



Inventory Process – Clunky Beginnings

- Complicated tracking system
 - Only manual cross-referencing
- Multiple systems for tracking and redundancy

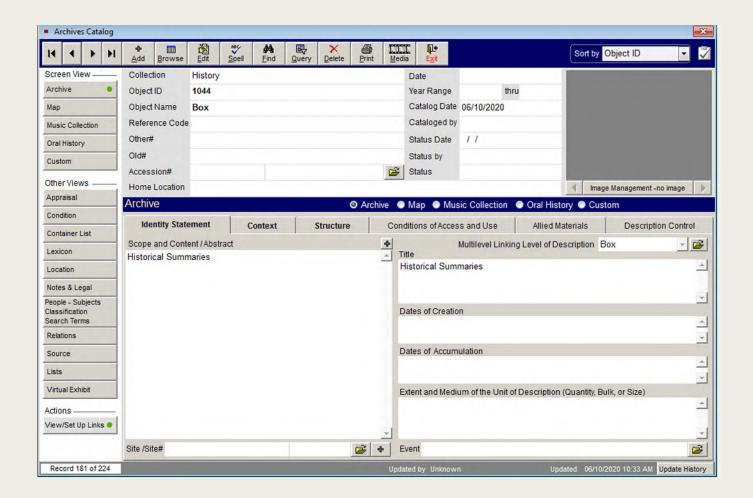
1001: Central Service Community – Sister Madonna Winkeljohn, Executive Director, 1969-1973 Record Group: 300 - Government Series: 302 - Region Subseries: Central [References: Lourdes Central Service Community Emma Hall Fatima Hall Forum auction Hess. Anthonita Brunner Hall adoration Folder 1 Correspondence, Sisters from Sister Madonna Winkeliohn, 1969-1972 Reports, Brunner Hall and Fatima Hall Budget summary and correspondence, 1971-1972 Meeting minutes, May 5 and 12, 1969 Public auction notice, October 12-13, 1968 Organizational chart and correspondence, October-November 1969 Central Service Community Information Sheet, December 1969 Questionnaire, perpetual adoration, January 1972 Central Service Community Forum, January 1972 Folder 2 Memos Organization changes, February 1970 Personnel changes, May 1971 Entertainment at Maria Joseph Center, December 1971 Unemployment compensation, January 1972

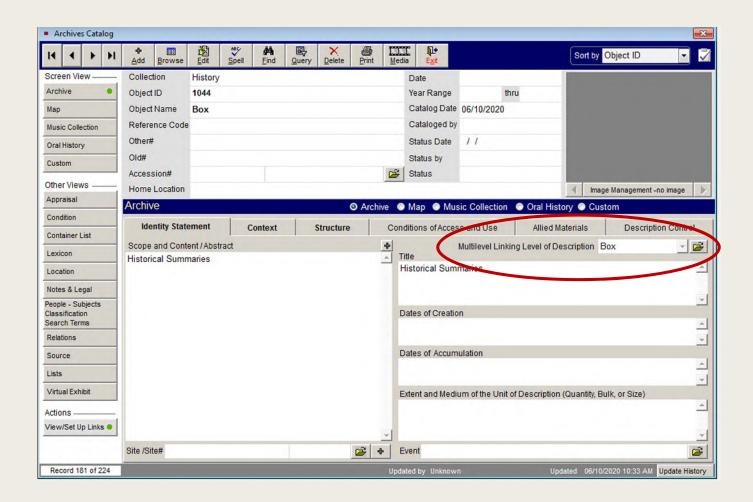
	Α	В	С	D	Е	F	G	Н		1	J	K	L
				RECORD								First	
	BOX		GROUP	GROUP	SERIES	SERIES	SUB			STATUS		Emergency	
1	NUMBER	BOX SIZE	#	NAME	NAME	#	SERIES	DESCRIPTION OF BOX		[manicured/needs]	NOTES	Removal	old #
		Letter 5 x						Central Service Community	Sister				
l		10 1/2 x 12						Madonna Winkeljohn	Executive Director			R	
2	1001	3/4	300	Government	Region	302	Central	1969 - 1973		Manicured	Has Description Files		1

