

SAMPLE ARCHIVES BUDGET

Archives Operations

Description: Acquisition, arrangement, and preservation of valuable archival collections. Providing reference, research, and records management services to the Bahá'í National Centre, other Bahá'í institutions, and individual scholars.

Salaries (archival staff)	\$xxxxxx
Benefits	
Supplies and materials (archival and office supplies)	
Equipment (shelving, computer equipment, book cart, etc.)	
Communications (telephone, FAX, computer access fees)	
Postage and shipping	
Professional services (microfilming, conservation work, off-site storage, professional dues)	
Printing, literature, audio and video production (photocopying, brochures, photography, tape copying)	
Capital expenditures (building renovation, etc.)	
Maintenance and repair (of facilities and equipment)	
Subtotal	\$xxxxxx

Assistance to Local Spiritual Assembly Archives

Description: Providing assistance to Local Spiritual Assemblies in developing and preserving their local records and archives.

Travel	\$xxxxxx
Lodging and meals	
Printing, photocopying, etc.	
Subtotal	\$xxxxxx

Archives Committee Expenses

Travel expenses for Archives Committee meetings

Travel	\$xxxxxx
Lodging and meals	
Subtotal	\$xxxxxx

GRAND TOTAL \$xxxxxx