It is all about the data, meta data to be exact that makes them a winning team, Rebecca Merritt, Diana Bunnell–Remillard and Lisa Powers the team from the Document Archive Group in FS. Meta data describes attributes of a document. The accuracy of the material in the collection is only as good as it is entered in the system, and this is where this team excels.

Their talents are in business rules and quality control protocols which they apply – naming conventions, character counts, steps, and procedures. The rigor and excellence with which they conduct quality control lives in the legacy of the collection.

The Construction Document Archive is a University resource and actually part of the University Library Collection, procedurally reporting to the University Archivist.

Archival records are:

- Processed in Humphreys
- Managed in a Facilities Services database
- Made available to users through a Facilities Services web page, with redundant server access
- Are accessioned and reconciled in the University Library system monthly.

The collection represents the collective institutional knowledge of all aspects of Cornell facilities.

Together this team has accomplished significant projects:

- Growing the collection from a 5,000 item list housed in excel to a user accessible database containing over 136,000 records:
- Integrating new technology for bar coding: The mezzanine at Kroch ran out of space for their records and the Library Annex agreed to accept them on the condition that they are all scanned and bar coded. This team shifted gears and went to work ordering and adapting to the new technology, without a loss of service to their customers.
- Managing storage over flow projects: Leveraging additional storage space for interim records meant taking on collaboration with all of the departments currently occupying local department space. It was an incredibly inclusive process that concluded with a shared shredding opportunity for expired records, and their restructuring of the space for archival records.

The staff complement each other’s strengths. While one is responding to requests for materials the other is accepting materials in. They make an extremely well-functioning team that gives high priority to timely customer service. If you can’t find what you’re looking for they can find it and if it isn’t in the collection and you have a copy they’ll happily add it for you. These service minded individuals have a “no records left behind” policy!

Project teams see the collection as a valuable resource and Becky, Diana, and Lisa as team resources to help them start their projects with historical records, and close them with their documents safely housed for the University’s history.

This team was nominated by Jane VanDerzee, pictured above with VP Kyu Jung Whang and Randy Lacey Sr. Director Facilities Engineering.