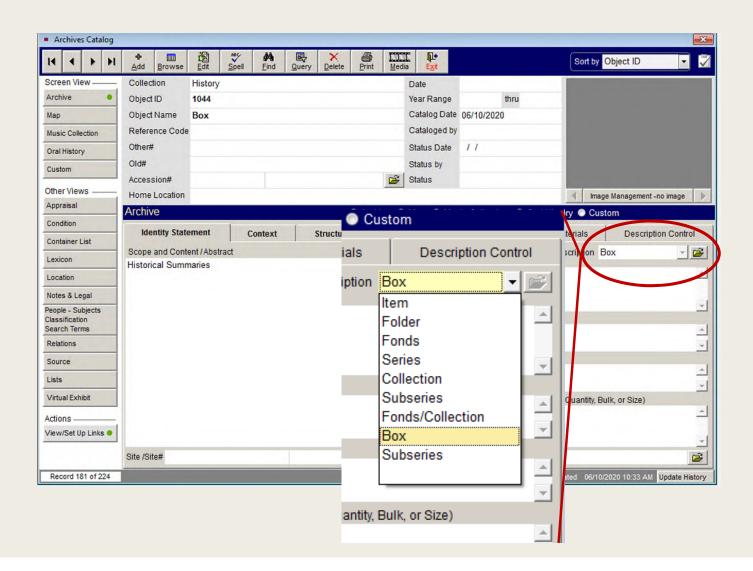
PastPerfect Goals

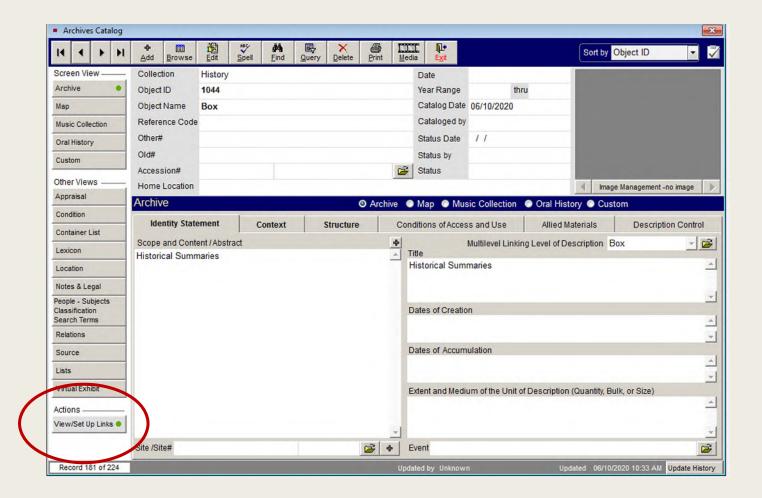
■ Use multilevel description to catalog boxes and folders

