

It takes a coalition to achieve the goal

In June 2013, I attended the ARMA Rio Grande Chapter's Spring Seminar. One of the presenters said, "Don't do it alone." This immediately struck a chord with me. This year the Corporate Archives & History Program in the Recorded Information Management Department at Sandia National Laboratories successfully completed a long-term project. This project required the Archives to develop coalitions with several other organizations at Sandia to achieve the goal.

I chuckled when completion of the final phase inspired a couple of organizations to announce the achievement to upper management. It was obvious that no one organization was responsible for the accomplishment. The project really began over fifteen years ago when Sandia's Corporate Historian and I realized how critical the legacy editions of the company's *Lab News* were to searches for historical information.

Over the years, support staff created a database and indexed the *Lab News*. They gradually entered all of the article titles and employee names from photo captions for the full set of the *Lab News* (back to 1949, when it was called the *Sandia Bulletin*). The index proved to be a useful and reliable resource for us and other organizations, including the *Lab News* staff, who often called on us to help them locate historical information.

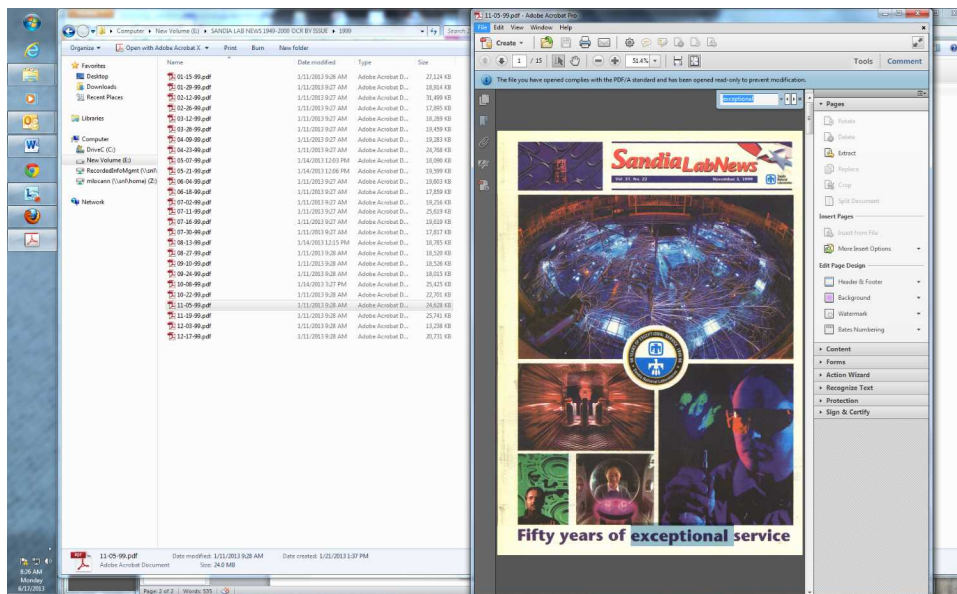
After November 2000, the *Lab News* was available electronically. Over the years we talked about how useful it would be to have digital copies of the legacy *Lab News*, but no resources were available for converting it. In 2012, when a new staff member joined the Archives and assumed the task of indexing the current editions of the *Lab News*, we discussed making the index available to Sandians. We decided it was time to investigate digitizing the legacy copies to go along with the index.

We approached the *Lab News* editor and his management line agreed to fund the project to scan the approximately 18,000 pages of the legacy *Lab News*. We developed the scanning requirements, assembled all of the copies to be scanned, and contracted with a vendor to perform the work. Within a few weeks, the digital files were delivered. Sandia's Corporate Historian edited the massive index and created search templates for the files. Finally, a programmer in the Information Management Solutions Department loaded the entire file set into our corporate document management system. Now, it's available to Sandia users and is keyword and full-text searchable.

This long-term indexing and scanning project was a perfect example of how a coalition of organizations including the Corporate Archives, the *Lab News*, and the Information Management Solutions Department was necessary to achieve the goal of providing all of the *Sandia Bulletins* and *Lab News* editions in a keyword and full-text searchable format to Sandia internal users. As the earliest printed editions of the paper continue to deteriorate, we have ensured that the best available copies are now preserved and available for future users. We are so pleased that the coalition of organizations allowed us to successfully achieve our goal that was first conceived

over fifteen years ago and recently culminated in a user friendly, electronically available, and searchable digital format of the *Sandia Lab News*.

Sandia Lab News--from paper format to keyword, full-text searchable format



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