***Western Washington Area 72***

*Archives Quarterly Report Form*

Date: \_\_\_\_\_\_\_\_\_\_\_

District No: \_\_\_\_\_\_\_\_\_\_\_ District Location: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Archives Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email/Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Alt Archives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email/Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your District provide a budget? \_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_

1. How many members are on your Archives Committee? How many present?
2. What activities have your committee been involved in this quarter?
3. What activities (dates, time, place) do you have planned?
4. What comments, suggestions or problems/solutions do you want to share?
5. Is there anything the Steering Committee can help you with?
6. If you are a new Archivist, please provide your name, address, phone and email address so you can be added to the contact list.