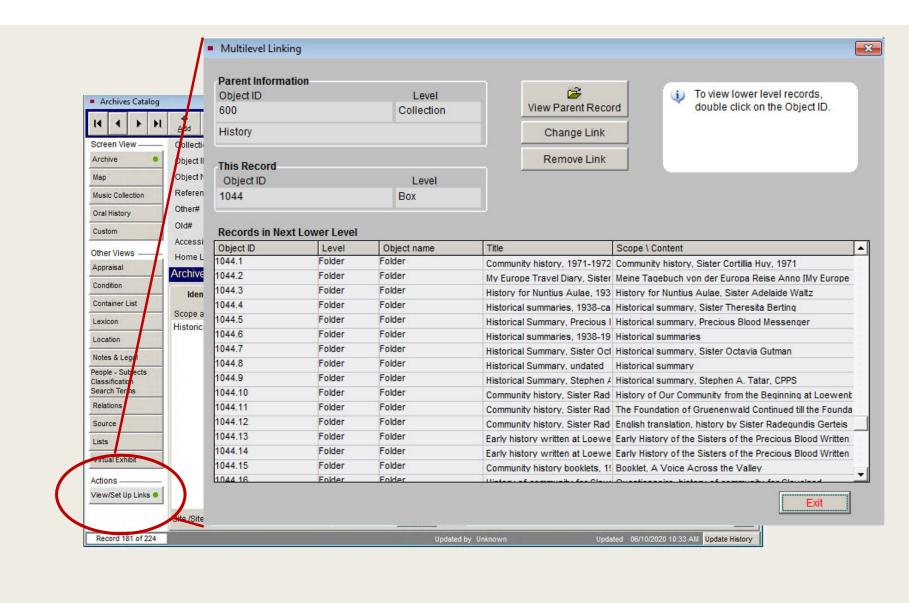
 Will use item level for some materials (materials with great historical or research significance)

