

DEVELOPING THE FRAMEWORK FOR A PERMANENT ARCHIVAL PROGRAM AT SEATTLE PREPARATORY SCHOOL

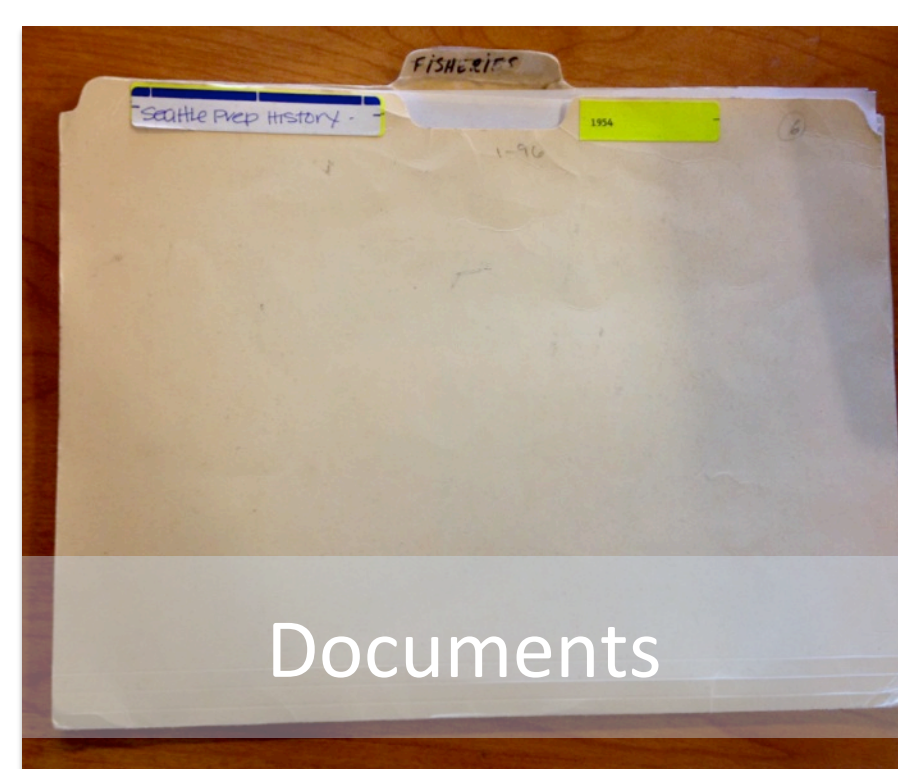
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Adelpia Hall. www.seaprep.org. Web. 7 May 2016.

PROJECT DESCRIPTION

Seattle Prep will celebrate its 125th anniversary next school year. Establishing an archives fulfills a need for a program dedicated to the collection, organization, and preservation of items that document the history of Seattle Preparatory School. The archives will connect the present Seattle Prep community with the past, by making these materials accessible, and promoting their use for publications, exhibits, and research.



