

USMS Convention—Chicago, Ill. 2009

Committee Name:	History and Archives	Session #:	Report #: 4
Committee Chair:	Barbara Dunbar	Vice Chair:	Meegan Wilson
Minutes recorded by:	Meegan Wilson	Date/time of meeting:	09/17/09, 11:30 am – 12:45 pm

Actions Requiring Approval by the HOD:

1. **MSA to request the approval of an additional 2010 budget expense of \$700 for the purchase of a 4-drawer lateral file cabinet to house additional USMS archives at the Henning Library in the International Swimming Hall of Fame which is the repository for the USMS permanent physical archives.**
2. **MSA to request the approval of an additional 2010 budget expense of \$500 for shipping un-cataloged USMS documents to History and Archives committee members for the purpose of sorting, itemizing, and archiving USMS documents from and to the USMS archives at the Henning Library at the International Swimming Hall of Fame.**

Motions Passed:

1. **MSA to request password protected areas on the USMS website for each USMS committee to store documents.**
2. **MSA to ensure that original 1986-1993 USMS National Registration files are archived onto the USMS website.**

Number of committee members present: 10	Absent: 2	Number of other delegates present: 16
Committee members present: Barbara Dunbar (Chair), Meegan Wilson (Vice Chair), John Bauman, Marcia Cleveland, Cheryl Gettelfinger, Richard Hess, Susan Nolte, Jennie (Catherine) Quill, Patrick Quinn, Julie Heather (Executive Liaison)		

Minutes

The meeting was called to order at 11:34 a.m. CDT.

1. The History and Archives (H&A) Committee Annual Report includes a review of H&A projects and tasks from October 2008 to September 2009. All 35 missing AAU and USMS National Championship pool results have been located and scanned and are now uploaded to the USMS National Championship page although some are not entirely complete.
2. In April 2009, Jennie Quill checked the inventory of USMS physical archives located at the Henning Library in the International Swimming Hall of Fame (ISHOF), Ft. Lauderdale, FL, and spoke with the Executive Director Bob Duenkel and the librarian about the need for an additional 4-drawer lateral file cabinet to store USMS archived documents.
3. **MSA to request the approval of an additional 2010 budget expense of \$700 for the purchase of a 4-drawer lateral file cabinet to house additional USMS archives at the Henning Library in the International Swimming Hall of Fame which is the repository for the USMS permanent physical archives.**
4. National Championship programs and results are the most asked-to-be-viewed items from the USMS archives. Missing USMS Rule books, Top Ten publications, and National Championship results will need to be located and sent to the archives. A large number of documents were not cataloged or are not in archival form. Documents not cataloged need to be itemized as soon as possible.
5. **MSA to request the approval of an additional 2010 budget expense of \$500 for shipping un-cataloged USMS documents to History and Archives committee members for the purpose of sorting, itemizing, and archiving USMS documents from and to the USMS archives at the Henning Library at the International Swimming Hall of Fame.**
6. Progress is being made on the 1972-1992 Top Ten archive project to locate and convert pre-1993 Top Ten data and errata into electronic format for uploading onto the USMS website due to the diligent efforts of John Bauman along with other helpers. We are getting closer to being able to give the Records and Tabulation committee the files in the necessary format for uploading onto the Top Ten section of the USMS website. There was discussion of the problem with estimated birth dates in the USMS database. Some swimmers with unknown birth dates were listed in the USMS database with birth dates of December 31. H&A will make sure that Club Assistant, which handles the USMS registration process, receives a list of those swimmers with permanent identification numbers (IDs) for whom dates of birth are unknown and who are listed in the

database with estimated birth dates of December 31. Club Assistant will be able to note that the birth dates are an estimate needing confirmation in their database.

7. H&A needs to continue to proof all of the AAU and USMS Masters National Championship results posted onto the USMS website to identify those which are missing club scores or relay results and those with less-than-legible pages and to locate replacement pages and missing sections, scan and add them to the original document, and submit them for posting.
8. The search for 28 missing Open Water and Long Distance AAU and USMS National Championships from 1974 through 1991 continues with additional assistance from the Open Water committee members.
9. Web projects, timetables, and priorities were discussed along with the need for a secure area on the USMS website for USMS committees to post documents and work related files.
- 10. MSA to request password protected areas on the USMS website for each USMS committee to store documents.**
11. The status of ongoing H&A projects was discussed including stories and oral histories.
12. The archive status of old USMS registration files was discussed.
- 13. MSA to ensure that original 1986-1993 USMS National Registration files are archived onto the USMS website.**

Tasks for the Upcoming Year

1. Archive missing USMS Rule Books, Top Ten Publications, and National Championship results to the USMS physical archives at the Henning Library at the International Swimming Hall of Fame (ISHOF).
2. Follow up on the purchase of the lateral file cabinet for storing additional USMS archived documents at the ISHOF.
3. Obtain, sort, itemize, and preserve un-cataloged USMS documents to archive at the Henning Library, ISHOF.
4. Continue to work on the 1972-1992 Top Ten archive project to locate and convert pre-1993 Top Ten data and errata into electronic format for uploading onto the USMS website. Identify and locate dates of birth for pre-1993 Top Ten swimmers currently missing permanent IDs because of missing dates of birth.
5. Compile a list of swimmers with permanent registration IDs for whom birth dates are unknown and whose birth dates are listed as an estimated birth date of December 31 and transmit them to Club Assistant, which handles the USMS registration process. Club Assistant will be able to tag the swimmers with estimated birth dates.
6. Proof the AAU and USMS Masters National Championship results posted onto the USMS website to identify results which are missing club scores or relay results, individual results which are incomplete, and results with less-than-legible pages. The next step is to locate replacement pages and missing sections, scan and add them to the original document, and submit them for posting onto the USMS web site. Continue to search for a complete set of official results from the 1989 Long Course Meters Nationals Championships held in Fargo, ND.
7. Continue the search for 28 missing Open Water and Long Distance AAU and USMS National Championships from 1974 through 1991.
8. Solicit, write, edit, and add swimmer stories and oral histories.
9. Add H&A archives to the USMS website when tools become available.
10. Submit History & Archive documents relating to the USMS Rule Book Cover project, the Masters Logo projects, and other projects to the USMS webmaster for archiving onto the USMS website.
11. Ensure that original 1986-1993 USMS National Registration files are archived onto the USMS website.
12. Locate old registration files to be used to continue the reconstruction of the old National Registration data files.
13. John Bauman will send the 1972 Short Course Yards Top Ten file to Jim Matysek as soon as possible for a test upload onto the USMS website.

The meeting was adjourned at 12:47 p.m.
