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Subject: Archive update  
Date: January 30, 2013 5:43:26 PM EST  
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Gentlemen:

This is coming a little belatedly, due to the busy-ness of the New Year, including a fine concert here by Walt Strony. However, attached, you will find a document drawn up at the end of the year by the graduate assistants that are spearheading the work on the former ATOS Archive (now the American Theatre Organ Collection).

You will note that most of the progress is not "sexy." Bailey and James have spent much time to lay a solid foundation for the sorting and cataloging of the collection, and all in just a short time. However, now that this has been completed, they are breaking into the boxes to truly begin the sorting and archiving.

In summary:

- Software for cataloging the collection has been chosen and tailored for our needs. It will eventually be accessible via the internet for any interested parties.
- The policies that govern the collection have been written, and as of yesterday, have been approved by Legal Counsel.
- Archival supplies have been acquired. Not only acid-free storage materials, but also an overhead scanner.
- Visits to other similar archives have been made, and other qualified archivists have come to view the collection and make suggestions.
- All boxes of unsorted materials have been surveyed.
- The sorting of the first collection has begun (Helen Gould). The process of sorting and preserving this collection will serve as a template for all other materials.

We have, in the meantime had two requests (that I am aware of) for information/ documents from ATOS people (in both cases, the archive did not contain the materials they were seeking). We have received numerous donations of recordings, and a few donations of other archival materials.

Real progress is being made, and we are uncovering some exciting things as we go along. We plan to highlight some of these things in our various publications.

Please forward this to anyone I have neglected to include.

Best,

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