Documents



Film



Photographs



Memorabilia

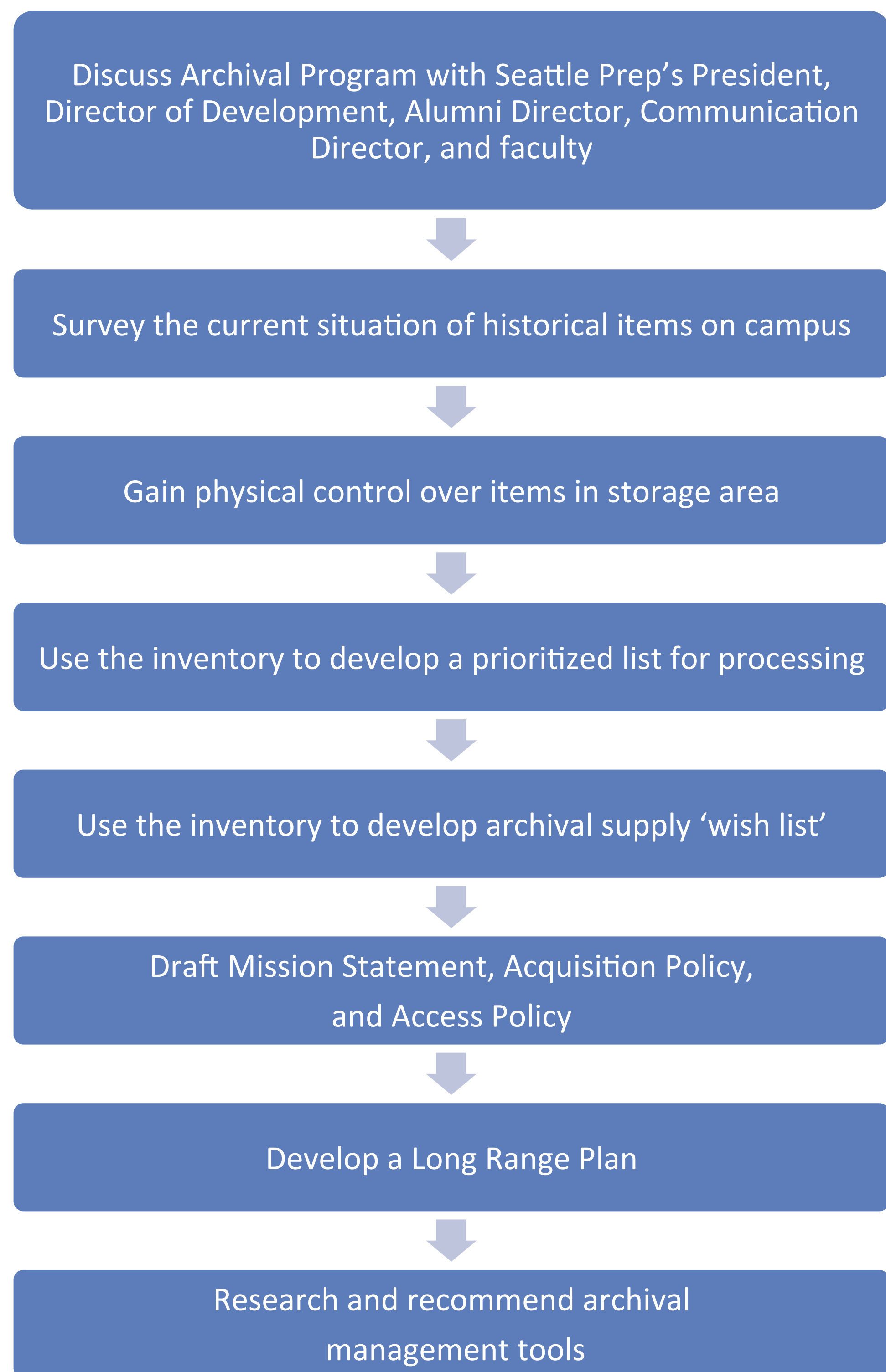


Discs



Publications

PROCESS



OUTCOMES

This capstone project creates the foundation from which Seattle Prep can build a lasting archival program. Meetings with stakeholders in the Seattle Prep community confirmed the need for an archives, and garnered support for a program that not only preserves school history, but makes it accessible.

An archival repository is now designated in the school's storage area. A preliminary inventory of over 50 boxes of historical materials outlines items the school has kept in storage. This inventory serves as a guide for ordering archival supplies, and prioritizing processing efforts. Policies have been drafted to ensure the care of these items, to focus future acquisitions, and to give appropriate access to archival holdings. Finally, a Long Term Plan provides direction for the the archival work ahead.

Many thanks to my sponsor, Liz Brennan, for her commitment to Seattle Prep, and enthusiasm and support for this project. And thank you to archivists, Leslie Schuyler and Sheryl Row, for their patience and time spent answering many questions.

MOVING FORWARD

