Procedures* by Bonnie Hardwick, May 1992, no.3
<table>
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<tr>
<th>Box 5</th>
<th>Newsletters: <em>Colorado Archivist, Rocky Mountain Archivist</em></th>
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<td>FF39</td>
<td>n.d. Correspondence, notes</td>
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<td>FF42</td>
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<td>FF44</td>
<td>1986-1987 Vol. 3, Spring - Vol. 4, no. 4</td>
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<td>Newsletters: <em>Colorado Archivist, Rocky Mountain Archivist</em></td>
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<td>1988-1989 Vol. 5, no. 1 -Vol. 6, no. 4</td>
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<td>FF2</td>
<td>1990-1991 Vol. 7, no. 1 -Vol. 8, no. 4</td>
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<td>FF3</td>
<td>1992-1993 Vol. 9, no. 1 - Vol. 10, no. 4</td>
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<td>1994-1995 Vol. 11, no. 1 -Vol. 12, no. 4</td>
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<td>FF6</td>
<td>1998-1999 Vol. 15, no. 1 -Vol. 16, no. 4</td>
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<td>2004-2005 Vol. 21, no. 1 -Vol. 22, no. 4</td>
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<td>2009 Vol. 26, no. 1-3</td>
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<td>2010 Vol. 27, no. 3-4</td>
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<td>FF14</td>
<td>2011 Vol. 28, no.1-4</td>
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<td>FF15</td>
<td>2012 Vol. 29, no. 1-3</td>
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<tr>
<td>FF16</td>
<td>2008-2012 Correspondence, procedures, checklist</td>
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<td>FF17</td>
<td>n.d. Ad copy</td>
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<td>FF18</td>
<td>n.d. Photos: b/w, color, negatives</td>
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<td>Box 6</td>
<td><em>Journal of Western Archives</em></td>
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<tr>
<td>FF19</td>
<td>2008-2010 Business plan, correspondence</td>
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<td><em>Lone Arranger Book Proposal</em></td>
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<td>FF20</td>
<td>2008 Correspondence</td>
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<td>FF21</td>
<td>1998-2007 Correspondence</td>
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<td>FF22</td>
<td>1998, 2005 Standards, guidelines</td>
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<td>FF23</td>
<td>2005 Publicity: correspondence, outline</td>
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<td>FF24</td>
<td>2002-2006 Statistics report</td>
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<tr>
<td>FF25</td>
<td>2005-2006 Website-Snapshots (2 CDs), main page screen print outs</td>
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<tr>
<td>FF26</td>
<td>2008-2009 Correspondence</td>
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<td>2010-2011 Correspondence</td>
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SERIES 8 COLORADO PRESERVATION ALLIANCE (CPA)

<table>
<thead>
<tr>
<th>Box 6</th>
<th>Board Administration</th>
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<tbody>
<tr>
<td>FF29</td>
<td>1990-1993 Governing documents: by-laws</td>
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<tr>
<td>FF30</td>
<td>1989 Governing documents: Statement of purpose</td>
</tr>
<tr>
<td>FF32</td>
<td>1989-1990 Governing documents: history, correspondence, archives</td>
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</tbody>
</table>
### Collection Inventory

#### Executive Board Meetings

<table>
<thead>
<tr>
<th>Box 6</th>
<th>FF33</th>
<th>n.d.</th>
<th>Minutes, floppy disk</th>
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<td>Minutes, agenda</td>
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#### Board Annual Meetings/Retreats

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<tr>
<th>Box 6</th>
<th>FF47</th>
<th>1991-1999</th>
<th>Meeting: minutes, agendas, reports</th>
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<tbody>
<tr>
<td></td>
<td>FF48</td>
<td>1993-2002</td>
<td>Retreat: agendas, minutes</td>
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#### Board Training

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<th>Box 7</th>
<th>FF1</th>
<th>1996</th>
<th>Handouts</th>
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<td>Session recordings: cassette tapes (pt. 1, pt.2)</td>
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#### Board Correspondence

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#### Financial Records

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<th>Chart of accounts</th>
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<td>1991-2004</td>
<td>Treasurer’s reports</td>
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#### Board Members

