



# Stein Collectors International, Inc.

## 2025 Museum Director/Librarian Report

Over the past year, significant progress has been made in organizing and evaluating the historical and administrative records of Stein Collectors International (SCI). This effort included the receipt and review of a wide range of archival materials, including:

- *Prosit* publications
- Chapter meeting minutes
- Various organizational correspondence and documents
- Reference books and materials
- Numerous slides, photographs, and CD rom storage of pictures of steins

These items were transported from MD to CT last November in Home Depot moving boxes. Everything has now been carefully re-housed into new plastic storage totes. This not only improves physical preservation but also allows for better categorization and handling.

I am starting the process of reviewing the contents of each tote to determine long-term retention value. A comprehensive evaluation will be conducted to establish a document retention and destruction policy, taking into consideration both legal and historical significance. My hope is also to categorize and organize reference material into a more user-friendly and searchable format.

Additionally, discussions are underway regarding the digitization of key documents to facilitate easier access, long-term preservation, and secure storage. A cloud-based digital archive is being considered as a solution, allowing authorized users to efficiently search and retrieve records as needed. This archival initiative will be discussed at the upcoming SCI Annual Meeting in August, including both the Executive Committee and the Board of Trustees. The goal is to update leadership on current progress and outline a strategic plan to finalize retention criteria and digitization options in the months ahead. I am also hoping to define what the procedure for and yearly budget for the procurement of additional reference material is at this year's meeting.

Regards,

Harry Gruss, Jr

Stein Collectors International, Inc  
Museum Director/Librarian