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From: ***Timothy A. McKeever*** <Tmckeever@hwb-law.com
<<mailto:Tmckeever@hwb-law.com>>
<<mailto:Tmckeever@hwb-law.com>>>__>
Date: Wed, Feb 5, 2014 at 9:14 AM
Subject: RE: Your memo of last evening
To: Bella Gerlich <bkgerlich@alaska.edu
<<mailto:bkgerlich@alaska.edu>> <<mailto:bkgerlich@alaska.edu>
<<mailto:bkgerlich@alaska.edu>>>>

Dear Bella,

To be clear we need three estimates. First we need to know the estimated cost to complete the processing to the standards we discussed in December. It seems such an estimate could be determined based on a projection of how much time it takes on average to go through a box times the number of boxes. We understand that the contents in each box may vary but an average should account for that variability. We need to have an estimate of the cost to complete the processing so we know how much money we need to raise to complete that part of the job. It does not require going through each box and looking at each piece of paper. At the same time we want to avoid the situation we have now where the money has been spent and the work is not done.

Second getting an idea of the cost of digitizing the collection also

seems like it should not require looking at each document.
When
Mrs. Stevens and I met with you last summer Chancellor
Rogers came
up with an off the cuff estimate while we were in the
meeting. In
any case until we have a better handle on what is in the
collection
we won't know what needs to be digitized for example case
work files
which will not be made public for many years may not need to be
digitized anytime soon but some of the legislative files
should be
done sooner.

Finally we need to get an idea of the cost of an oral history
project. I assume that depends on the number of interviews and
where they are done. But an idea of the cost per interview
subject
to travel and lodging expenses would be helpful.

In sum can we get the estimate for processing this week and
then get
the digitization estimate next week? The oral history estimate
could be deferred until later this month.

Thanks.

From: Bella Gerlich [<mailto:bkgerlich@alaska.edu>
<<mailto:bkgerlich@alaska.edu>>
<<mailto:bkgerlich@alaska.edu> <<mailto:bkgerlich@alaska.edu>>>]
Sent: Tuesday, February 04, 2014 5:58 PM
To: Timothy A. McKeever
Cc: Bella Gerlich

Subject: Re: Your memo of last evening

Dear Tim,

We hadn't discussed a timeline for completion of the
estimates. I
am sorry that we didn't know sooner about your deadline for a
response to the Governor, or that you intended to send our
estimates
to his office. We will get you the estimates as soon as
possible.

Delivering accurate budget projections for a project of this
magnitude is extremely time consuming; each piece of paper
has to be
reviewed for content, condition and potential for review,
as the
Foundation requested. Only Mary Anne and Elsie have the
necessary
knowledge of the criteria outlined by the Foundation. Our own
internal goal for completing the estimates was by the end of
January, but this timeline was impacted by holiday

closures, staff
leave, and Mary Anne's decision to take another position.

Having said that, I had already set a deadline of 2/6
(Thursday) for
the estimates to be completed. My plan is to review the
estimates
with administration before sending them to you, and I will
do my
best to deliver them by the end of the week.

Bella

On Tue, Feb 4, 2014 at 2:48 PM, Timothy A. McKeever
<Tmckeever@hwb-law.com <<mailto:Tmckeever@hwb-law.com>>
<<mailto:Tmckeever@hwb-law.com> <<mailto:Tmckeever@hwb-law.com>>>>
wrote:

Dear Bella,

Thank you for your memo of last evening. I was
disappointed to hear
of Mary Anne's departure and will be taking some time to
think about
the implications of the changes you discussed.

But in the meantime, I need to address the estimates we
discussed
when we met at the Library on December 6. At that meeting
I asked
for three estimates: one for the cost of the remaining
processing as
we described at that meeting, a second for the cost of
digitizing
the collection and a third estimate and plan for an oral
history
project. The third is less crucial than the first two. I
asked
that we get at least the first two by the middle of January.

It has now been almost 8 weeks since we requested these
estimates
and we must have them this week. The Governor's Office has
asked us
for costs for these projects and we need to get them a
response.

Your memo suggests we might expect them in the next few
weeks and
that is simply not acceptable. We need to put together a
budget and
these estimates are an integral part of that process.

Please assure me that the estimates for the remaining
processing and
the cost of digitizing will be done this week.

*From:*Bella Gerlich [<mailto:bkgerlich@alaska.edu>
<<mailto:bkgerlich@alaska.edu>>
<<mailto:bkgerlich@alaska.edu> <<mailto:bkgerlich@alaska.edu>>>]

Sent: Monday, February 03, 2014 7:05 PM
To: Stevens, Catherine Ann; Lily Becker; Timothy A. McKeever;
Karina Waller; David Monson
Cc: Brian Rogers; Mike Sfraga; Susan Henrichs; Kari
Burrell; Carla

Beam; Mary Anne Hamblen; Elsie Eckman; Suzanne Bishop;
ua.president@alaska.edu <<mailto:ua.president@alaska.edu>>
<<mailto:ua.president@alaska.edu>>
<<mailto:ua.president@alaska.edu>>>; Bella Gerlich
Subject: Mary Anne Hamblin Appointment

Attached in a memo regarding Stevens Project Archivist Mary
Anne
Hamblin.

Please do not hesitate to contact me with any questions or
concerns.

Regards,

Bella

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Bella Karr Gerlich, PhD

Dean of Libraries

Elmer E. Rasmuson and BioSciences Libraries

University of Alaska Fairbanks

310 Tanana Dr., Rm. 433

Fairbanks, AK 99775-6800

907 474-7224 <<tel:907%20474-7224>> <<tel:907%20474-7224>> office

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Bella Karr Gerlich, PhD

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310 Tanana Dr., Rm. 433

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Bella Karr Gerlich, PhD
Dean of Libraries
Elmer E. Rasmuson and BioSciences Libraries
University of Alaska Fairbanks
310 Tanana Dr., Rm. 433
Fairbanks, AK 99775-6800

907 474-7224 <tel:907%20474-7224> <tel:907%20474-7224> office
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Michael Hostina
General Counsel
University of Alaska

Email: mphostina@alaska.edu 203 Butrovich
Phone: (907) 450-8080 PO Box 755160
Fax: (907) 450-8081 Fairbanks, AK 99775-5160

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