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<thead>
<tr>
<th>Box 7</th>
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<th>1991-1993</th>
<th>Certificate, Thank you card, photos (color)</th>
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<tr>
<td></td>
<td>FF22</td>
<td>1993-2003</td>
<td>List</td>
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#### Committees
FF23 1989 Steering Committee: initial invitation packet
FF24 1989 Steering Committee: initial meeting agenda, notes
FF25 1989 Steering Committee: agendas, minutes
FF26 1990 Steering Committee: agendas, minutes
FF27 1991 Steering Committee: agendas, minutes
FF28 1989 Steering Committee: members list
FF29 1989-1990 Steering Committee: Ad Hoc Needs Assessment
FF30 1989-1990 Steering Committee: Ad Hoc State Plan
FF31 1989 Steering Committee- Ad Hoc Public Relations and Funding: committee list, newsletter
FF32 1989 Steering Committee- Ad Hoc Education and Training: minutes, committee list
FF33 1989 Standing Committees- Education/Public Relations: meeting minutes
FF34 1990 Standing Committees- Education/Public Relations: meeting minutes
FF35 1991 Standing Committees- Education/Public Relations: meeting minutes
FF36 1992 Standing Committees- Education/Public Relations: meeting minutes
FF37 1993 Standing Committees- Education/Public Relations: meeting minutes
FF38 1994 Standing Committees- Education/Public Relations: meeting minutes
FF39 1995 Standing Committees- Education/Public Relations: meeting minutes
FF40 1996 Standing Committees- Education/Public Relations: meeting minutes
FF41 1997 Standing Committees- Education/Public Relations: meeting minutes
FF42 1998 Standing Committees- Education/Public Relations: meeting minutes
FF43 1999 Standing Committees- Education/Public Relations: meeting minutes
FF44 2000 Standing Committees- Education/Public Relations: meeting minutes
FF45 n.d. Standing Committees- Education/Public Relations- Committee members: list, correspondence
FF46 n.d. Standing Committees- Education/Public Relations: press releases
FF47 1991-1999 Standing Committees- Nominating Committee: slates, ballots, correspondence
FF48 1990-1999 Standing Committees- Membership Committee: brochures, notes
FF49 n.d. Standing Committees- Membership Committee: member lists
FF50 1990  Standing Committees- Membership Committee: member lists
FF51 1991  Standing Committees- Membership Committee: member lists
FF52 1992  Standing Committees- Membership Committee: member lists
FF53 1993  Standing Committees- Membership Committee: member lists
FF54 1994  Standing Committees- Membership Committee: member lists
FF55 1995  Standing Committees- Membership Committee: member lists
FF56 1996  Standing Committees- Membership Committee: member lists
FF57 1997  Standing Committees- Membership Committee: member lists
FF58 2000  Standing Committees- Membership Committee: member lists

Box 7  Conferences/Workshops
FF59  n.d.  Registration: lists
FF60  1990  Aurora, Aurora Public Library, Preservation Activities in Colorado: brochure, agenda, handouts
FF61  1991  Colorado Springs, Pioneers Museum, Planning for Preservation: brochure, handouts, agenda
FF62  1992  Lakewood, Red Rocks Community College, Optical Scanning: brochure, handouts, notes
FF63  1993  Aurora, Aurora Public Library, Preserving Your Treasures: brochure, agenda, attendee list, correspondence, handouts, invoices
FF64  1994  Aurora, Aurora Public Library, Joint Meeting with CLA Preservation Roundtable, Paper: everything you always wanted to know: brochure, handouts, attendee list
FF65  1995  Colorado Springs, US Olympic Training Center, Joint meeting with SRMA, CLA Preservation Roundtable, Preservation-techniques, access, and service: agenda, evaluation sheet, map, flier, certificate, attendee list
FF66  1996  Denver, Denver Public Library, Preservation Realities: brochure, correspondence, handouts
FF67  1997  Lakewood, Denver Federal Records Center, Joint meeting with CLA Preservation Roundtable, Mountain Plains Library Association, Disaster Planning and Recovery: brochure, agenda, correspondence
FF68  1998  Aurora, Aurora Public Library, The Sum of the Parts: Archival Organizations in Colorado: agenda, attendee list, correspondence, overhead projector presentation

