I. Materials of Interest for this Project

The majority of existing collections at the Tennessee State Library and Archives contain material up to 2007. As a result, we will focus this project on the period 2008-2020, assuming that materials after 2020 are still of value to the current operations of the Association.

Specific focus will be made on locating and gathering:

A. Board and Advisory Council meeting minutes
B. Committee minutes and reports, particularly the:
   1. Executive Committee
   2. Finance Committee
   3. Legislative Committee
   4. Membership Committee
   5. Planning Committee(s)
   6. Records of task forces and other special project groups
C. Records relating to the annual conference
D. Files from individual executives and senior staff, including the Executive Director, President, Secretary, and Treasurer
E. Significant non-routine correspondence
F. Materials relating to the publication of *Tennessee Librarian*
G. Photographs and ephemera

Materials will be gathered by Erik Nordberg at UT Martin in print and digital formats. This will allow for organizing and describing the collections before submission to TSLA. And TSLA reserves the right to reject any materials they determine are not germane to their permanent collection.

II. Materials on the TNLA Website

A good deal of the materials we seek are openly available on the TNLA website, including minutes and reports of the Executive Board, Advisory Board, and many committees.

*Action Item:*
Erik to review the website to determine what to download and include in the gathered materials.

III. Materials Held by Cathy Farley

Cathy has a variety of materials, both print and digital, in her office at work. She also has 9 totes in her garage containing materials she inherited from her predecessor(s) when she was named executive director in October 2019. The latter contains a lot of routine financial records.
**Action Items:**

A. Cathy to determine how long routine financial records need to be kept by the ED. This may involve speaking to an accountant or tax person, ideally someone with knowledge of nonprofit accounting.

B. Cathy to begin working through materials at work and home:
   1. shred materials which are no longer of use,
   2. keep materials of use to current operations
   3. e-mail digital materials to enordber@utm.edu
   4. ship physical materials of lasting value, bit by bit, to Erik:
      Erik Nordberg, Paul Meek Library, 10 Wayne Fisher Drive, Martin, TN 38238

**IV. Other Immediate Informants for this Project**

There are several obvious/key individuals who may have materials in their possession.

**Action item:**
Erik to contact the following individuals about this project:
   A. Courtney Fuson, Belmont University and TNLA webmaster
      (courtney.fuson@belmont.edu/webmaster@tnla.org)
   B. Jennifer Cowan-Henderson, TSLA (Jennifer.Cowan-Henderson@tn.gov)
   C. Chuck Sherrill (is there a new address or still Chuck.Sherrill@tn.gov ?)
   D. Andy Hunt, Cleveland Public Library (director@clevelandlibrary.org)
   E. Vandy Owen, Tennessee State University (vowen@tnstate.edu)

**V. Future: Possible Message to Membership**

Once we have a better understanding of what we have, we’ll get an idea of the gaps we may need to fill. At that point, we may message the current TNLA membership, but it will be just for those things we need to fill gaps.