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## Arizona Archives Online (AAO) Annual Report

2015 July 1-2016 December 30

### Executive Summary

During 2015-16, Arizona Archives Online continued operating as a standing, self-governing committee of the Arizona Archives Alliance (AzAA). The consortium retained all of its members and has continued its work to ensure that all partners can participate effectively, including presenting its annual training, maintaining all necessary stylesheets and software, and assisting individual members on an as-needed basis.

### Database

AAO's database began the reporting period with 1,951 finding aids and ended with 2,815, an increase of 864 guides. The most accessed guides were:

- American Vaudeville Museum collection, 1850s-2007 (bulk 1910s-1940s) (University of Arizona, MS 421)
- Arizona Daily Sun Clippings Collection (Northern Arizona University, NAU.MS.367)
- Fred Harvey Company Collection, 1900-1996 (Northern Arizona University, NAU.MS.280; NAU.PH.95.44; NAU.MI.95.44)
- Up with People Archive, 1937-2012 (bulk 1970-1990) (University of Arizona, MS 491)
- Babbitt Brothers Trading Company, 1880-1999 (Northern Arizona University, NAU.MS.83; NAU.PH.421)

### Financial

The Arizona Archives Alliance continued to act as AAO's fiscal agent during this reporting period. Invoices for AAO dues were sent out to members at the end of May 2016.

#### Summary of Income and Outlay

- Total Surplus: \$2,346.83

Item	Income	Expense
Membership Dues	\$3,050.00	
Hosting		\$345.00
Domain Name Registration		\$18.17
Rack Cards		\$340.00

### Technical Infrastructure

#### Technical Consultant

AAO contracted Kelly K. Phillips to serve as its Technical Consultant in December of 2016. The contract runs from December 15, 2016 to December 14, 2017 and can be renewed if desired by both parties. The Technical Consultant's duties include maintaining AAO's technical aspects and drafting a plan to migrate the resource from a virtual server maintained by Arizona State University to an Amazon Web Services (AWS) account.

#### Stylesheets

All known major issues in AAO's stylesheets have been corrected; general maintenance is ongoing on an as-needed basis.

### Outreach

#### AAO Rack Cards

The AAO Steering Committee worked with the AzAA Board of Directors and graphic designer Grace Bolyard to

produce a rack card branding AzAA and the AAO resource, advertising AAO's mission, and listing current contributing members. These cards were completed and distributed to all AAO members in May of 2016.

#### AAO Website

General maintenance of AAO's website is ongoing on an as-needed basis. No major changes were made during this reporting period.

### **Education**

#### Training Session

The Steering Committee held a training session for its existing membership on July 29, 2016 at Northern Arizona University's Cline Library. Based on feedback received after the 2015 training session, the workshop was designed to introduce participants to basic EAD encoding and provide a brief overview of Describing Archives: A Content Standard (DACS).

### **Governance**

#### Steering Committee Membership

Three Steering Committee members, David Benjamin, Todd Welch, and Maurita Baldock, accepted positions outside of Arizona and resigned from the Steering Committee during this reporting period. In accordance with AAO's bylaws (Section V, Sub-Section h), the Center for Creative Photography named Alexis Peregoy to succeed Benjamin (Fall 2015); Northern Arizona University named Jonathan Pringle to succeed Welch (December 2016); and the University of Arizona named Molly Stothert-Maurer to succeed Baldock.

#### Meetings

AAO incorporated its annual meeting into the AzAA annual meeting held during the 2016 Arizona Archives Summit. The Steering Committee has continued to meet virtually as needed.

Respectfully submitted by Elizabeth Dunham on behalf of the AAO Steering Committee.

AAO Steering Committee

Laura Palma-Blandford, Arizona State Library Archives and Public Records

Elizabeth Dunham, Arizona State University

Alexis Peregoy, Center for Creative Photography

Jonathan Pringle, Northern Arizona University

Molly Stothert-Maurer, University of Arizona