Box 8  Conferences/Workshops
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Box 8 Publications
FF30 1991-1999 Alert-Index
FF32 1992 Alert, Vol. II
FF33 1993 Alert, Vol. III
FF34 1994 Alert, Vol. IV
FF35 1995 Alert, Vol. V
FF36 1996 Alert, Vol. VI
FF38 1998 Alert, Vol. VIII
FF39 1999 Alert, Vol. IX
FF40 2000 Alert, Vol. X
FF41 2001 Alert, Vol. XI
FF42 n.d. Website: technical Instructions
FF43 1999-2000 Website: printouts of content
FF44 1999 Website-publicity: correspondence, newsletter
FF45 1990-2001 Publications: preservation information forms, correspondence

Box 8 SRMA/CPA merger
FF46 2002-2003 Correspondence, proposal memo, budget
FF47 2004 Proposals
FF48 2003-2004 Correspondence

SERIES 9 FINANCIAL RECORDS (RESTRICTED TO CURRENT SRMA BOARD MEMBERS)

Box 9 Bank records/statements
FF1 2004-2005 Bank records: authorization forms, business card
FF2 2008-2011 Bank records: cancelled checks, check register
FF6 2008 Bank statements
FF7 2009 Bank statements
FF8 2010 Bank statements
FF9 2011 Bank statements
FF10 2012 Bank statements
FF12 2010 Checking deposits: receipts
FF13 2011 Checking deposits: receipts
FF15 2010 Checking withdrawals: receipts
FF16 2011 Checking withdrawals: receipts
FF18 2008 Money market account statements
FF19 2009 Money market account statements
FF20 2010 Money market account statements
FF21 2011 Money market account statements

Box 9 PayPal account
FF24 2006 Account verification information
FF26 2008 Statements, correspondence
FF28 2012 Statements, correspondence

Box 9 IRS records and reports
FF29 1988-2001  Reports, application for 501 (c)(3) status, correspondence, bank statements
FF30 2006-2008  Federal: tax returns, correspondence, Tax exempt 990-N notice
FF31 2006-2008  State: nonprofit certificate, correspondence, annual report form
FF32 2009-2010  Federal: correspondence, Tax exempt 990-N notice
FF33 2008-2009  W-9 form, Vendor TIN Verification form, DUNS number confirmation

Box 9  Non-Profit Status
FF34 1986-1998  Federal: correspondence, forms
FF35 1993-1996  State: nonprofit certificate, correspondence, articles of incorporation, by-laws
FF36 2004  State: correspondence
FF37 2010  State: correspondence, periodic report, nonprofit certificate, annual report

Box 9  Treasurer's Reports
FF38 1982-1989  Reports
FF39 1990  Reports
FF40 1991  Reports
FF41 1992  Reports
FF42 1993  Reports
FF43 1994  Reports
FF44 1995  Reports
FF45 1996  Reports
FF46 1997  Reports
FF47 1998  Reports
FF48 1999  Reports
FF49 2000  Reports
FF50 2001  Reports
FF51 2002  Reports
FF52 2003  Reports
FF53 2004  Reports
FF54 2005  Reports
FF55 2006  Reports
FF56 2007  Reports
FF57 2008  Reports
FF58 2009  Reports
FF59 2010  Reports
FF60 2011  Reports
FF61 2012  Reports
FF62 2013  Reports
FF63 2014  Reports
FF64 2015  Reports

Box 10  Treasurer's Correspondence
FF1 1998-1999  Correspondence
FF2 2004  Correspondence
FF3  2005  Correspondence
FF4  2006  Correspondence
FF5  2007  Correspondence
FF6  2008-2009 Correspondence
FF7  2010  Conferences: correspondence
FF8  2010-2011 Expenses: correspondence
FF9  2010-2011 Reimbursements: correspondence

**Box 10**  Scholarships
FF10  2006-2007 Correspondence, invoices
FF11  2008 Invoices, correspondence, program description
FF12  2010 Western Roundup Conference- Scholarships: correspondence, invoices
FF13  2010-2011 Correspondence

