

HISTORICAL COMMITTEE REPORT

for the

Texas Association of Collegiate Registrars and Admissions Officers

TACRAO



2024-2025 Historical Committee Members:

- Kat Livingston, *Chair*
- Melinda Carroll, *Committee Member*
- Clara Giroux, *Committee Member*

Background:

TACRAO had considered digitizing documents with Soutron since 2021. TACRAO maintains a collection of important historical documents, including Annual Reports, Financial Reports, Committee Reports, Meeting Minutes, Newsletters, Directories, and TACRAO History.

Goals, Activities, and Accomplishments:

In 2023, the Historical Committee was tasked with finding a solution for archiving historical TACRAO materials and memorabilia into a searchable electronic archival system. The prior years' TEC and Historical Committee members recommended further researching the solutions offered by Soutron Global, a library and archive management solutions provider. Fall 2023 – Spring 2025, the Historical Committee focused our efforts on conducting several meetings and demos with Michael Hughs, account manager for Soutron, and worked closely with Michael to prepare a proposal for TEC consideration and review. The Historical Committee presented the Soutron proposal, including a review of the TACRAO demo site in the Soutron system, proposed

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solutions, key benefits to TACRAO, and associated costs, to TEC during the March 2025 TEC Meeting. The recommendations made by the Historical Committee to move forward with Soutron were proposed as a possible solution for archival of historical TACRAO documents created during 2021 and forward.

Upon TEC's thorough review and consideration of the Soutron proposal, the decision was made not go to with Soutron. While TEC was in agreement that it was a solid product, it was determined that there was not enough value to justify the continued expense should TACRAO move in that direction.

Conversations will continue as to how to move TACRAO's record keeping into a more modern format but the hope is that given TACRAO's recent projects to clean up the SharePoint files, TACRAO is much closer to a sustainable solution than we were when this product evaluation was undertaken.

Committee Recommendations:

It is the recommendation of the committee that TACRAO reassess the responsibilities of the Historical Committee moving forward, and provide additional guidance and clarification on the location and format in which remaining outstanding items should be archived (for both future materials as well as those currently in the possession of the committee), and the logistics involved in that archival process moving forward.