

# District 10 Archives Chair Report for March 9, 2024.

Warm Greetings District 10,

I am grateful to be working with all of you during the three years of this panel.

From the storage unit I took 2 large bins and one small bin.

I have not scanned anything yet.

I looked through the contents and concluded that most of the bins mostly contain paperwork, reports and treasurers' reports. I plan on scanning whatever is in the bins and saving the documents to an external hard drive (or thumb drives).

The documents will be saved & digitally labeled as YEARmonthDay (and then the name of the document).

This is how I save the current documents on Google Drive.

If you are responsible for submitting a report and would like some helpful tips navigating Google, please let me know. You can save your report to Google under the appropriate meeting month on your own or ensure I receive a copy and I will upload/save it to Google for you. I am happy to help.

The meeting minutes GR's will be voting on is saved under the name:  
2024-01 D10\_Minutes\_January\_2024 for March Vote.docx

To see the Meeting Minutes and all the March reports and documents:  
<https://drive.google.com/drive/u/3/folders/1xSxKdTIPzAIMFPWJRzIRkt0A3mQd0sET>

To See all the District 10 (D010) folders:  
<https://drive.google.com/drive/u/3/folders/1tlj3vFxZRngd-4ULv95tb5ztljvBaxyl> Please

let me know if you are experiencing any difficulty opening Google or the reports.

Thank you!  
See you on the 9th!!

With Love and Service,  
Mary

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