**Box 10**  Website
FF14  2009 Hosting renewal

**SERIES 10 OVERSIZE**

**OVFF 1**  Archives Month and Preservation Week posters
Item  2004 October Archives Month: posters (2)
Item  2005 October Archives Month: poster
Item  2007 October Archives Month: posters (2)
Item  2008 October Archives Month: posters (2)
Item  2009 October Archives Month: posters (2)
Item  2010 April 25 Preservation Week: poster

**SERIES 11 ACCESSION (2013-PRESENT)**

**Box 11**  Ruling Documents
FF1  2013 By-laws: revisions
FF2  2014 By-laws revision dues structure: correspondence, proxy votes, annual business meeting notes
FF3  2013 Logo: sticker
FF4  2013 Smith, Dave (Former Disney Archivist): autograph

**Box 11**  Board Meetings
FF5  2013-2014 Agendas, minutes, reports
FF6  2015 Agendas, minutes, reports

**Box 11**  Annual Business Meetings
FF7  2013-2014 Agendas, reports, minutes, correspondence

**Box 11**  Board Correspondence
FF8  2012-2015 Correspondence

**Box 11**  Long Range Plan, Annual Plan
FF9  2012 Long Range Plan
FF10  2012-2013 Annual Plan

**Box 11**  Membership
FF11  2008, 2013 Membership, archival information: brochures
FF12  2013  Membership forms A-J
FF13  2013  Membership forms K-Z
Box 11  Committees
FF14  2013-2014  Scholarships: guidelines, award list
FF15  2014  Scholarships: program policy, application
Box 11  Annual Meetings and Workshops
FF16  Fall 2012  Lakewood, Lakewood Cultural Center- Oral History: program, debriefing sheet, handouts, attendee list, evaluations
FF17  Spring 2013  Golden, CWAM/SRMA joint meeting: program
FF18  Fall 2013  Fort Collins, Colorado State University, Morgan Library-What's with Water?: program, handouts, evaluation (blank)
FF19  Spring 2014  Denver, Denver Public Library, Western History/Genealogy Department- Digital Archives: agenda, handouts, evaluation (blank), correspondence
FF20  Fall 2014  Colorado Springs, US Olympic Committee Headquarters- A Team Effort Collaboration in the Archives: brochure
Box 11  Programs
FF21  2012  Oral History Task Force: report
FF23  2015  Western Roundup: program (2)
FF24  2015  Western Roundup: financial report, correspondence, Embassy Suites banquet orders forms, hotel contract addendum, SRMA Code of Conduct, Embassy Suites map of session locations, invoices
FF25  2015  Preservation week: social media content
Box 11  Newsletters: Colorado Archivist, Rocky Mountain Archivist
FF26  2012-2013  Vol. 29, no. 4 - Vol. 30, no. 1-4
FF27  2014 -2015  Vol. 31, no. 1-4 - Vol. 32, no. 1
Box 11  Journal of Western Archives
FF28  2014  Newsletter Advertising and Press Release Policy
FF29  2012 -2013  Evaluations, annual report

SERIES 12 ELECTRONIC RECORDS

WH2252-1  Annual Meetings
2005-2014  12.2 MB, 39 Files, 10 Folders
WH2252- 2  Board Administration
2004-2015  48.1 MB, 417 Files, 36 Folders
WH2252- 3  Committees
2007-2014  40.2 MB, 25 Files, 3 Folders
WH2252- 4  Finding Aid
2008-2014  789 KB, 6 Files
| WH2252- 5 | Membership                      | 2002-2012   | 15.6 MB, 72 Files, 10 Folders |
| WH2252- 6 | Photographs                     | circa 2009-2010 | 8.07 MB, 67 Files, 1 Folder  |
| WH2252- 7 | Programs                        | circa 2008-2015 | 39.7 MB, 45 Files, 8 Folders |
| WH2252- 8 | Publications                    | 2009-2015   | 60.7 MB, 85 Files, 23 Folders |
| WH2252- 9 | Retention Schedule              | 2011        | 1.10 MB, 5 Files             |
| WH2252- 10| Website                         | 2005-2015   | 47.9 MB, 11 Files           |