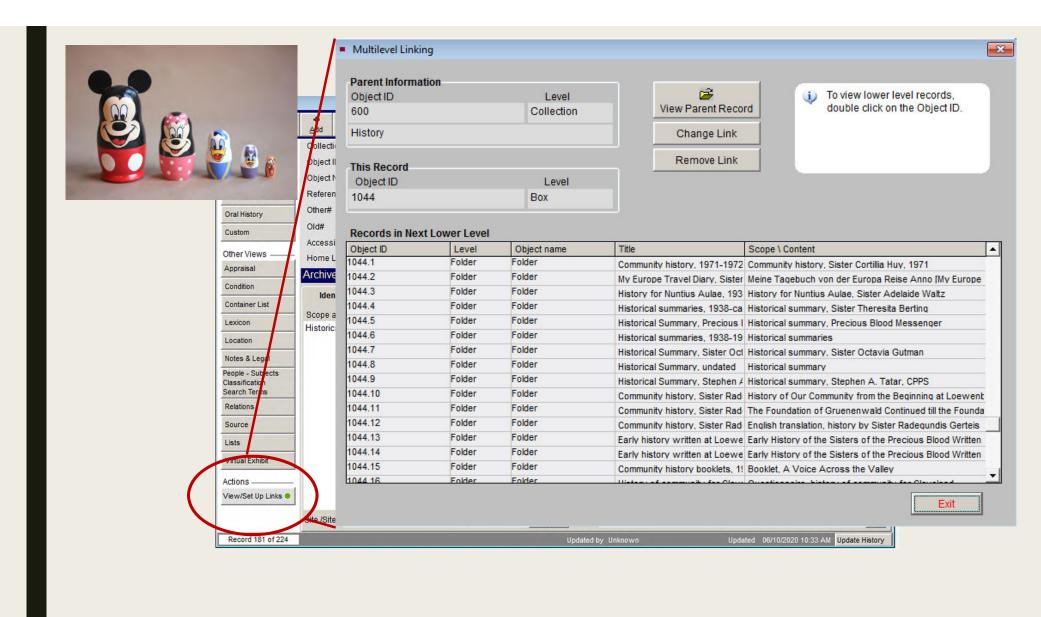


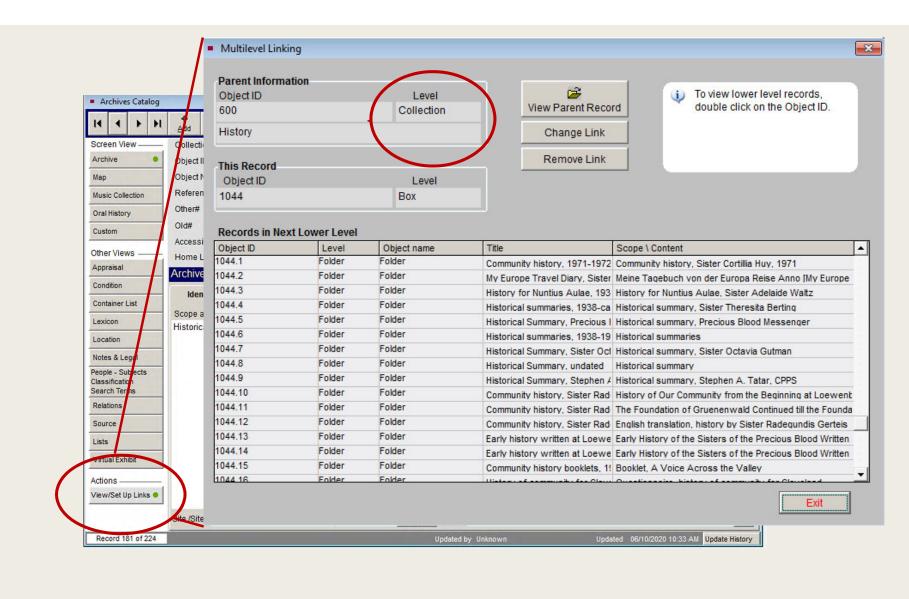


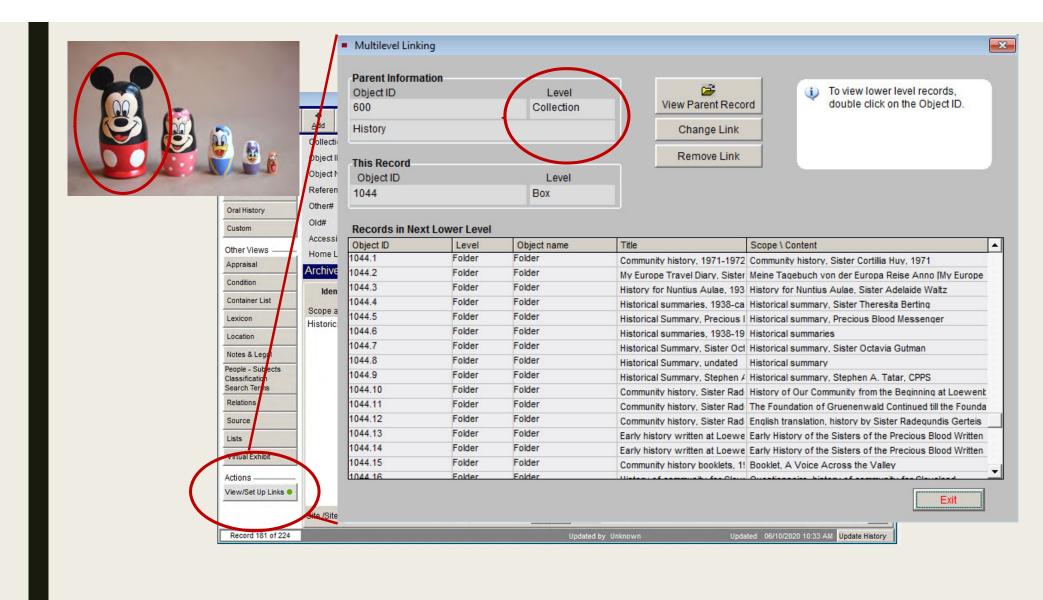


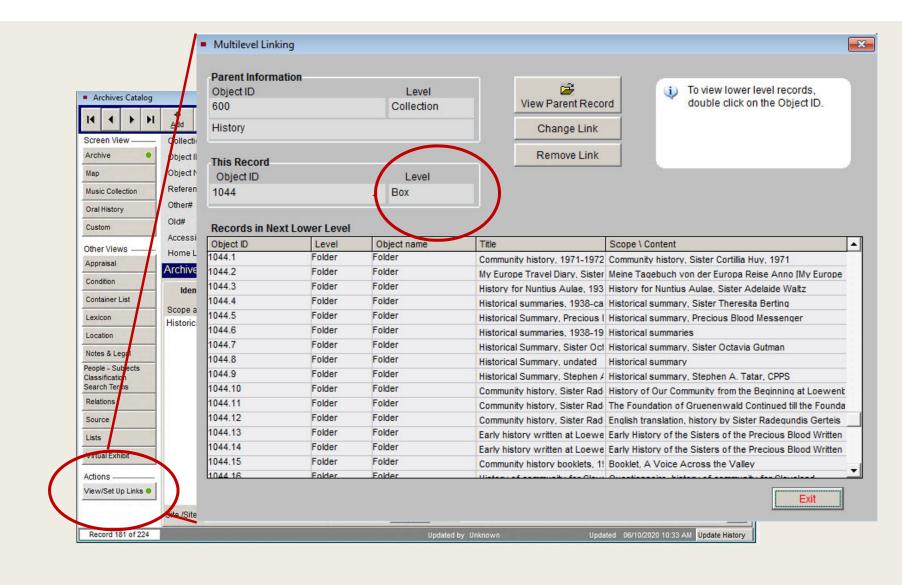


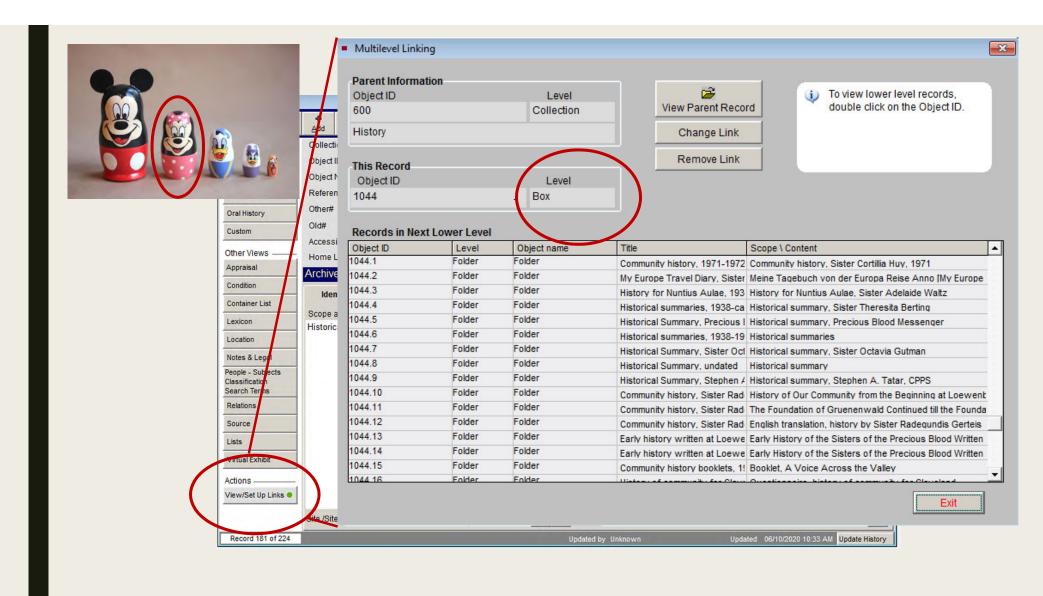


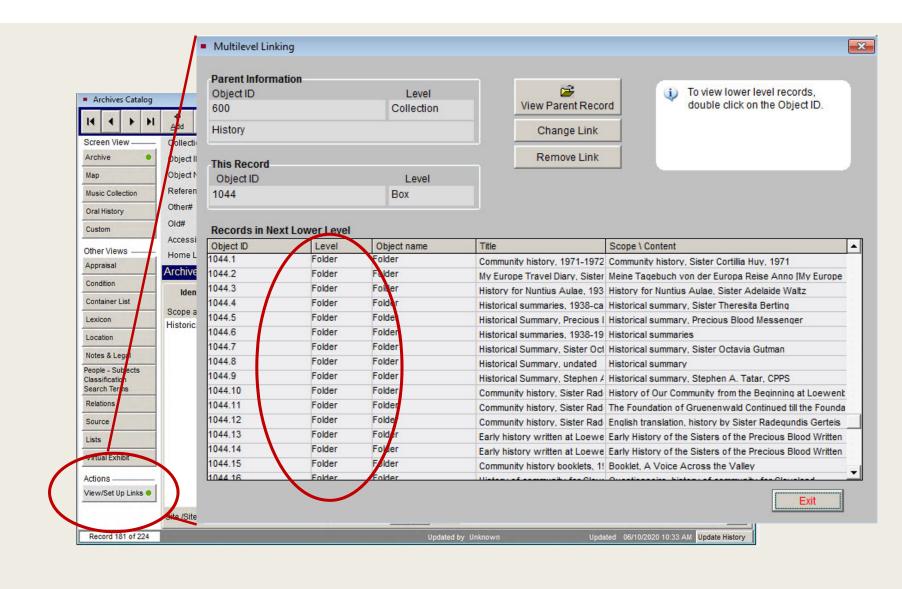


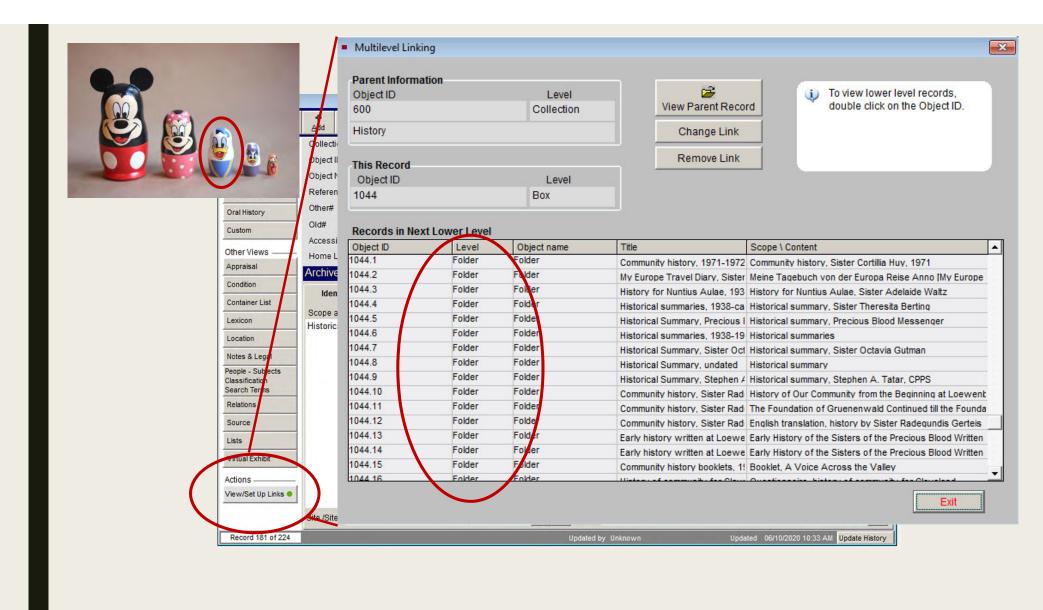












Pros and Cons

Pros

- Easier to manage, everything in one place
- My familiarity with PastPerfect
- Easy to search with keywords
- Easy to connect photos, books, and artifacts to the archival records

Cons

- While inputting data, I have to keep referring back to Excel database (I am only one human so this is understandable)
- Time consuming
- Didn't like the first way I was entering records so I had to start all over and I did not have the best attitude about it

The process is still not perfect...



All of theses boxes are unprocessed...

...but I'm getting there.



How do you eat an elephant? One bite at a time.

– Virginia Weygandt

Pandemic lessons

- Worked from home for two months
- Two pandemic lessons:
 - It will be there when you get back.
 - Focus on what you can control.

Donate!! Advocate!! Be awesome!

