Purpose: The purpose of the History Subcommittee is to collect and preserve the records, events and organizational memory of ADC10; to provide an account of the past and present activities, accomplishments and concerns of the Committee; and to promote an understanding of the evolution of environmental issues since the inception of this Committee.

Goal 1 Collect, organize and maintain the records of ADC10 to create a dynamic history of the Committee and its accomplishments.

Strategies:
1. Identify, collect and maintain past records and information pertaining to A1F02/ADC10.
2. Develop a list of items to be collected on an annual basis. These items should include, at a minimum, current membership rosters; a listing of officers of the Committee, subcommittees and task forces sponsored by this Committee; minutes of annual and mid-year meetings; triennial self evaluation and strategic plans; A1F02/ADC10 newsletters; and available photographs of Committee activities.

Goal 2 Establish and maintain a program for archiving the records of the Committee.

Strategies:
1. Identify an appropriate database and/or method of preservation of all records.
2. Develop and maintain an inventory of all records and documents collected.
3. Make arrangements for permanent record storage and access with the Transportation Research Board.

Goal 3 Develop an Oral History Program to record the unique perspectives and experiences of Committee Chairs, Emeritus Members, former members, and others to preserve organizational memory and to track trends and issues in the evolution of the Committee.

Strategies:
1. Develop an interview format, including topics to be covered and questions to be asked.
2. Develop a list of people to be interviewed.
3. Identify current Committee members and friends to conduct interviews.
4. Prepare appropriate written and/or oral records for all interviews conducted.
Goal 4  
Develop documents and presentations as appropriate from the Committee history to promote and publicize the work of the Committee and its role within TRB.

Strategies:
1. Develop and maintain a chronological history of the Committee highlighting events and accomplishments.
2. Prepare an historical overview of the earliest years of the Committee, with 5 year supplements to follow.
3. Forward recorded interviews, current versions of the Committee history, and other materials of general interest to the Website Subcommittee as they are prepared for inclusion on the ADC10 Website.

Adopted by the Committee
July 13, 2009
Shepherdstown, WV